

#### 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)



- 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.

	<b>NAV</b>
31 V C N	

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	y!				Mary DeMar Log Out	•
Gives Day Performance	My Public Profile	My Fundraisers	My Donations	My Users	Resource Center			
Welcome to you	ur Gives Day Das	hboard!				REGISTRATION REQUIRED	Register My Organization	
ANNOUNCEMENTS		IMPORTANT EVENT D	ATES					
Welcome to you Day nonprofit	our GiveNOLA portal! our email list? We ng on while we all get Day. To help keep page we put out a y nonprofit email letter will contain otices about events, of GiveNOLA Day, tions, and more!	• Event Milestone	Feb 21	06 Mar 18 Registration Closes	May 06 Apr 28 Mar 18			
in the past, you should added to this list. To sign up, u	be automatically		<b></b>	F	eb 21		⑦ 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
ly Giving Goals	
ty Giving Goals Early Giving Goal ? \$ Early Giving Goal - Number of Donations ?	Your Early Giving Total Last Event \$0.00 Your Count of Early Giving Donations Last Event 0
ty Giving Goals Early Giving Goal <b>@</b> \$ Early Giving Goal - Number of Donations <b>@</b>	Your Early Giving Total Last Event \$0.00 Your Count of Early Giving Donations Last Event 0
ty Giving Goals Early Giving Goal  Early Giving Goal • Number of Donations  Early Giving Goal • Number of Donations  Ear-to-Peer Goals	Your Early Giving Total Last Event \$0.00 Your Count of Early Giving Donations Last Event 0
ty Giving Goals Early Giving Goal ? S Early Giving Goal - Number of Donations ? er-to-Peer Goals Fundraising Page Goal ?	Your Early Giving Total Last Event <b>?</b> \$0.00 Your Count of Early Giving Donations Last Event <b>?</b> 0 Your Fundraising Page Total Last Event <b>?</b>
ty Giving Goals Earty Giving Goal  S Earty Giving Goal - Number of Donations  Earty Giving Goal - Number of Donations  Earto-Peer Goals Fundraising Page Goal  S	Your Early Giving Total Last Event \$0.00 Your Count of Early Giving Donations Last Event 0 Your Fundraising Page Total Last Event \$0.00
ty Giving Goals Early Giving Goal  S Early Giving Goal • Number of Donations  Early Giving Goal • Number of Donations  Early Giving Goal • Number of Approved Pages  Fundraising Page Goal • Number of Approved Pages	Your Early Giving Total Last Event S0.00 Your Count of Early Giving Donations Last Event 0 Your Fundraising Page Total Last Event S0.00 Your Count of Fundraising Pages Last Event Your Count Of Fundraising Pages Last P

- 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	GiveNOL/ 2025	To Do: Nothing ne Click here Please not take up to : Your shara https://ww	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	n approved! profile may cly. n/neononetest	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	
	Create a fundralise	
About this Organization		GiveNOLA Devil
We're here to empower the social good sector to make rea	i, lasting change in the world,	GIVENOLA Day!
and with over 35,000 nonprofits served, we're just getting a	faried.	2025 Goal
		\$0
Share this organization to invite others to give.		
000		
More Inform	ation on this Organ	ization
Overvie	Volunteer Fundraisers	
Organization Information		
OF BANZATION NAME	RUDONT	PHONE NUMBER
Neon Drie Test Organization	\$120,000	555-555-5555
	IMML example.gheotrane.com	
Mission Statement	Testimonials	
Nonprofit Software Designed for Growth and Built for Good. Near-One, 5 Giving Days, is the platform provider for GiveNGLA Day!	Nean Defore Neon CRM, oil different spreadshee connected together Avanthi C Respirator	of the departments at 64% had data in different sits (and) to We would have all of this information but not be After Neon [One], all of that is located in one account." (Realth Association

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

isnboard Organ	nizations 🗸 🛛 Fun	ndraisers Admin V Gives Day	✓ View More	GIVE NOLA DAY		Home Find a Nor	profit v	T Log
Organizations								
erview ves Days <sup>4</sup>	Neon One	Test Organization						
nation Information 1				Mission Statement	т	estimonials		
ation 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!	Neon One, Neon B	efore Neon CRM, all of the dep ifferent spreadsheets. We wou	artments at RHA ha Id have all of this in	ad data in diff nformation bu
grams	Tell your story! Ent	ter Donation Levels below to tie a monetary val	ue to a specific good or service your Organization		Α	vanthi C Respiratory Health As	sociation	
nts Inteer	provides. These op see what their dolla Items per page: 25	tions will populate as pre-set donation amount ars could be used for and easily add that donati •   1-3of3items	s on your organization's profile to allow donors to on to their cart.					
nts unteer draisers uments 1	provides. These op see what their doll: Items per page: 25 Amount ©	tions will populate as pre-set donation amount ars could be used for and easily add that donati +   1-3of3items Label =	s on your organization's profile to allow donors to on to their cart.		How your dona	tion helps		
nts unteer draisers cuments 1 atacts 2	provides. These op see what their doll: Items per page: 25 Amount ° \$25.00	tions will populate as pre-set donation amount ars could be used for and easily add that donati	s on your organization's profile to allow donors to on to their cart.		How your dona	tion helps		
nts inteer draisers uments 1 tacts 3 iments 1	provides. These op see what their dolls Items per page: 25 Amount = \$25.00 \$50.00	tions will populate as pre-set donation amount ars could be used for and easily add that donati	s on your organization's profile to allow donors to on to their cart.	\$25	How your dona \$50	tion helps	\$75	
ents lunteer ndraisers cuments 1 ntacts 3 nments 1	provides. These op see what their dolla items per page: 25 Amount ° \$25.00 \$50.00 \$75.00	tions will populate as pre-set donation amount ars could be used for and easily add that donati	s on your organization's profile to allow donors to on to their cart.	\$25 Feeds one child	How your dona \$50 School lunch for o	tion helps	\$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 en	Multimedia	
Upload photo files or links to YouTube Supported photo file types include: .pngjpgjpeg. and.	e/Vimeo videos below. .gif. Individual photo uploads canr	. These multimedia entries will show on your public facing prof	ile once your Organization is a	approved.		-	V
Title: Show All ▼     Type: Show All ▼       Items per page: 25 ▼       1-3 of 3 items					1ofipages 🔇 1+ 🗦		
Title	Туре	Photo	YouTube	Vimeo			
≡ Bees	Picture				Q / 1		2.2.
≡ Cute Kitten	Picture				Q / 1		
≡ Test image	Picture	<b>**</b>			Q 🌶 1		
Items per page: 25 •   1-3 of 3 items					1 of 1 pages < 1 - >		Strange 113

- 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 C	Organization	
Overview Programs	Volunteer	Fundraisers	
Adult Day Services Aide			
DE	SCRIPTION		
Assist in our classroom for adult with disabilities			
Wed	<b>DATE</b> d, January 1		
		Volun	teer 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		How many hours wo next twelve months?	ould you like to volunteer over the
volunteer.		0	e communication via email or ganization*
		ľn	n 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					×
Volunteer	* Volunteer Opportunity Na	ame			
Volunteer	Adult Day Services Aide				
	* Volunteer Opportunity De	escription			
Volunteer Opportunities	Assist in our classroom for	adult with disabilitie	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	<b>111</b>	06/30/2025	1000	
	Start Time		End Time		
	* Do you want to publish co	ntact information al	pout this volunteer opportunit	R	
Last Name: Show All - Email: Show /	No				•
Items per page: 25 ▼   1-0 of 0 items					Cancel Submit

- 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	Buc	Budget				
		Example	\$	5,000			
Program Description							
Beneficiaries							
Adults		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)	Female Young Adults (20 - 25 years)		
Female Youth/Adolescents (14 - 19 years)		Females	Females - all ages or age unspecifie	ed 🗌	Gays/Lesbians		
General Public/Unspecified		Hispanics	Homeless		Immigrants/Newcomers/Refugees		
<ul> <li>Infants/Babies (under age 5)</li> </ul>		Male Adults	Male Aging/Elderly/Senior Citizen	IS 🗌	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 y	vears)	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		
<ul> <li>Outdoor Recreationists</li> </ul>		People With AIDS (pwas)	Physically Disabled		Poor/Economically Disadvantaged/Indigent		
Single Parents		Substance Abusers (Drug/Alcohol Abusers)	Wildlife Enthusiasts		Young Adults (20-25 years)		
Vouth/Adolescents only (14 - 19 years)							

More Information on this Organization							
	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

ventiname	* Event Date		Shared a store plant share
	MM/DD/YYYY	<b></b>	Overview Programs Events Fundraiser
art Time	End Time		
vent Description			Farly Civing Kick-Off
			4545 N Rayenswood Ave
		A	4545 N. Ravenswood Ave
<sup>r</sup> irtual Event			4545 N. Ravenswood Ave
īrtual Event Select		~	
'irtual Event Select		~	4545 N. Ravenswood Ave Add To Calendar
Trtual Event Select ent Link Please prepend your webs	ite with 'https://'	~	4545 N. Ravenswood Ave           Add To Calendar
rtual Event Select nt Link Please prepend your webs	ite with 'https://'	~	4545 N. Ravenswood Ave           Add To Calendar

- 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	ıγ!		<b>\$</b> 0 M	ary 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	- <u>&gt;</u>
Title	e 🍦 Creator Email 🍦 Nur	nber of Donations 🗧 Amo	unt Raised 🗧 Fundrais	er Status 🗧 🛛 Start I	Date	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 -	•
	Give Day 6	Transaction Date Time	Amount	First Name +	Last Name *	Pacomira Donar Ac	Email +	Dhana Number	Address	Address?	City	State +	Zin Code	Click here to display additional donor and donation
	Brazos Valley Gives	mansaction Date TIME =	Amount	rust Name 🌼	Last Name	Recognize Donor AS ©	Email +	Filone Number	4545 N. Ravenswood	Address2 =	City .	state =	zip code a	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 Day	<b>GiveNOLA</b>	Day!	<b>\$</b> 0 Ma	ry DeMar Log Out
Siv	ves Day Performance	My Public Profile	e My Fundraisers	My Donations	My Users Resource	ce 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 Maelynn Test
				First Name Maelynn	Last Name Test	
				Email		
				User Settings	amove	
				Email Notifications:	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

Donor Since March 2022	Overview					
Overview	Welcome bac	k, Mary!				
Donation History	Since 2022, you've made <b>5</b> donations totaling	g <b>\$0.00</b> , and your generosity has made an				
Fundraisers	Thank you for your support!					
Favorite Causes						
Settings	RECENT DONATIONS	AT A GLANCE				
Return to Gives Day Home	April 4, 2024 <b>\$0.00</b> Neon One Test Organization	Areas of Focus Organizations				
	March 29, 2023 \$0.00 Neon One Test Organization	As you donate to organizations participating in our Gives Day, check back here for statistics on your giving behavior!				
Log Out	March 29, 2023 <b>\$0.00</b> Neon One Test Organization					

#### 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