



How to Sign Up & Create Your Profile – New Participants

Thank you for your interest in participating in Arizona Gives Day! The first step is to register to participate, and then you will create your organization’s online profile to reach donors through AZGives.org. Simply follow the steps below.

If you have any questions, please review the Nonprofit FAQs of the www.azgives.org/faq website for answers. If you are unable to locate your answer there, you can contact Arizona Gives at azgives@arizonanonprofits.org.

✓	Step #	Step Description	Deadline
	1	<p>View Instructional Webinar</p> <p>We encourage you to view the “Sign Up and Set Up” webinar before starting on www.azgives.org/faq. There are other instructional webinars as well.</p>	
	2	<p>Register Your Nonprofit</p> <p>Register Your Nonprofit by submitting the initial registration/inquiry form found at www.azgives.org/inquiry. Approval will typically occur within 1-2 business days. Once approved you will receive an email with a link to then create your login and password.</p> <p>Tip: If your organization participated in either 2015 or 2016, you already have an account. Use the log in instructions below to get started on your profile.</p> <p>Tip: If link does not work, please following these instructions to log in.</p> <ul style="list-style-type: none"> • From AZGives.org • Click on <i>Login > Nonprofit</i> • Enter your <i>Email</i> and click on <i>Forgot Password</i> to create your password on the new platform. • A <i>link</i> will be sent to you via email to establish your password 	<p>March 4, 2017</p>
	3a.	<p>Create Your Online Profile</p> <p>Once you are logged in, you will need to click on <i>Organization</i> and complete your online profile information. Be sure all information, including <i>More About Us</i>, is complete and correct since much of it will be viewable publically. There are various “tabs” at the top of your page to enhance your profile – <i>Multimedia, Programs, Donation Levels</i>, etc. but these are not required.</p> <p>Tip: Review other’s pages to see what your page might look like at www.azgives.org/nonprofits</p> <p>Tip: You must complete all <i>required</i> fields in the Overview, before you can “Save.”</p> <p>Tip: Additional administrators can be added to your profile once you have logged into the platform.</p>	
	3b.	<p>Submit Your Profile for Review</p> <p>When you have completed the entire profile, please submit it for review by clicking on the orange “Submit For Approval” button.</p> <p>Tip: You can Submit your profile as long as the required fields and the More About Us section are complete.</p> <p>Tip: You will be able to come back to your profile and keep working on it.</p>	<p>March 10, 2017</p>

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4	<p>Profile is Reviewed by Arizona Gives Staff</p> <p>Arizona Gives staff will review your profile and provide feedback on any required items that are incomplete and/or missing. This feedback will be emailed to the User(s). If no feedback is necessary, go to Step 6. We are making all attempts to review profiles within 24 hours, however when experiencing high volume, it may take 2-3 business days.</p>	
5	<p>Address the Feedback & Resubmit (if needed)</p> <p>Upon receiving Updates Required email, log into profile and review <i>Suggested Profile Changes</i>. Make any necessary changes outlined or upload requested financial documents to Documents tab. Verify the accuracy of your information, Save and click “<i>Submit Upgrades</i>” button to let us know you are ready for us to review the profile again.</p> <p>Tip: If you have questions about the feedback, please email us at azgives@arizonanonprofits.org.</p>	
6	<p>Profile Made Visible to the Public</p> <p>Arizona Gives staff will review your submission or address any requested changes. If all is correct, your profile will be made visible to the public on the AZGives.org site immediately. An “Organization Approved” email will be sent to you with key information. Our goal is to have all profiles approved and public by March 17.</p>	<p>March 17, 2017</p>