



## Past Participants - How to Update Your Profile

Thank you for participating in Arizona Gives Day again! Organizations who registered and created their profiles in 2017 can access their profile by having any current user log in at AZGives.org. Once logged in current users can easily update their online profile. Below is a list of features that are remaining the same and what features have been updated, enhanced or added for 2018.

### Remaining the Same in 2018:

- No merchant services account is required to participate
- No registration fee is required to participate
- Ability for donors, businesses, volunteers or even employees to create Fundraising Campaigns for your nonprofits
- Ability for donors to increase donation to help offset the cost for a nonprofit to participate

### 2018 Updates and Enhancements to Nonprofit Profiles & Administrative Area:

- **NEW! Focus/Demographic Area Field**
  - Not required, but recommended if it applies to you as it will be tied to related prize pools
- **NEW! Upload IRS Letter of Determination Field**
  - Required document upload for verification of 501c3 status
- **NEW! Upload Most Current Completed 990/Financials Field**
  - Required document upload for verification of prize pool categories related to annual revenue
- **NEW! Finance Contact Field**
  - Required field so donation reconciliation and distribution communication goes to the correct individual
- **NEW! Donation Program Designation at Donor Checkout**
  - Ability for nonprofits to activate which programs donors can specifically designate to at checkout (or keep as only General Fund) from their nonprofit profile Programs tab
- **NEW! Nonprofit Toolkit within Organization's Profile**
  - Updated social media graphics, new logos and more can now be downloaded from the Resources tab located within the nonprofit profile; no longer available on the public-facing website
- **UPDATED! Terms of Service & Liability Agreement**
  - Required field that needs to be selected each year; contains new agreement information for 2018

### Be Sure to Review:

- **Bank Account/Routing Information**
  - Is this still the bank account you want your donations to be electronically deposited to?
- **Finance Contact**
  - Is the contact email and phone number still correct? Or do you need to complete these fields?
- **Users/Administrators**
  - Does anyone need to be added or made Inactive?
- **Programs**
  - Are there Programs I'd like donors to designate donations to? (click "Donor Designation-Active" button to activate)
  - Are there Programs I want to add so donors can see this on my profile page or make as a designation option?



Follow these simple steps to prepare your organization for 2018. 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](mailto:azgives@arizonanonprofits.org).

Step #	Step Description	Deadline
1	<p><b>Log In To The Platform</b></p> <ul style="list-style-type: none"> <li>• From AZGives.org</li> <li>• Click on <i>Login &gt; Nonprofit</i> (upper right-hand corner)</li> <li>• Enter the same <i>Email</i> and <i>Password</i> you used last year</li> <li>• If you've forgotten your <i>Password</i>, please click on <i>Forgot Password</i> and a <i>link</i> will be sent to you via the email on file to establish your new password.</li> </ul>	
2	<p><b>Update Your Online Profile, Then Save Changes</b></p> <ol style="list-style-type: none"> <li>1) Once you are logged in, you will need to click on <i>Organization</i> and complete any required or new fields in your organization's online profile information. (See Page 1 for a list of requirements/new fields.)</li> <li>2) Review and update previously completed fields to ensure they are correct since much of it will be viewable publically.</li> <li>3) Completing the "tabs" at the top of your page– <i>Multimedia, Programs, Donation Levels</i>, etc. – is recommended to enhance your profile, however they are not required.</li> <li>4) Select any <i>Programs</i> you wish to have donations designated to as <i>Active</i>.</li> <li>5) Read and agree to the 2018 Terms of Service &amp; Liability.</li> <li>6) <i>Save Changes</i>. You must complete all <i>required</i> fields in the <i>Overview</i>, before you can <i>Save Changes</i>. You can always return to your profile and <i>Edit Profile</i> at another time but unless all required fields are completed, it will not save.</li> <li>7) All profiles must have the new required fields updated <u>no later than MARCH 9</u> to participate in Arizona Gives Day 2018.</li> </ol> <p><b>Tip:</b> Review other nonprofit profile pages to see what your page could look like at <a href="http://AZGives.org/Nonprofits">AZGives.org/Nonprofits</a></p> <p><b>Tip:</b> Additional administrators, 2-3 recommended, 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 "<i>Forgot Password</i>" and following Step 2.</p>	<p><b>March 9, 2018</b></p>
3	<p><b>Download Nonprofit Toolkit</b></p> <ul style="list-style-type: none"> <li>• 2018 social media graphics, new Arizona Gives logos and more can be downloaded from the <i>Resources</i> tab located within the nonprofit profile.</li> <li>• These graphics should be used in accordance to the 2018 Terms of Service &amp; Liability document.</li> </ul>	