



How to Create Your Profile – Past Participants

Thank you for participating in Arizona Gives Day again! Since you are a past 2015 and/or 2016 participant, all users/administrators can access the new platform and our profile by logging in. Once logged in you can then easily 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 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	View Instructional Webinar We encourage you to view “Sign Up and Set Up” webinar before starting on www.azgives.org/faq .	
	2	Log In To The Platform <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 All past 2015 and 2016 participating organizations automatically by-passed the initial Registration Form to start completing their profiles. (Users/Administrators in your account received an email about the new website/login on January 10.)	
	3a.	Create Your Online Profile & Save 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. Tip: Review other’s pages to see what your page might look like at www.azgives.org/nonprofits Tip: You must complete all <i>required</i> fields in the Overview, before you can “Save.” Savings notifies Arizona Gives to review your profile for approval. All profiles must be Saved/Submitted <u>no later than MARCH 10</u> to notify us to review your profile and approve. Tip: You will be able to come back to your profile and keep working on it after saving it. Tip: Additional administrators can be added to your profile or once you have logged into the platform. They will need to go through the same log in instructions to access profile.	March 10, 2017
	4	Profile is Reviewed by Arizona Gives Staff 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.	

ARIZONA
GIVES ★ DAY

	<p>5 Address the Feedback & Save (if needed) 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 “Submit Upgrades” button to let us know you are ready for us to review the profile again. Tip: If you have questions about the feedback, please email us at azgives@arizonanonprofits.org.</p>	
	<p>6 Profile Made Visible to the Public 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>