



First-Time Participants - How to Register Your Nonprofit

Thank you for your interest in Arizona Gives Day! Registering on AZGives.org is a simple three-step process. Your first step is to complete an Inquiry Form to verify eligibility. Once eligibility has been approved, your second step will be to create your organization's profile. Upon completion of your profile you can then submit your profile for approval. Follow the steps below to get started.

Reminder: You'll need to upload these two documents to complete the initial Inquiry Form. You must complete all *Required* Fields in order to 'Submit Inquiry' or 'Save Changes' within your profile.

- IRS Letter of Determination
- Most Current Completed 990/Financials

| Step # | Step Description | Deadline |
|--------|--|-----------------------------|
| 1 | <p>Register Your Nonprofit</p> <p>Tip: If your organization participated in 2015 or 2016 (or potentially 2017), you already have an account. Use the log in instructions below to get started on your profile.</p> <ul style="list-style-type: none"> • Register Your Nonprofit by submitting the initial Inquiry Form found at www.azgives.org/inquiry or click on Login from the home page. • Read and agree to the 2018 Terms of Service & Liability. • Submit your inquiry. Once approved you will receive an email with a link to then create your login and password. Approval will typically occur within 1-2 business days. <p>Tip: If link to create your password or login 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> (located at top of home page) • 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 2, 2017</p> |
| 2a. | <p>Create Your Online Profile</p> <ol style="list-style-type: none"> 1) Once you are logged in, you will need to click on <i>Organization</i> and complete your online profile information. 2) Be sure all information, including <i>More About Us</i>, is complete and correct since much of it will be viewable publically. 3) Complete the "tabs" at the top of your page – <i>Multimedia, Programs, Donation Levels</i>, etc. – is recommended to enhance your profile, but these are not required. 4) Select any <i>Programs</i> you wish to have donations designated to as <i>Active</i>. 5) <i>Save Changes</i>. You must complete all <i>required</i> fields in the Overview, before you can <i>Save Changes</i>. <p>Tip: Review other's pages to see what your page might look like at www.azgives.org/nonprofits. It is recommended that an organization have 2-3 Users with one listed as primary.</p> <p>Tip: Additional administrators can be added to your profile once you have logged into the platform.</p> | |



| | | |
|-----|---|-----------------------|
| 2b. | <p>Submit Your Profile for Review</p> <ul style="list-style-type: none"> When you have completed and saved your entire profile, please submit it for review by clicking on the orange <i>Submit For Approval</i> button. <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 can always return to your profile to <i>Edit Profile</i> later.</p> | March 9, 2017 |
| 2c. | <p>Profile is Reviewed by Arizona Gives Staff</p> <ul style="list-style-type: none"> Arizona Gives staff will review profiles and provide feedback on any incomplete or missing required items. If additional information is needed, we will notify User(s) via email. User(s) will need to log in to see what is needed yet. (Go to Step 3a) If no additional information is necessary, User(s) will receive an <i>Organization Approved</i> email and your profile will be made public. (Go to Step 3b) <p>Tip: We make every attempt to review profiles within 24 hours on work days, however with high volume, it may take 2-3 business days.</p> | |
| 3a | <p>Address the Feedback & Resubmit (if needed)</p> <ul style="list-style-type: none"> Upon receiving an <i>Updates Required</i> email, log into profile and review <i>Suggested Profile Changes</i>. Make any necessary changes outlined. Verify the accuracy of your information, and click the <i>Submit Updates</i> button. Click this button will let us know you are ready for us to review your profile again. (Go to Step 2c) <p>Tip: If you have questions about the feedback, please email us at azgives@arizonanonprofits.org.</p> | |
| 3b | <p>Profile Made Visible to the Public</p> <ul style="list-style-type: none"> If all required/correct profile information is included, your profile will be approved making it visible to the public immediately. Upon approval, an <i>Organization Approved</i> confirmation email will be sent to you with key information about utilizing your account. <p>Tip: Our goal is to have all profiles approved and public by March 15.</p> | March 15, 2017 |
| 4 | <p>Download Nonprofit Toolkit</p> <ul style="list-style-type: none"> 2018 social media graphics, new Arizona Gives logos and more can be downloaded from the <i>Resources</i> tab located within the nonprofit profile. Fundraising activities and graphics or logos should be done/used in accordance to the 2018 Terms of Service & Liability document. | |

If you have any questions, you can find more information under the 'For Nonprofits' tab on AZGives.org. If you are unable to locate your answer there, you can contact Arizona Gives at azgives@arizonanonprofits.org.