HOW TO REGISTER FOR NORTH TEXAS GIVING DAY
Agenda

I. Getting Started
II. Registration Steps
III. Build Your Profile
IV. Closing Remarks
GETTING STARTED
Visit the North Texas Giving Day website

Save the Date!
North Texas Giving Day is 9.17.20!
Nonprofit Eligibility Requirements

To participate in North Texas Giving Day, a nonprofit must:

- Have a physical location or mailing address in one of these 20 counties:
  - Collin
  - Cooke
  - Dallas
  - Denton
  - Ellis
  - Erath
  - Fannin
  - Grayson
  - Hood
  - Hunt
  - Johnson
  - Kaufman
  - Montague
  - Navarro
  - Palo Pinto
  - Parker
  - Rockwall
  - Somervell
  - Tarrant
  - Wilco

- Be classified as a 501(c)(3) or 501(c)(4) by the IRS, be in good standing with the state and IRS, and not be in violation of any applicable local, state, or federal law, ordinance, or regulation.
- If classified as a 501(c)(3) or 4911(a)(19) by the IRS, be in good standing with the IRS and have been in good standing for the past five years.

The following organizations are Not Eligible:

- Private Foundations (Operating and Non-Operating)
- Chambers of Commerce
- Cemeteries
- 501(c)(3) Type III - Non-Functionally Integrated
- Foreign Organizations
- Individuals

Please note:

- Each nonprofit’s profile will include a link to their Guidestar profile to provide donors with more detailed information on the organization’s mission and use of its charitable dollars.
- Approval of an organization’s participation in North Texas Giving Day does not constitute an express or implied endorsement by Communities Foundation of Texas or any other Giving Day partner of a nonprofit or its mission.
Enter Your EIN

Please enter your organization's EIN to see if your organization already has a profile.
1. Click 'Show All' next to the 'EIN (Federal Tax ID Number)' field to enter your EIN.
2. Click 'Search'.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>EIN (Federal Tax ID Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Giving Day Fund</td>
<td>00-0000000</td>
</tr>
<tr>
<td>North Texas Giving Day Support</td>
<td>00-0000000</td>
</tr>
<tr>
<td>Dr. R. W. Golnes STEM Academy</td>
<td>00-0000000</td>
</tr>
</tbody>
</table>

Items per page: 25 | 1 - 3 of 3 items
1 of 1 pages

Nonprofit Login

Email Address
Password
Forgot Password?
Login

Click Here to Reclaim Profile!
New Nonprofit Inquiry Form

Please enter your organization's EIN to see if your organization already has a profile.
1. Click 'Show All' next to the 'EIN (Federal Tax ID Number)' field to enter your EIN.
2. Click 'Search'.

EIN (Federal Tax ID Number): 00-0000001

Items per page: 25

Organization Name

There is no profile matching this EIN. If you believe this is in error, contact our team at North Texas Giving Day.

Click here for New Organization

New Organization Inquiry Form

* Required field

Point of Contact

This is the person who will receive all North Texas Giving Day communications. This person is responsible for completing your organization's registration and creating additional user accounts for other organization users, if needed.

Primary Contact First Name  Primary Contact Last Name

Primary Contact Email  Confirm Primary Contact Email

Primary Contact Phone Number  Extension

Organization Basic Information

* Organization Name: This is the name that will appear on your profile page, the organization is shown on the leaderboards.

Organization Address 1  Organization Address 2

Organization City  Organization State  Organization Zip Code

Organization County

EIN (Federal Tax ID Number)

Powered by Communities Foundation of Texas
Thank you for completing a Nonprofit Organization Inquiry into Registration for North Texas Giving Day 2020!

We have received your submission and are verifying your organization's eligibility to participate.

Please check your Inbox for an email from DoNotReply@NorthTexasGivingDay.org that contains your link to create your user account and complete your registration.

Click here to complete your registration (https://northtexasgiving.civicoore.com/index.php?action=home&autologinKey=d1beee91e92d78b71a4a47f0e07851.73b0694d1f8008d97284e09b20d01:6644457512)

Note: This link can be clicked only once from this email. If the link doesn't take you automatically to the site, you may copy the link and paste it into a new internet browser window.

Once you have completed all of the steps of the registration process and have been approved to participate, your nonprofit page will appear on NorthTexasGivingDay.org

If you have any questions, please contact us here.

-Your North Texas Giving Day Team
Nonprofit Dashboard

Welcome to your North Texas Giving Day Dashboard!

STATUS: ORGANIZATION FILLING OUT PROFILE

Check My Registration

Important Event Dates

- Nonprofit Kickoffs & Trainings
- Deadlines

2020 Registration
Welcome to the 2020 North Texas Giving Day nonprofit registration process!

Click the "Begin Registration" button below to get started! Be sure to complete all 5 steps of the registration process.

You will receive an automatic email reply when your registration is submitted.
Registration Steps

• Step One: Organization Budget
• Step Two: Registration Fee Payment
• Step Three: Check Distribution Email
• Step Four: Organizational Profile
• Step Five: Complete Registration
Step One: Organization Budget

Confirm Operating Budget

Please confirm your organization's 2020 projected operating budget.

- Operating Budget

- 1 - 2.9 Million

- I verify that my organization's 2020 projected operating budget is correct.
**Step Two: Registration Fee Payment**

Please take a moment to pay your 2020 North Texas Giving Day registration fee with a credit/debit card.

Please note that payment is due no later than midnight on August 17, 2020.

Note: Failure to pay and submit your profit for approval before the deadline may disqualify your organization from participation.

If you have any questions regarding this process, you can reach us here. Thank you!

**Registration Fee Amount**

- Amount
  - $100

**Pay Using**

- Credit Card/Debit Card

**Payment Information**

- Card Number
  - 1234 1234 1234 1234

- CVV

- Expiration Date
  - MM / YY

- Where is this?
Step Three: Check Distribution Email

Step 3: Update Check Distribution Email Address

Please enter the email address responsible for receiving your organization’s North Texas Giving Day email check.

* Email address that will receive your North Texas Giving Day check
  test@gmail.com

* CONFIRM Email address that will receive your North Texas Giving Day check
  test@gmail.com

Save & Continue
Step Four: Organizational Profile

- Organization Logo
- Search Alias
- Unique URL
- GuideStar link
- Mission Statement
- Event Goal
- Matching Funds
- Terms & Acknowledgments
Step Five: Complete Registration

You're almost done! Please complete your registration by submitting your profile.

Submit Profile for Approval

Your registration is complete. Please check your email for a confirmation. You will receive a system-generated email when your profile has been approved. At that time, your profile will be listed on the NorthTexasGivingDay.org website.

In the meantime, you can enhance your profile page by adding pictures, videos, donation levels, volunteer opportunities, etc. Simply click "My Public Profile" above!
You’re Approved!

Your North Texas Giving Day Registration is Approved!

CONGRATULATIONS!

Anchor Center CiviCore is approved for North Texas Giving Day 2020!

We are thrilled that your organization is participating! You can now find your organization’s page and unique URL by visiting [NorthTexasGivingDay.org](http://NorthTexasGivingDay.org) and searching for your organization. The URL at the top of your page is the URL you should use to promote your organization for North Texas Giving Day.

If you do not see your page after 2 business days, please contact us here.

Resources:

Don’t forget to visit the Resources page under For Nonprofits on the [North Texas Giving Day website](http://NorthTexasGivingDay.org) for trainings, toolkits, marketing materials and more to make this your best North Texas Giving Day yet!

Follow Us:

- Follow our [#NTxGivingDay Nonprofit Facebook Group](https://www.facebook.com/NTxGivingDay/) for important updates and to ask questions of your nonprofit peers.
- Don’t forget to follow North Texas Giving Day on Facebook, Twitter, and Instagram to stay in the know!

If you have any questions, please feel free to submit a question in the Help Center.

Best wishes for a successful 2020 campaign!

-Your North Texas Giving Day Team
BUILD YOUR PROFILE
Build Your Profile: Add Additional Users
Build Your Profile: Add Additional Users

Add a New User: Click this button to grant access to your profile to others within your organization. You may create as many users as you need. Keep in mind that all users will have full access to edit all portions of your nonprofit’s profile, and will be able to view all donation information.

**Fields:**
- *First Name*
- *Last Name*
- *Email*
- *Password*
- *Confirm Password*

**Instructions:**
- Email Address
- Password
- Password (confirm)

**Buttons:**
- Cancel
- Submit
Build Your Profile

Communities Foundation of Texas (CFT)

Overview

Edits to your profile page can be made until Friday, September 11th at 11:59 pm.

Note: The North Texas Giving Tuesday Now team is not responsible for monitoring changes or ensuring information accuracy on your nonprofit page.

Profile Status

Approved

Organization Information

Updated 06/10/2020 by Amanda Kille Admin
Build Your Profile: Donation Levels

Create custom donation levels below that are unique to your organization's needs!

Donation levels have a 45 character limit and you can show up to eight donation levels at a time.

Amount
$25
$50
$100
$250
$500
$1,000
$2,500

Add a donation level

* Amount

* Label 45 characters max

Cancel Submit

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COMMUNITIES FOUNDATION OF TEXAS
NORTH TEXAS GIVING DAY.ORG
Add multimedia to your profile to make it more engaging and dynamic!

Images must be .jpg, .png, .jpeg, or .gif. Video links must be YouTube or Vimeo. Photos and videos must not exceed 5MB each.

You may upload a maximum of 8 multimedia entries.

Title: Show All  Type: Show All

Items per page: 25  |  1 - 5 of 5 items

<table>
<thead>
<tr>
<th>Title</th>
<th>Type</th>
<th>Photo</th>
<th>YouTube</th>
<th>Vimeo</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFT 2017 Overview</td>
<td>Vimeo</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Build Your Profile: Volunteer Opportunities

Volunteer

Volunteer Opportunity Name: Show All
Cancelled: No

Items per page: 25 | 1 - 3 of 3 Items

Volunteer Opportunity Name
Community Advocate
Personal or Family Volunteering
Business Team Volunteering

Items per page: 25 | 1 - 3 of 3 Items

* Volunteer Opportunity Name

Opportunity Date
MM/DD/YYYY

Start Time
End Time

* Volunteer Opportunity Description

Opportunity Location

* Contact Name
* Contact Phone
* Contact Email

Add New Volunteer Opp

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COMMUNITIES FOUNDATION of TEXAS
NORTH TEXAS GIVINGDAY.ORG
# Build Your Profile: Events

## Add your upcoming events to increase visibility!

<table>
<thead>
<tr>
<th>Event Name</th>
<th>Event Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MM/DD/YYYY</td>
<td></td>
</tr>
</tbody>
</table>

**Event Type** -- Select --

**Start Time**

**End Time**

**Event Address**

Share the address of your event, and we'll link it to Google Maps!

**Contact Name**

**Contact Phone**

###-###-####

**Contact Email**

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powered by [Communities Foundation of Texas](http://www.comfortfoundation.org)
Important Profile Deadlines

August 17, 2020 at 11:59 p.m.
• Last day to complete all steps required for registration

September 11, 2020 at 11:59 p.m.
• Last day to make any edits to your profile including donation levels, multimedia, and events. You will be able to update your matching funds through September 17th.
Have Questions?

• Check out the “Resources” section on the website under For Nonprofits

• Review the Frequently Asked Questions section of the website

• Reach out to the team at NorthTexasGivingDay@cftexas.org
**Key Dates!**

- June 18 – Registration Opens
- June 18 – Kickoff
- June 23 – Take 15: Matching Funds
- July 7 – Social Media Training
- July 10 – Early Bird Perks Deadline
- July 14 – Graphics Basics and Editing
- July 21 – Take 15: Board Engagement
- July 28 – Take 15: Volunteer Strategy
- August 3 – FUNdraising Page Creation Opens

**Key Dates/Deadlines**

- August 4 – Take 15: FUNdraising Pages
- August 11 – How To Register
- August 17 – Registration Closes
- August 18 – Take 15: Donor Stewardship
- August 28 – Last Day to Edit Profiles
- September 1 – Early Giving Opens
- September 1 – Take 15: Donor Report
- September 17 – North Texas Giving Day
- October 31 – Checks Emailed to Nonprofits