Past Participants - How to Update Your Profile

Thank you for participating in Arizona Gives Day again! Organizations who registered and created their profiles to participate in years past can access their profile by having any current user log in at AZGives.org. Once logged in current users can easily update their organization's online profile.

Re-enrolling on AZGives.org is a simple process. Here are a few reminders:

- **Once logged in, just follow the steps on *My Arizona Gives Profile/Overview tab* to ensure you've reviewed.**
- **You will need to upload your most current completed financials each year.**
  - Most Current Completed 990 or Financials (we will check your annual revenue/income to place your organization in the correct size prize pool category)
- **You must complete all *Required* Fields in order to 'Save Changes' within your profile.**
- **You must then pay your deposit in order to 'Submit' your profile for approval.**
- **The deadline to complete, pay registration and submit your profile page to participate in Arizona Gives 2022 is February 28, 2022.**
- **The nonprofit toolkit will be available by late December 2021.**

Refundable Registration:

In order to defray a portion of the costs required to provide the above and ensure the sustainability of the program, Arizona Gives will continue its nominal refundable deposit at registration in 2022. Here's what you need to know:

Enrollment Dates	Enrollment Type	Refundable Registration Fee	Late Processing Fee	Total Paid at Registration
Nov 1 - Jan 31	Early Bird	$50	N/A	$50
Feb 1 - Feb 20	Just In Time	$75	N/A	$75
Feb 21 - Feb 28	Late	$75	$25	$100

- **November 1 - January 31:** *Early Bird* annual nonprofit enrollment; cost $50 (eligible for full refund)
- **February 1 - February 20:** *Just In Time* annual nonprofit enrollment continues; cost $75 (eligible for full refund)
- **February 21 - February 28:** *Late* annual nonprofit enrollment; cost $100 (eligible for $75 refund)

As a nonprofit supporting nonprofits, the Alliance of Arizona Nonprofits (Alliance), along with our partner Arizona Grantmakers Forum (AGF), is honored to host AZGives.org and the annual 24-hour Arizona Gives Day event. As you know, the Alliance and AGF invest significant time and financial resources each year in making Arizona Gives possible, and we are committed to the long-term sustainability of these efforts.

We aim to maximize your organization's success by providing tools and resources, including a nonprofit toolkit and marketing materials; training on best practices; a safe, secure and easy-to-use giving platform; promotion through advertising and PR to drive donors to AZGives.org; as well as personalized technical support for nonprofits and donors.

Step #	Step Description	Deadline
1	**Log Into The Platform** • From AZGives.org • Click on *Login > Nonprofit* (upper right-hand corner) • If no one from your organization has access, please email azgives@arizonanonprofits.org **Tip:** Additional administrators are recommended (2-3 preferred) and can be added to your profile when you are logged into the platform. Once added, they will need to establish their account by following these instructions: • From AZGives.org • Click on *Login > Nonprofit* (located at top-right corner of home page) • They will need to enter their *Email* and click on *Forgot Password* to create the password on the new platform. • A *link* will be sent to them via email to establish their password	
2a	**Update Your Online Profile, Then *Save Changes*** 1) Once you are logged in, you will need to click on *My Arizona Gives Profile > Overview* and complete your Profile To Do Checklist including: o Verifying bank information o Verifying required contacts o Updating Financials/Form 990 document 2) Review and update previously completed fields to ensure they are correct since much of it will be viewable publicly. 3) Read and agree to the 2022 Terms of Service & Liability document 4) Completing the additional "tabs" at the top of your page (blue bar) – *Multimedia, Programs, Donation Levels*, etc. These will enhance your profile, however they are not required. 5) Select any *Programs* you wish to have donations designated to as *Active* so they appear as an option at donor checkout. Otherwise donations will default to your *General Fund*. 6) *Save Changes*. You must complete each *required* field within each step of the Overview tab before you can *Save Changes*. 7) All profiles must have the new required fields updated and submitted no later than February 28 to participate in Arizona Gives 2022. **Tip:** Review other nonprofit profile pages to see what your page could look like at AZGives.org/Nonprofits **Tip:** Additional administrators are recommended (2-3) and can be added to your profile when you are logged into the platform. Once added, they will need to establish their account by clicking on the "*Forgot Password*" button.	**February 28, 2022**

2b	**Pay Deposit, Then *Submit For Approval*** • Once you have completed the required fields of your online profile, you can pay your deposit. • Once this has been paid you can *SUBMIT* your profile for approval. • If you do not pay your deposit and submit for approval by February 28, 2022 then your profile will not be able to participate in Arizona Gives Day 2022. However, the organization will still have access to their profile to view donor information.	**February 28, 2022**
3	**Profile Remains Visible or Becomes Invisible to the Public** • If all required/correct profile information is included and you have paid your deposit by January 10, 2022, your profile will be approved and will remain visible to the public. o If an organization chooses to not pay the deposit by January 10, 2022, your profile will be removed temporarily from being publicly viewable and can no longer receive donations until you complete the above steps. • Upon approved, an *Organization Approved* confirmation email will be sent to you with key information about utilizing your account. **Tip:** Our goal is to have all profiles approved and public no later than February 28 so we can include your organization associated with any participating organizations list to the media. Early donations begins March 15; and therefore communication/PR about this will begin the week of March 1.	**January 10, 2022**
3a	**Download Nonprofit Toolkit & Use Resources** • 2022 social media graphics, new Arizona Gives logos and more can be downloaded from the *Resources* tab located within the nonprofit profile (log in required). • The nonprofit toolkit will be available in early January. • Fundraising activities and graphics or logos should be done/used in accordance to 2022 Terms of Service & Liability document which includes: o Promoting all Arizona Gives 'Day' fundraising to the AZGives.org website (and not your own website). This is to avoid potential fraudulent nonprofits from trying to also participate. We, and therefore donors, know that all nonprofits have been properly vetted and are legitimate organizations if donations take place on AZGives.org.	

o Utilizing branded materials which are intended for use by registered participants only.
     o Sending thank you letters to your donors in a timely fashion.
     o And more!
  • Read *Best Practices* articles to see how other organizations have planned successful fundraising campaigns.
  • View any training webinars that are provided.	

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.