



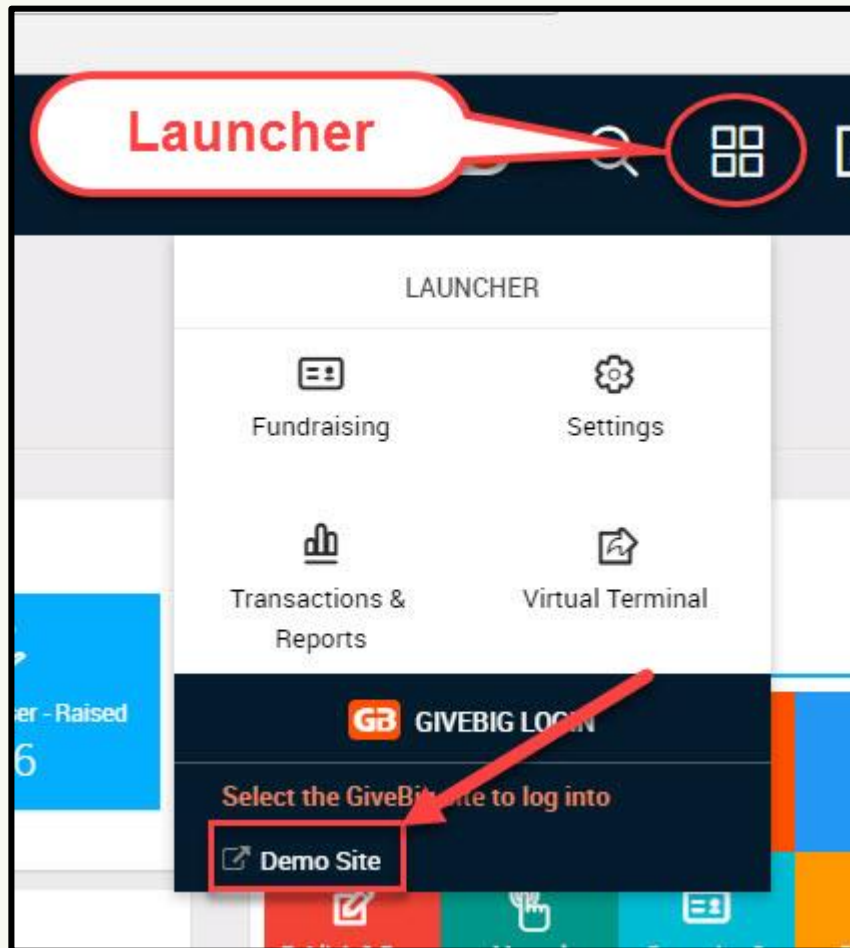
GIVEBIG: PROFILE AREA



Introduction

The total information which an organization wants to show in the Organization's webpage can be setup in the Profile Area section. To do so, login to your [Connect](#) account, click on the Launcher (top right) then click your GiveBig Campaign under GiveBig Login.

NOTE: If the GiveBig donation page is not opening, clear cache from the browser and retry.



After entering into the GiveBig Donation page, click on **Edit Profile** to make changes in the organizational profile page.

The screenshot displays the GiveBig Donation interface. At the top left is the logo for 'CLICK & PLEDGE'. To the right are links for 'DONATE' and 'REGISTER'. Further right, the text 'TOGETHER WE HAVE RAISED' is shown with a green underline, and below it, 'Not available in admin mode' is written in a smaller font. A red speech bubble with the text 'Edit Profile' points to a small 'Edit profile' button. Below this is a preview of the 'ORGANIZATION PROFILE PAGE', which includes a globe image, social media sharing buttons for Facebook, Twitter, Pinterest, Google+, and LinkedIn, and a large image of two hands touching. On the right side of the page, there is a 'MAKE A DONATION' section with a heading and a sub-heading 'Choose a suggested amount below or give what you can.' Below this are five radio button options: '\$10', '\$25 - Donate for immunizations', '\$50 - Supports child for a month', '\$200 - Champion!', and '\$ Other :'. A text input field is visible at the bottom of the 'Other' option.



Profile

Enter your organization's information here to create your profile page. Organization Information supplied at application (name, address, EIN#, website, and contact email), Summary of your organization, Description (This is the body of your page. You may include text, images, and videos here. Best practice is to copy and paste text from Notepad or Wordpad), Avatars are Images/logos that visually represent your organization). Click **SAVE** to update.

NOTE: Any updates you have made will be visible in 10-15 minutes. It takes a few minutes for your changes to be cached on the website.

Profile (Cont'd)



Organization Display Name: The given name will be displayed on the top of your profile page and also at the right side of the page (Under Organization Information section).


Show Organization Information: Enable the checkbox to view the organization information at the right side of the profile page (Under Organization Information section). Organization information includes name, address, EIN#, website, and contact email.

Hide Statistics: Statistics can be viewed at the top of the profile page. Amount of contribution and the number of donors donated for the campaign will be given. Disable the checkbox to hide statistics.

Hide Live Stream: The donor's name and donation amount can be viewed at the bottom of the profile page. Disable the checkbox to hide live stream.

Hide Donor Comments: By default, donors can post comments. The donor's name along with the comment can be viewed at the bottom of the profile page. Disable the

Profile (Cont'd)



Target: \$ (your fundraising goal): Enter the amount (ONLY numbers) which the campaign has set as goal. You can view the total raised and remaining amount at the top of the profile page.

Summary: The written summary in this section can be viewed at the bottom right of the profile page. Character limit should not exceed 200. It is recommended to type everything into a text editor such as Notepad first and save a copy. Then copy and paste the text into the summary and description fields. If you spend too much time typing directly into the site, your web browser will time out and your information will be lost.

Description: This is the body of the profile page. Images, links can be added along with the text. Character limit should not exceed 3000.

Medium Avatar: Add a medium avatar (image/logo) to represent your organization. Note the image size and file requirements.

Click **Save** to view all the changes in the profile page.



Network URL

If your nonprofit has Facebook, Twitter, YouTube and/or Blog accounts, enter complete URLs (including http://) here. Leave a field blank if you do not have a specified social network URL. Click **SAVE** to update.

Note: Make sure you provide your public URL, not the URL you use to administer your account.

Close Setting

Profile Network URL Share Message Donate Now Keywords & Tags Fundraiser Setting Fundraisers List

If your nonprofit has Facebook, Twitter and/or YouTube accounts, enter complete URLs (including http://) here. Click SAVE to update.

Facebook URL:

Twitter URL:

YouTube URL:

Blog URL:

SAVE

Your data has been successfully saved.



Share Message

Share Message: Add a message title and a description to display when your donors share or update their status on social networks. The maximum characters allowed for Message title is 100 and 1000 for description.

After Donation Share Message: Add a message title and a message description to display when your donors share or update their status on social media after donating successfully. Click **SAVE** to update.

The screenshot displays two forms for sharing messages on a web application. The top form, titled "Share Message", includes a navigation bar with links for Profile, Network URL, Share Message, Donate Now, Keywords & Tags, Fundraiser Setting, and Fundraisers List. Below the title, there is a brief instruction: "Add a message title and a message description to display when your donors share or update their status on social networks. Click SAVE to update." The form contains two input fields: "Message Title: (Maximum 100 characters)" with the text "Nonprofit name" is participating in Giving Day. Please help, and "Description: (Maximum 1000 characters)" with the text "Susan's Org does this....in our community". The bottom form, titled "After Donation Share Message", follows a similar structure with the instruction "Add a message title and a message description to display when your donors share or update their status on social networks. Click SAVE to update." It includes "Message Title: (Maximum 100 characters)" with the text "I just donated, please join me!" and "Description: (Maximum 1000 characters)" with the text "I just donated to my favorite organization. Please consider doing the same so we can share the important stories of care and compassion in our world." Both forms feature an orange "SAVE" button at the bottom.



Donate Now

Customize your Donation Widget which appears on the right side of your profile page. You may hide the donation widget on your Organization page and/or fundraiser's profile page. You may edit heading, description, amounts and their descriptions (Suggested minimum donation amount is \$10), and opt to offer recurring donations. Click **SAVE** to update.

Close Setting

[Home](#) | [Network \(0\)](#) | [Share Message](#) | [Donate Now](#) | [Keywords & Tags](#) | [Fundraiser Settings](#) | [Fundraisers List](#)

Customize the donation fields inside the donation widget on the right. You may edit heading, description, amounts and their descriptions (Suggested minimum donation amount is \$10), and opt to offer recurring donations. Click **SAVE** to update.

Hide widget at profile Page

Hide widget at fundraiser profile Page

Heading:

Description:

Item1:
Amount: Text:
SKU:

Item2:
Amount: Text:
SKU:

Item3:
Amount: Text:
SKU:

Item4:
Amount: Text:
SKU:

Other:
Amount:
SKU:

Recurring Options

One time
 Weekly
 2 Weeks
 Monthly
 2 Months - Disabled by parent organization
 Quarterly
 6 Months - Disabled by parent organization
 Annually

Campaign:
(Maximum 80 characters)

Tracker:
(Maximum 50 characters)

SAVE

MAKE A DONATION

Choose a suggested amount below or give what you can

\$10

\$25 - Donate for immunizations

\$50 - Supports child for a month

\$200 - Champion!

\$ Other:

Make this donation:
 DONATE

BECOME A FUNDRAISER

MOST ACTIVE FUNDRAISERS:

Organization Information:
[Organization Profile Page](#)
2200 Kraft Drive
Blacksburg, Virginia 24060
EIN: 55-6666445
<http://www.clickandpledge.com>

Summary: To help nonprofits reach and inspire a larger community through the power of visuals. You have a story to tell! Let's tell the world together.



Keywords & Tags

Keywords allow your organization to be searchable on the website. Enter your nonprofit's name, service area county (or counties), zip code(s), and other keywords that apply. Separate all keywords with a semicolon [;].

Tags will allow your organization to appear under nonprofit categories. Click on a tag that applies to your organization, click on the > arrow to bring them into the field on right. Repeat with other tags. Please only select tags that apply to your nonprofit.

Click **SAVE** to update.

[Profile](#) [Network URL](#) [Share Message](#) [Donate Now](#) [Keywords & Tags](#) [Fundraiser Setting](#) [Fundraisers List](#)

Keywords and Tags are very important. Keywords allow your organization to be searchable on the website. Tags will allow your organization to appear under nonprofit categories. In keywords enter your nonprofit's name, service area county (or counties), zip code(s), and other keywords that apply. Separate all keywords with a semicolon [;]. For Tags, click on a tag that applies to your organization, click on the > arrow to bring them into the field on right. Repeat with other tags. Please only select tags that apply to your nonprofit. Click SAVE to update.

Keywords: Enter the appropriate words for which you will be found in searches. Separate each with a ";" (semicolon). Be sure to include your name, your zipcode, your county as well as keywords. (Maximum 15000 characters)

susan;24060;kids;children

Tags: "Click on a tag/category that applies to your organization, click on the > arrow to bring them into the field on right. You can multi-select or repeat with each appropriate tag/category. Please only select those that apply to your nonprofit. Click SAVE to update."

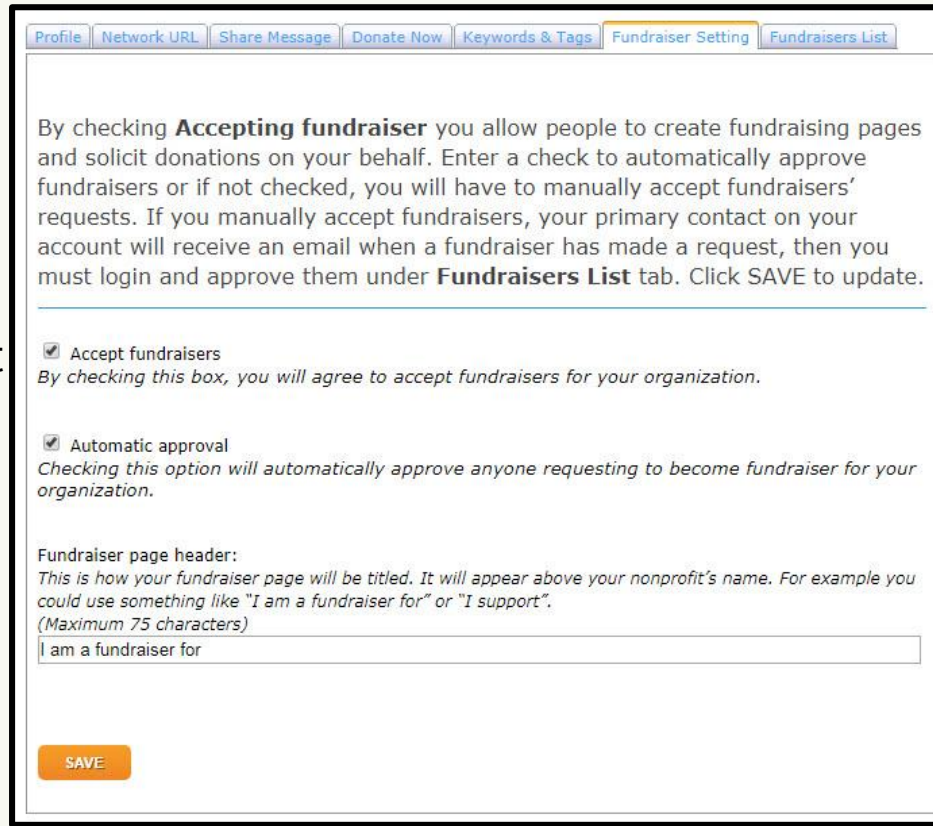
Association or Organizations
University & School
Music, Theatre Arts

Nonprofit
Groups, Clubs, Teams

SAVE

Fundraiser Setting

By enabling **Accept fundraisers**, you allow people to create fundraising pages and solicit donations on your behalf. Enable the checkbox to approve fundraisers automatically or if it is disabled, you will have to manually accept fundraisers' requests. If you manually accept fundraisers, your primary contact on your account will receive an email when a fundraiser has made a request, then you must login and approve them under **Fundraisers List** tab. Enter the Fundraiser page header. The given header will appear above the organization's name. Click **SAVE** to update.



Profile Network URL Share Message Donate Now Keywords & Tags Fundraiser Setting Fundraisers List

By checking **Accepting fundraiser** you allow people to create fundraising pages and solicit donations on your behalf. Enter a check to automatically approve fundraisers or if not checked, you will have to manually accept fundraisers' requests. If you manually accept fundraisers, your primary contact on your account will receive an email when a fundraiser has made a request, then you must login and approve them under **Fundraisers List** tab. Click SAVE to update.

Accept fundraisers
By checking this box, you will agree to accept fundraisers for your organization.

Automatic approval
Checking this option will automatically approve anyone requesting to become fundraiser for your organization.

Fundraiser page header:
*This is how your fundraiser page will be titled. It will appear above your nonprofit's name. For example you could use something like "I am a fundraiser for" or "I support".
(Maximum 75 characters)*

I am a fundraiser for

SAVE



Fundraisers List

Here you can view all your fundraisers and you can also change the status of fundraisers. Use filters to search for fundraisers. Fundraiser's first name, last name, email, code and status can be viewed. Click Change status to change the status of a fundraiser.

To exit from settings area, click Close Setting which is at the top of the settings page. To logout of your GiveBig account, click the Login/Logout Icon (circle with 3 horizontal bars at top right corner).

	LastName	FirstName	Email	Code	Status	Resend Email
Change Status	Stich	Beth		81267	Approved	Resend Email
Change Status	Higgs	Susan		17014	Active	
Change Status	Higgs	Susan		50630	Active	
Change Status	Simpson	Homer		25875	Active	
Change Status	Simpson	Marge		22545	Approved	Resend Email
Change Status	Zohdi	Shirin T		15518	Approved	Resend Email
Change Status	Crabappel	Edna			Request	
Change Status	Flintstone	Fred		53281	Active	
Change Status	Tara	Team		62525	Active	
Change Status	Simpson	Homer		22544	Active	