

#### 2025 GiveNOLA | NONPROFIT REGISTRATION



### NONPROFIT REGISTRATION STEPS



- Navigate to www.givenola.org
- Click the "Login" button in the top right-hand corner and select 'I am an **Organization**'
- If you're new, click "<u>Apply as a new organization</u>".
- If your Organization has previously participated select, "Log in as a returning organization".
  - You can reset your password here if needed!
  - New requirement: all Users you must setup MFA to access Neon Giving Days. Reach out to support if you need assistance (Blue button on the lower-right)

## **NEW REQUIREMENT: SET UP MULTI FACTOR AUTHENTICATION** (MFA)

Authy



- For increased security, using MFA when logging in is now required to access the Neon Giving Day system. New and existing Users will be prompted to set this up during the login flow. Authentication options: Mobile Authenticator (recommended), SMS Texting, and Chrome Browser Extension (Google only) Neon Giving Days Support is available to assist with any troubleshooting and Resetting MFA Method. Click the blue Support button available on the GiveNOLA website and in Nonprofit Admin.
- - For detailed information and screenshot instructions see the guide: Multi-Factor (2-Step) Authentication

#### **NEW ORGANIZATIONS**

As a new participant, click "Apply as a new organization". Enter your email and then complete the eligibility form. Once submitted, the team will determine your eligibility.

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You will receive a confirmation email update regarding your status. Look out for the additional email to create your password!



Once approved <u>then</u> click *"Log in as a returning organization"* and submit your final registration for approval.

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		2		

Return to	Homepage
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⑦ Support

#### Register for GiveNOLA 2025

GiveNOLA nonprofit registration is open!

Has your organization previously participated in a giving day with us? "Log in as a returning organization" to access your existing profile and submit your registration.

Has your organization previously participated, but you're a new user needing access?

Use the blue support button and request to be added as a user to your profile!

Otherwise, "Apply as a new organization" to determine eligibility and look for email instructions with the next steps.

> Log in as a returning organization Haven't participated yet? Apply as a new organization

#### LOGGING IN AS A "RETURNING ORGANIZATION"

	Giving Days	GiveNOLA Da	iy!				Mary DeMar Log Out
Gives Day Performance	My Public Profile	My Fundraisers	My Donations	My Users	Resource Center		
Welcome to yo	ur Gives Day Das	hboard!				REGISTRATION REQUIRED	Register My Organization
ANNOUNCEMENTS		IMPORTANT EVENT D	ATES				
Day nonprofit Are you signed up for know there is a lot go ready for GiveNOLA everyone on the same weekly GiveNOLA Do newsletter. This news reminders, updates, n tips to make the most frequently asked que	our email list? We ing on while we all get Day. To help keep e page we put out a ay nonprofit email sletter will contain iotices about events, c of GiveNOLA Day, stions, and more!	• Event Milestone	Feb 21 Early Bird Registration Closes	06 Mar 18 Abay: Registration Closes	May 06 Apr 28 Reset		
in the past, you should added to this list.	GiveNOLA Day emails d be automatically use this form.			Fe	Mar 18		③ Support

- Once logged-in, confirm your organization, then select the "Register My Organization" to get started.
  - If needed, you can navigate back to your Gives Day Performance dashboard to locate your registration button.

#### **REGISTRATION PROCESS**



Your profile is prefilled with either last year's data, or the information you submitted with your eligibility form. This is the time for any updates!

> Once your registration is complete, click "Save Changes and Submit for

### SET YOUR EVENT GOALS

tching Funds	
* Have you secured any matching funds yet?	
O Yes O No	
erall Event Goals	
Event Goal 🚱	Your Total Last Event 🕜
s	\$0.00
Event Goal - Number of Donations 👔	Your Count of Donations Last Event 👔
	0
	Your Farly Giving Total Last Event
ty Giving Goals Early Giving Goal ? S Early Giving Goal - Number of Donations ?	Your Early Giving Total Last Event \$0.00 Your Count of Early Giving Donations Last Event 0
Early Giving Goal 🕖	\$0.00
Early Giving Goal 🕖	\$0.00 Your Count of Early Giving Donations Last Event
Early Giving Goal • S Early Giving Goal • Number of Donations •	\$0.00 Your Count of Early Giving Donations Last Event
Early Giving Goal • S Early Giving Goal - Number of Donations • er-to-Peer Goals	\$0.00 Your Count of Early Giving Donations Last Event 3 0
Early Giving Goal ? S Early Giving Goal - Number of Donations ? er-to-Peer Goals Fundraising Page Goal ?	S0.00 Your Count of Early Giving Donations Last Event @ 0 Your Fundraising Page Total Last Event @

- After you click 'Save Changes and Submit for Approval' you have a chance to set your goals
- A goal progress wheel will be public on your Organization profile during the event
- Not sure of your goals yet?
  - Select "No thanks, I'll do it later"
  - You can update your goals on your Gives Day dashboard at any time!

### MY PUBLIC PROFILE: OVERVIEW

	Giving Days	GiveNOLA D	lay!		0	0	Mary DeMar Log Out	
Gives Day Performance My Public Profile	My Public Profile	My Fundraisers	My Donations	My Users	Resource Center			
Overview Donation Levels	Neon One Test	Organization						
Programs Events Volunteer	Overview							
Documents 1	Profile Status							
Contacts <sup>(3)</sup>	GiveNOL/ 2025	Nothing ne <u>Click here</u> Please not take up to : Your shara	eded! Your profile has bee to view your public profile. e that any updates to your n 15 minutes to appear publi ble profile URL is: w.givenola.org/organizatio	profile may cly.	Approve	ed as of 0	2/03/2025 ⑦ Suppor	€,

- Under the "My Public Profile" tab, there is a side navigation bar that offers the ability to maximize our profile!
- The "Overview" tab allows you to preview your profile information, make edits, and view your status and to do list.

#### MY PUBLIC PROFILE: TIPS & TRICKS

	1 ONE		
	Neon One Test Organization		
	Add to Fovorites     Create a fundraiser		
About this Organization		GiveNOLA Day!	
We're here to empower the social good sector to make n and with over 35,000 nanprofits served, we're just getting		2025 Goal	
		\$0	
Share this organization to invite others to give.			
	nation on this Organ		
Organization Information			
ORBANIZATION NAME Nikon One Test Organization	BUDONT ST2D,020	PHONE NUMBER 555 555 5555	
	wamplegneonane.com		
Mission Statement	Testimonials		
Nonprofit Software Designed for Growth and Built for Good. Nean One Giving Days, is the platform provider for GiveNOLA.Day!	different spreadsheet	of the departments of 84% had data in diff its We would have all of this information bu After Neon [Gne], all of that is located in or y Health Association	at not be

Be sure to review your public profile to ensure your information is precise and displays correctly.

Below are some tips to help your profile look tidy:

- About Us: Suggest a maximum of 1,000 1,200 characters.
- Mission Statement and testimonials: maximum of 700 characters.

### MY PUBLIC PROFILE: NEW FEATURE- DONATION LEVELS

Organizations						Home Find a Nonprofit	Y 📕 Login
verview ves Days <sup>(4)</sup>	Neon One	Test Organization					
nation Information				Mission Statement	т	estimonials	
onation Levels	Donation I	Levels	Add a Donation Level	Nonprofit Software Designed for Growth and Built for Good. Giving Days, is the platform provider for GiveNOLA Day!	di	ifferent spreadsheets. We would have	
						vanthi C Respiratory Health Associatio	all of that is located in one account."- on
nts	provides. These op see what their doll	ptions will populate as pre-set donation amount lars could be used for and easily add that donati					
grams nts unteer draisers	provides. These op see what their doll	ptions will populate as pre-set donation amount	ts on your organization's profile to allow donors to				
nts unteer	provides. These op see what their doll	ptions will populate as pre-set donation amount lars could be used for and easily add that donati	ts on your organization's profile to allow donors to ion to their cart.		How your dona	tion helps	
nts unteer draisers	provides. These op see what their doll Items per page: 25	ptions will populate as pre-set donation amount lars could be used for and easily add that donati 5 *   1-3of3items	ts on your organization's profile to allow donors to ion to their cart.		How your dona	tion helps	
nts unteer draisers uments	provides. These op see what their doll Items per page: 25 Amount =	ptions will populate as pre-set donation amount lars could be used for and easily add that donati 5 *   1-3 of 3 items Label =	ts on your organization's profile to allow donors to ion to their cart. 1 of 1 pages < 1 ~ >	\$25	How your dona \$50	tion helps	\$75
inteer draisers uments 1 tacts (3)	provides. These op see what their doll Items per page: 25 Amount ° \$25.00	ptions will populate as pre-set donation amount lars could be used for and easily add that donati 5 ×   1-3of3items Label ‡ Feeds one child	ts on your organization's profile to allow donors to ion to their cart.	\$25 Feeds one child	1		\$75 Field trip

- "Donation Levels" tie monetary value to a specific good or service your organization provides.
  - This helps donors get an idea of what to donate and what the donation is going towards.
  - New: on the Organization profile these options will populate as a pre-set donation amount in the donation cart during the checkout process.

### **MY PUBLIC PROFILE: MULTIMEDIA**

Multimedia					Add multimedia	entry	Multimedia	
Upload photo files or links to YouTube Supported photo file types include: .png, .jpg, .jpg, and .q		. These multimedia entries will show on your public facing profil not exceed 3MB in size.	le once your Organization is a	approved.			-	V
Title: Show All ▼     Type: Show All ▼       Items per page: 25 ▼       1-3 of 3 items					lof 1 pages 🕺 1 v	>	29/1	
Title	Туре	Photo	YouTube	Vimeo				
≡ Bees	Picture				۹ 🖌	Ŧ		E. a.
≡ Cute Kitten	Picture				Q /	•		
≡ Test Image	Picture				۹ /			A A A
Items per page: 25 •   1-3 of 3 items					1 of 1 pages < 1 -	>		Al Solo

- The "Multimedia" tab allows you the opportunity to add photos and videos to your public profile!
  - Photos cannot exceed 5MB. PNG and JPG images are preferred.
  - YouTube and Vimeo videos must be PUBLIC on your YouTube/Vimeo account.

#### **NEW FEATURE-** VOLUNTEER YOUR TIME

More Information on this	Organization
Overview Programs Voluntee	r Fundraisers
Adult Day Services Aide	
DESCRIPTION	
Assist in our classroom for adult with disabilities	
DATE Wed, January 1	
	Volunteer Your Time
-	First Name* Last Name*
2	Email Address*
More Ways to Give	Phone Number
Your time and skills are equally valuable in making a difference. This GiveNOLA Day, you can double the impact of your support by pledging your hours as a volunteer.	How many hours would you like to volunteer over the next twelve months?*
volunteel.	0 I agree to receive communication via email or SMS from this organization*
	I'm interested

#### New Feature: Volunteer Your Time!

- Volunteers can now pledge their pledge from your Organization's profile!
- Volunteer needs display in an accordion style on your profile. The expansion icon provides more information about the volunteer opportunity
- The new volunteer widget allows people to donate their time at any point!
- Organization User will receive an automatic email. Also check your volunteer tab for these submissions.

#### MY PUBLIC PROFILE: NEW FEATURE- VOLUNTEER

Neon One Test Organizat	2				×
Volunteer	* Volunteer Opportunity N	lame			
Volunteer	Adult Day Services Aide				
	* Volunteer Opportunity D	Description			
Volunteer Opportunities	Assist in our classroom fo	r adult with disabiliti	25		
Items per page: 25 •   1-1 of 1 items					
Volunteer Opportunity Name	Location				
Adult Day Services Aide					
Items per page: 25 •   1-1 of 1 items					
	Start Date		End Date		
Volunteer Interest	01/01/2025	Ē	06/30/2025	Ĩ	
	Start Time		End Time		
	* Do you want to publish o	ontact information a	bout this volunteer opportunit	y?	
Last Name: Show All   Email: Show /	No				•
ltems per page: 25 ▼   1-0 of 0 items					Cancel Submit
Entered Date 🔍 🛛 🗧 🗧	Lasting - Linan	- PINATE INIT			

- Be sure to review your profile's
   Volunteers tab to ensure your
   volunteer needs display appropriately.
- Volunteer needs display in an accordion style on your profile. The expansion icon provides more information about the volunteer opportunity
- The new volunteer widget allows people to donate their time at any point!

#### **MY PUBLIC PROFILE: PROGRAMS**

Programs							
Active	* Program Name		Bud	Budget			
Example				\$ 5	\$ 5,000		
Program Description							
Beneficiaries							
<ul> <li>Adults</li> </ul>		Aging/Elderly/Senior Citizens		Animals		Asian/Pacific Islander	
African Americans		Blind and Vision Impaired		Children ages 5 to 21		Children and Youth (infants - 19 years)	
Children birth to age 3		Children Only (5 - 14 years)		Crime/ Abuse Victims		Crime/Abuse Victims	
Deaf and Hearing Impaired		Disabled		Disabled - General or Disability unspecified		Ethnic/Racial Minorities - Other Specified Group	
Ethnic/Racial Minorities - General	~	Families		Female Adults		Female Aging/Elderly/Senior Citizens	
Female Children (5 - 14 years)		Female Children and Youth (infants - 19 years)		Female Infants/Babies (under age 5	5)	Female Young Adults (20 - 25 years)	
Female Youth/Adolescents (14 - 19 years)		Females		Females - all ages or age unspecifie	d 🗌	Gays/Lesbians	
General Public/Unspecified		Hispanics		Homeless		Immigrants/Newcomers/Refugees	
Infants/Babies (under age 5)		Male Adults		Male Aging/Elderly/Senior Citizens	5 🗌	Male Children (5 - 14 years)	
<ul> <li>Male Children and Youth (infants - 19 years)</li> </ul>		Male Infants/Babies (under age 5)		Male Youth/Adolescents (14 - 19 ye	ears)	Males	
Males - all ages or age unspecified		Mentally/Emotionally Disabled		Migrant Workers		Military/Veterans	
Native Americans/American Indians		Offenders/Ex-offenders		Other Minorities		Other Named Groups	
Outdoor Recreationists		People With AIDS (pwas)	~	Physically Disabled		Poor/Economically Disadvantaged/Indigent	
Single Parents		Substance Abusers (Drug/Alcohol Abusers)		Wildlife Enthusiasts		Young Adults (20-25 years)	
Youth/Adolescents only (14 - 19 years)							

	More Infor	mation	on this O	rganization		
	Overview	Programs	Volunteer	Fundraisers		$\square$
Adult Day Services					~	
Utility Assistance					~	
Workforce Development					~	

- Use the "Programs" tab to highlight the important programs within your organization!
  - Enter additional details such as program budget

### MY PUBLIC PROFILE: NEW FEATURE- EVENTS

vent Name	* Event Date	(m)	Overview Programs Events Fundraiser
rt Time	End Time		
vent Description			Early Giving Kick-Off
			4545 N. Ravenswood Ave
			4545 N. Ravenswood Ave
/irtual Event - Select		~	4545 N. Ravenswood Ave Add To Calendar
	site with 'https://*	~	

- The "Event"s tab allows you to promote any upcoming events your organization will be hosting.
  - This can draw more attention to your event, help gain awareness and intrigue donors to attend.
- New feature: Event Listing Page that displays all events: <u>https://www.givenola.org/events</u>

### **MY FUNDRAISERS**

# Want to create a P2P Fundraiser? Want to view Fundraisers created for your organization?

	Giving Days	GiveNOLA Da	ay!			ry DeMar Log Out			
Gives Day Performance	My Public Profile	My Fundraisers	My Donations	My Users	Resource Center				
My Fundraise	rs				Create Fundraiser	Export			
Title: Show All ▼ Fur	ndraiser Status: Published 🕶	Creator Name: Show All -	Creator Email: Show	All 🗸					
Items per page: 25 ▼   1	- 0 of 0 items				1 of 0 pages < 1 -	>			
Title   Creator Name  Creator Email  Number of Donations  Amount Raised  Fundraiser Status  Start Date  How End Date  URL  Donor									
ltems per page: 25 ▼   1	- 0 of 0 items				1 of 0 pages 1 -	>			

- The 'My Fundraisers' tab is where you view and manage all your Organization's Fundraising Page
- To create a new Fundraiser click the button "Create Fundraiser" button.
- Current "Published" Fundraisers will populate on your list.
- You can view last year's P2P Fundraiser by adjusting the "Fundraiser Status" filter to "Show All".
- Use the action item button to option copy an old Fundraiser, edit a published Fundraiser, or view donations to a specific Fundraiser.

#### FUNDRAISING PAGE



Fundraising Pages can be created by your Organization and your Supporters!

#### **MY DONATIONS**

Gives Day Performance	My Public Profile	My Fundraisers	My Donat	ions N	/ly Users	Resource Center								
My Donations														
Processed Donations														
	Processed De	onations												
	Donation Export - Dat	e Range Donation Ex	port - Past Even	t(s)										
	Processed Dor	nations				1.1								
													C	Export
		+				•								
	Transaction Date Time	e: All Time 🔻 Full Name:	Show All 👻	Amount: Show	All  Gives E	Day: Show All -								
	Items per page: 25 🔻	1 - 25 of 49 items									1 of :	2 pages	< 1 -	•
	Gives Day 🏾	Transaction Date Time +	Amount *	First Name 🏾	Last Name 🌣	Recognize Donor As 🌼	Email +	Phone Number 🌼	Address1 *	Address2 *	City •	State ©	Zip Code 🏾	Click here to display additional donor and donation
	Brazos Valley Gives					Recognize Donor AS ©			4545 N. Ravenswood				A15 0.000 0000	data
	2021	10/14/2021 02:00:00 PM	\$0.00	Maelynn	Test	-	<u>maelynn@civicore.com</u>	3034770900	Ave		Chicago	Illin •••	)640	
	Brazos Valley Gives	10/14/2021 02:00:00 PM	\$0.00	Maelynn	Test	3 <del>77</del> 18	maelynn@civicore.com	3034770900	4545 N. Ravenswood		Chicago	Illin •••	)640	

- The "My Donations" tab provides a list of all your donation data.
- Filter for data by the "Gives Day" or "Transaction Date Time" filter or, use the "additional donor and donation data" option to include other donation fields
  - You can export this data to your desktop via Excel or CSV.

#### **MY USERS**

G		Giving Days	s GiveNOLA	Day!	¢ (	Mary DeMar Log Out	-
Siv	ves Day Performance	My Public Profile	My Fundraisers	My Donations	My Users	Resource Center	
	My Users				Inactive Users	Add a new user	
	Items per page: 25 •   1	- 4 of 4 items			1 of 1 pages	<   1 - >	
	First Name 🗢	Last Name 🗧	Receive Donation Confirmat	ion Emails 🔅			
	MK Test Raise	Holody	Yes			Manage Settings	
	Mary	DeMar	Yes	Manage User			×
	Mary	DeMar	Yes				
	Maelynn	Brown	Yes	User Info			Edit
	Items per page: 25 -   1	- 4 of 4 items				Updated 04/20/2022 by M	anesaran. ya
				First Name Maelynn	Last Name Test		
				Email			
				User Settings Neon Giving Days:			
					Remove		
							Close

- The "My Users" tab allows you to add new Organization users who manage your Organization for GiveNOLA,
- Here you can inactivate old users, add new users and adjust email settings.
- Once you add a user, the user will receive a password email to their email address.
- To inactivate or adjust a user's email notifications, click the "Manage Settings" button.
  - Click "Remove" next to "Neon Giving Days" to remove the user from the database.
  - Click "Remove" next to "Email Notifications" to stop the user from receiving email notifications when donations are made to your organization.

#### **RESOURCE CENTER**





28 Proven Nonprofit Fundraising Strategies To Help You Raise More Diversify your fundraising efforts with essential tips to try out during your next campaign.



Working With Corporate Sponsors Earn the support of local businesses by leveraging your board's network.



Retaining New Giving Event Donors Build trust with your new donors using these effective communication techniques.

- Check out the Resource Center for helpful guides, articles, and more!
  - Filter by "category" to narrow down your search.

### LIVE DEMO

- Let's practice!
  - We'll head to www.givenola.org to register as a Returning Organization

### NEW FEATURE- DONOR PORTAL



#### New: Donor Portal!

- Donors can view and manage donations
- Donors can create a Donor Account when the checkout however this is not required
- Donors can resend their receipts from the Donation History tab
- Donors can save payment profiles for quick future checkout
  - Payment information cannot be viewed or edited by internal Giving Day staff
- Donors can quickly create and manage Peer Fundraisers!
- Donors can add to favorites (\*) to easily donate to their favorite organizations
  - Donor accounts allow the option to favorite (\*) organizations. Favorites can be easily added to the donation cart for a simpler checkout.
  - The heart icon does display regardless if a donor is logged in
    - When favorited (\*) donors will be promoted to create or log into a donor account.
  - There is a search page filter for "My Favorites Only" that provides a focused search to display only favorited organizations

### **QUESTIONS?**



- For technical support reach out via the blue Support button located in the bottom right-hand corner of the screen
  - Our technology partners at Neon One are here to assist you!
  - For general questions you may also reach out to givenola@gnof.org