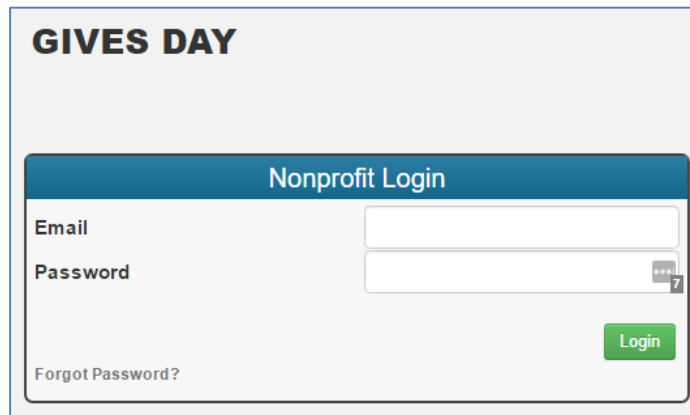


**Note:** You must register before **October 8** and be approved before you can build a page. A webinar is offered on this information in [Resources tab](#). (Please don't build a new page if your organization already has one.)

Once you have received the approval email, then follow these steps to sign in to your account:

### Reset your password

1. Go to <http://givewhereyoulive.civicore.com/admin/> and click on the 'Forgot Password?' link.

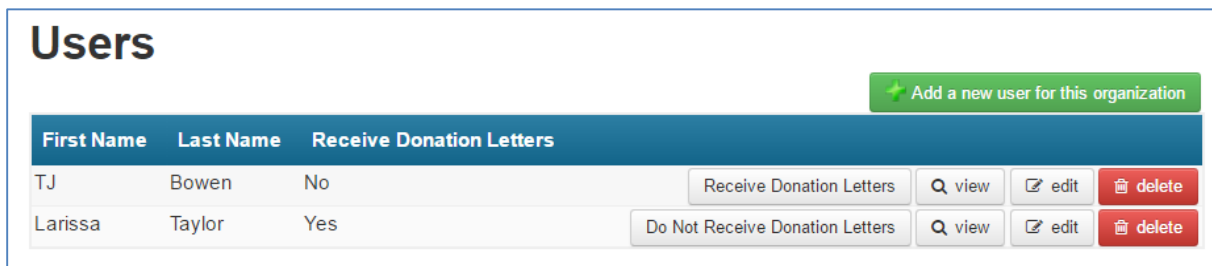


The screenshot shows a web interface titled "GIVES DAY" with a "Nonprofit Login" form. The form has two input fields: "Email" and "Password". Below the "Password" field is a "Forgot Password?" link. A green "Login" button is located at the bottom right of the form.

2. Enter your email address. You will receive an email from [kacf@kearneyfoundation.org](mailto:kacf@kearneyfoundation.org) entitled "Password Reset". If you don't receive the email, please check your spam folder. Follow the link in the password reset email. Once you update your password, you'll automatically be logged in to the system as the main point of contact for your organization.

### Review your user profile and create additional users

1. Under 'Users', click 'edit' and ensure the following for each user:
  - a. First Name, Last Name, and Email are accurate (your email is your username)
  - b. 'Receive Donation Letters' is selected (in the third column) if the user would like to receive an email notification each time a donation is processed for your organization.



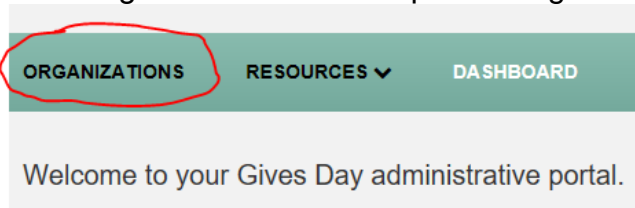
The screenshot shows a "Users" management page. At the top right, there is a green button that says "Add a new user for this organization". Below this is a table with columns for "First Name", "Last Name", and "Receive Donation Letters". Each row represents a user and includes a "view", "edit", and "delete" button.

First Name	Last Name	Receive Donation Letters	
TJ	Bowen	No	Receive Donation Letters [view] [edit] [delete]
Larissa	Taylor	Yes	Do Not Receive Donation Letters [view] [edit] [delete]

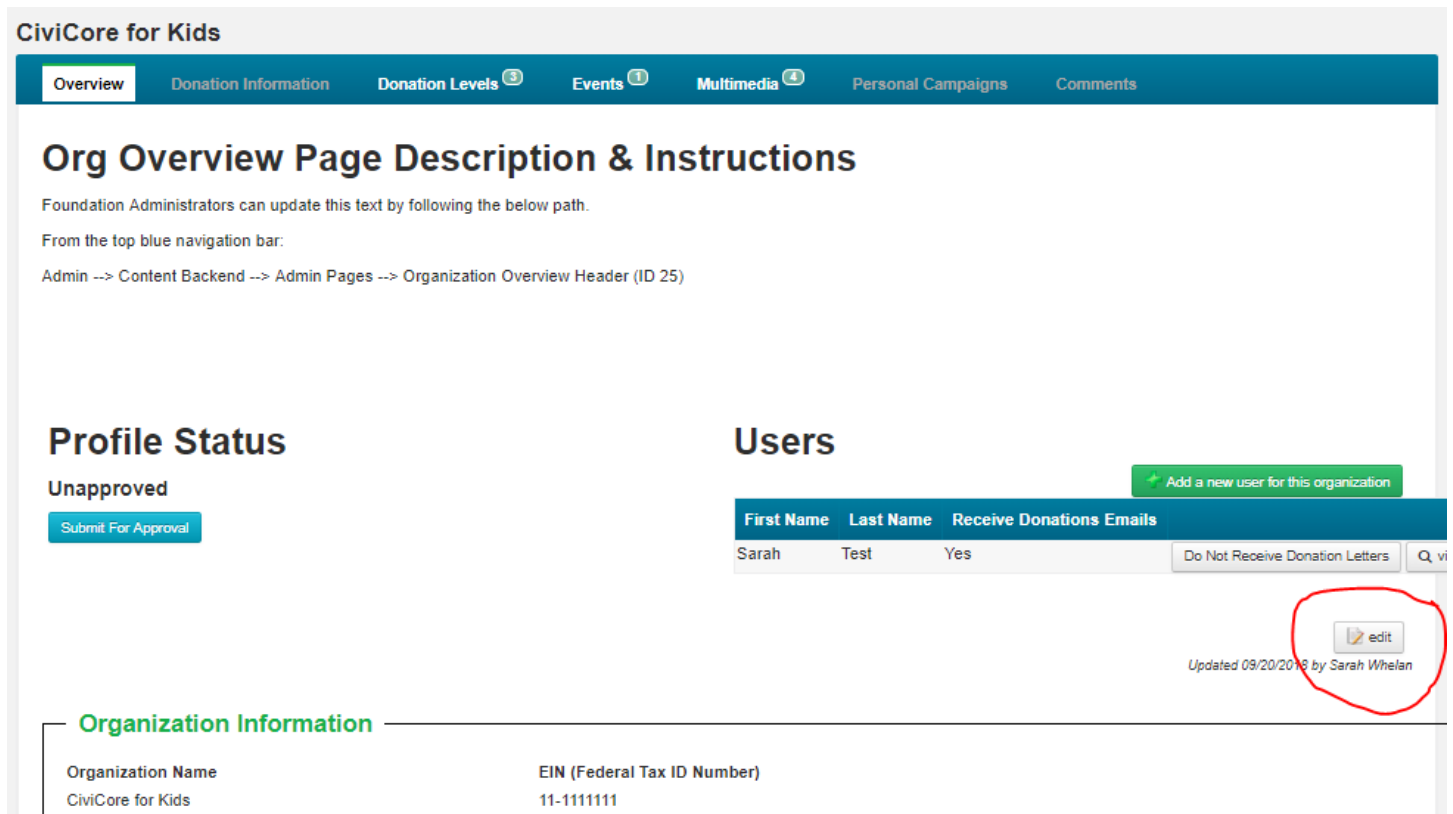
2. Add additional users for your organization, keeping in mind that each user will have access to all donation information tracked in the database.

## Review your organization's profile

1. Click 'Organizations' in the top left navigation bar to open your organization's profile.



Then click 'edit' to open your overview tab to add information (Edit button is circled in the pictured below).

A screenshot of the 'CiviCore for Kids' 'Org Overview Page Description & Instructions'. The page has a blue header with navigation tabs: 'Overview', 'Donation Information', 'Donation Levels' (3), 'Events' (1), 'Multimedia' (4), 'Personal Campaigns', and 'Comments'. The main content area is titled 'Org Overview Page Description & Instructions' and includes instructions for updating the text. Below this, there are two sections: 'Profile Status' (Unapproved) with a 'Submit For Approval' button, and 'Users' with a table of users and an 'Add a new user for this organization' button. The 'Users' table has columns for 'First Name', 'Last Name', and 'Receive Donations Emails'. One user, Sarah Test, is listed. An 'edit' button is circled in red in the bottom right corner of the 'Users' section. Below the 'Users' section is the 'Organization Information' section, which includes fields for 'Organization Name' (CiviCore for Kids) and 'EIN (Federal Tax ID Number)' (11-1111111).

2. Provide as much detail as possible regarding your organization's basic information.
  - a. Mission Statement, More About Us, and Testimonials will be visible to the public.
  - b. Create a custom URL link of your choosing by entering a phrase with no spaces in the blank field. This link will serve to bring donors directly to your organization's page, rather than have them search for your organization through the website's search function. This link can be given to donors to bring them directly to the organization's donation page.
  - c. Add your organization's logo
    - Accepted file types include: PNG (preferred), jpeg, jpg, and gif.
    - The logo should be at least 210 x 210 pixels.
    - Logos look best on a transparent background.
    - The image should be as square as possible.

3. Complete all additional fields that are required. Required fields are indicated by an asterisk (\*).
4. Click the “submit” button at the top or bottom of the screen to save the information.

## ***Build your organization's profile with the different tabs shown***

### CiviCore for Kids

Overview

Donation Information

Donation Levels <sup>3</sup>

Events <sup>1</sup>

Multimedia <sup>4</sup>

Personal Campaigns

Comments

1. **Overview.** This is the information that you added to your page.
2. **Donation Information.** You will not need to add anything. This is where you can see donations made to your organization after November 1.
3. **Donation Levels.** Donors are able to select custom donation amounts, however you can set suggested donation levels as desired—e.g., \$25 donation buys a hot meal for a family of four, \$100 provides a night of shelter for a family of six, etc.
4. **Events.** Add events hosted by your nonprofit organization, and they will appear on your public page.
5. **Multimedia.** You can add photos and links to YouTube videos to build content shown on your nonprofit’s organizations public page. At this time, the giving platform is not compatible with any video sharing sites other than YouTube.
6. **Personal Campaigns.** After November 1, this is where you can approve Personal Campaigns to make them active and see active one. (Last year, these were called Cheer Pages.)
7. **Comments.** This is an option to use only with other administrators of your page to leave a comment for one another. This is not a public feature and will not show up on your public page.

**Note:** A number will appear by a tab when you have added items to it (for example, if you attached two photos in the Multimedia tab then the number 2 will appear by it: Multimedia (2))

### ***Last step: Submit your page for approval***

1. Once your page is built, under “Profile Status” in the overview tab, click on the button that says “Submit for Approval”. This will alert the Kearney Area Community Foundation (KACF) staff that you are done with your page and you want them to approve it so it can go “live”.
2. You will receive an approval email from the KACF staff to let you know that your page is “live”.

If you have any questions regarding these instructions, please contact our offices at 309-237-3114