

GiveBig: How To Set Up Your Nonprofit's Profile Step by Step

Once your Click & Pledge account is open, you can login to your GiveBig website portal and customize your organization's information.

Diagram of Organization's Profile Page

Organization "Display" name

Statistics

Target

Medium Avatar

MAKE A DONATION

Donation Heading

Donation Description

Items with Text

Recurring Options

BECOME A FUNDRAISER

MOST ACTIVE FUNDRAISERS:

Organization Information:

Organization Information

Summary

Help us help our children!

Live Stream

Donor Comments

Updates and Donors' Comments

DONATE

There are 2 areas to customize, Profile and Payment. Refer to the image below to locate each.

The image shows two parts of a GiveBig interface. On the left is a profile page for 'GIVEBIG SUSAN'. At the top left of this page is a button labeled 'Edit profile', which is enclosed in a red box. A red arrow points from the text 'Profile Area' to this button. Below the profile header, there is a progress bar showing '\$432.00 contributions' and '8 donors'. A progress bar below that shows 'Raised: \$432' and 'Remaining: \$68'. There are social media share buttons for Facebook (1), Twitter (0), Pinterest (0), Google+ (0), and LinkedIn (0). Below this is a paragraph of text about 'Hattiesburg Area Habitat for Humanity, Inc.'. On the right is a 'MAKE A DONATION' form. It has radio buttons for \$10, \$25 (immunizations), \$50 (child for a month), and \$100 (2 children for a month). There is an 'Other' field. Below these is a dropdown menu for 'Make this donation:' with 'One time only' selected. A red arrow points from the text 'Payment Area' to this dropdown. At the bottom of the form is a red 'DONATE' button, also enclosed in a red box.

Step by Step Organization Setup Instructions

Login – see separate pdf

Create & Manage Profile – see separate PowerPoint

Manage Payment Area – see separate pdf

To Exit Settings

To exit your Settings area, click **Close Setting**.

To Logout of GiveBig

To logout of your GiveBig account, click the Login/Logout Icon (circle with 3 horizontal bars at top right corner)