



North Texas Giving Day Nonprofit Registration



Introduction to the Registration Process

Nonprofit registration is an easy 4-Step process. New nonprofits and returning nonprofits start at different points of the process. The next few pages break down the registration process step by step, so that registration can be completed quickly.

NOTE:

- Returning organizations are considered organizations who participated in 2017.
- You are able to save your progress throughout the registration process.
- All profiles must be submitted by August 15 (Step 4).

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Step 1

New Nonprofits Start Here

Go to **NorthTexasGivingDay.org** and click the **login** button at the top right corner. Then select “**Nonprofit.**” Once you are on the login page click “**New Organizations to NTxGivingDay** click here to begin registration.”

To complete Step 1, you will need the following:

1. Primary Contact Information
2. Organization Name (as it will appear on the website)
3. Organization Address
4. County of Your Office
5. EIN (the 9-digit Employer Identification Number assigned to your organization by the IRS)
6. Organization Website
7. Link to Your Organization’s GuideStar Profile
8. IRS Letter of Determination (required if your organization is not found in GuideStar)

Step 2

Returning Nonprofits Start Here (2017 participants) New Nonprofits Continue Here

Returning nonprofits will receive an email on May 30 with a link to reclaim their profile. New nonprofits, upon completing Step 1, will receive an email with a link to complete Step 2. After you set your password using the email link, go to the “**My Organization**” link and then click “**Edit My Profile**” to complete this step.

To complete Step 2, you will need the following:

1. Organization Alias (if applicable)
2. Organization Logo (PNG, GIF, JPG or JPEG that is less than 1MB)
3. Image File for Hero Image (PNG, GIF, JPG or JPEG that is 1140x300 pixels)
4. Organization Operating Budget
5. Cause Areas (you can select up to 3)
6. Organization’s Demographic/Population focus
7. Counties Served
8. Organization Main Email
9. Organization Main Phone Number
10. Matching Fund Amount and Donors (optional)
11. Primary Contact Information
12. CEO/Executive Director Contact Information
13. Marketing Contact Information
14. Organization Website
15. Organization Twitter URL
16. Organization Facebook URL
17. Organization Instagram URL
18. Mission Statement
19. Current Agency Needs

Note: Look for the “?” icon for help text as you complete your registration
If you run into any problems or have questions you can reach us at
NorthTexasGivingDay@cftexas.org

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Step 3 All Nonprofits

Upon completing Step 2, all nonprofits will return to the “**My Organization**” section of the nonprofit portal.

- Verify your Executive Director or CEO’s email address for electronic check distribution. Your ED/CEO will receive an email with instructions and a link to verify their email address. This email verification must be completed before you can progress to step 4.
- Pay your registration fee (\$50 for organizations with budgets under \$250,000 and \$100 for organizations with budgets of \$250,000 or more). The registration fee must be paid by credit/debit card and online. The registration fee receipt will be sent to the user logged in to make the payment and to the billing email address entered with the payment.

Step 4 All Nonprofits

Return to the “**My Organization**” section of the nonprofit portal.

- Submit your profile for approval.
- If the “**Submit Profile for Approval**” button is grayed out, click “**Edit My Profile**” and at the very bottom unselect the “**Save Profile Progress**” checkbox.
- The “Submit Profile for Approval” button will not display until all required fields (marked with an *) from Step 2 and Step 3 are complete.
- All active users in the nonprofit portal will receive an email once your profile has been reviewed.

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