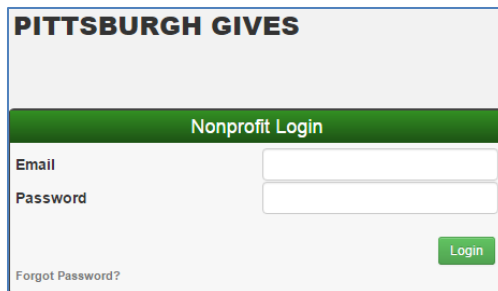


Pittsburgh Gives Profile Review Guide

1. Login with your Username and Password

- a. Go to pittsburghgives.org and select login → nonprofit in the upper right hand corner of the site.
- b. You should see the login box below
- c. Enter your username and password from the last giving event



The screenshot shows the 'Nonprofit Login' page on the Pittsburgh Gives website. It features a green header with the text 'Nonprofit Login'. Below the header are two input fields: 'Email' and 'Password'. A green 'Login' button is positioned to the right of the password field. At the bottom left of the form, there is a link that says 'Forgot Password?'.

Forgotten your password? You can reset it!

- a. Go to pittsburghgives.org and click on the forgot password link.



This screenshot is identical to the one above, but it includes a red arrow pointing from the right towards the 'Forgot Password?' link at the bottom left of the login form.

- b. Enter the email address to which you received this email to begin the password reset process. You should receive a password reset email entitled “password reset” from auto@pittsburghgives.org. If you don’t receive the email, please check your spam filter. Follow the link you receive in the password reset email. You’ll first be prompted to update



your password and then you'll automatically be logged in to the system.

- c. Click Organizations in the top blue navigation bar to open your Organization's profile, then click 'edit'

Don't have a username or password yet?

Contact us and we can give you one.

<https://pittsburghfoundation.org/contact-us>

2. Review the users who can access your profile and add additional users

Users

[+ Add a new user for this organization](#)

First Name	Last Name	Email	Receive Donation Letters		
		development@pghfdn.org	No	Receive Donation Letters	Q view
Alex	Bieling Test	alex@civicore.com	No	Receive Donation Letters	Q view

- a. Users listed here have the ability to update your Pittsburgh Gives profile AND access to your donors and donations after a giving day is over. It's possible that some information about your user accounts may not be up to date. Under 'Users' click edit to ensure the following:
 - i. First Name and Last Name and Email are accurate (email serves as username)
 - ii. Click 'Receive Donation letters' if you would like to receive an email notification each time a donation is processed for your organization on our scheduled giving day.
- b. Add any additional users who will need access. Please keep in mind- each user added will have access to all donation and



donor information for your organization from Pittsburgh Gives giving events.

3. Update the OVERVIEW of the organization

TESTING Pittsburgh Foundation

Overview Donation Information Donation Levels Multimedia Campaigns Documents

* - Required field

Submit Cancel

Organization Information

* Organization Name: TESTING Pittsburgh Foundation

* EIN (Federal Tax ID Number): 250965466

Acronym: []

* Logo: No file is currently uploaded. Upload File

* URL Link: http://demo.givesday.org/ []

* Please select one category that best describes your organization's mission: Philanthropy, Voluntarism & C

* Operating Budget: -- Select --

- a. Click edit, then review your portrait and update any missing information.
 - i. Mission Statement, More About Us, and Testimonials
 - ii. Enter your operating budget
 - iii. 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. For example, if you represent the Pittsburgh Foundation, you could choose to put "pghfdn" or something similar in the blank box.

* URL Link ?

https://www.pittsburghgives.org/ Pghfdn



Then the link in its entirety can be given to donors to bring them right to your organization's donation page. You can then use this link in marketing or promotional materials.

- iv. Add or review your organization's logo
 - 1. Preferred file type is PNG. Others accepted: jpeg, jpg, tif, tiff, gif.
 - 2. Should be at least 210 x 210 pixels.
- v. Add or review the primary county served by your organization.
- vi. Supply any additional required fields that are missing. Those with a * are required fields. Those without a *, are not.

4. Update DONATION LEVELS or MULTIMEDIA (optional!)



- a. Donation Levels
 - i. Set or update suggested donation levels as needed (eg: \$25 donation buys a hot meal for a family of four, \$100 provides a night of shelter for a family of four, etc.) Donors will still be able to select a custom amount. This information will be **visible to the public.**
- b. Multimedia
 - i. Add or update photos and links to YouTube videos (at this time, no other video sharing sites are compatible with the Giving platform). These videos and/or photos



will show to the public when they click on your organization.

Title	Type	Photo	Youtube
Test Video	Youtube		

5. Explore campaigns (Optional!)

- Select the Campaign button on your green menu
- Generally, campaigns are fundraising pages created by donors to raise a money on behalf of your organization. Donors can create their own campaign to support your organization by visiting the www.pittsburghgives.org site. Campaigns created by donors will need to be approved by you and will populate on this page.
- Please see the document on the resources tab of the Pittsburgh Gives website entitled “Managing Campaigns” for more information



6. **Submit your updated portrait**

a. When you have completed the required steps above, return to the OVERVIEW tab. Under profile status, hit the button to submit your profile for approval to participate in the giving event.

b. You will receive an email within a week letting you know your profile is ready for the next giving event. This means your changes are live on the site.

c. **Make sure** to check out your live profile on Pittsburghgives.org by searching for your organization as if you were a donor. Then, log back in to make any changes. You will not need to resubmit your profile for changes to take effect.

Training

The Pittsburgh Foundation will provide webinar trainings on the above items, as well as information on how donation information will be tracked. These webinar trainings will be made available to any organization who wishes to attend (no registration required) and will be recorded and posted on the website for those who are unable to attend. Please check the Resources tab of the pittsburghgives website for the most up to date information.

Still have questions?

For any immediate inquiries, please contact the Pittsburgh Foundation via email at http://pittsburghfoundation.org/contact_us.