

Organization Tab Explanation & Instructions –

Below is what you first see when you log in to your organization. **Instructions and updates** will be found in the **Overview** tab.

GO BIG GIVE Karen Rathke Logout

DASHBOARD ORGANIZATIONS ▾ RESOURCES ▾ DONATIONS ▾ GIVES DAY ▾ ADMIN ▾

Go Big GIVE Team

Overview Donation Information Donation Levels ¹ Programs Events Multimedia Documents Comments

Please add and/or update your organization's information in a user-friendly, readable manner.

Keep in mind what a donor would want to learn about your organization. (Another words, be informative but not long-winded.)

On the top bar, you will see a tab labeled Donation Levels. This is where you can customize donation amounts and label them. Every organization will see the \$33 button has been added already. Please leave this button for donors to select and help you win \$333. To add a donation level, click on the green box labeled **Add a Donation Level**. Enter the amount. Enter a brief description that is no longer than the \$33 example due to space limitations. The more donation levels you add, the longer the donation page will get. 3-5 levels are a workable number to have.

The system will time out after 2 hours of no activity. To **SAVE** your work, you need to click **SUBMIT**.

Don't panic, you can edit your information until you **Submit for Approval**. Insignificant modifications may be made until April 19.

When you have completed your registration, please click the **Submit for Approval** below.

Nonprofit registrations are to be completed by February 23.

Profile Status

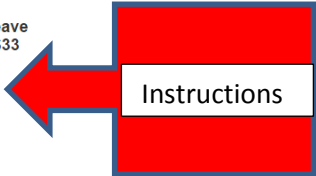
Approved

Unapprove Mark View Only

Users

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

First Name	Last Name	users			
Karen	Rathke	Karen Rathke	view	edit	delete
Cammie	Benson	Cammie Benson	view	edit	delete
Give	Team	Give Team	view	edit	delete



Overview

Go Big GIVE Team

Overview Donation Information Donation Levels ¹ Programs ¹ Events ¹ Multimedia ¹ Documents ¹ Comments

-- Required field


Submit Cancel

Organization Information

* Organization Name
Go Big GIVE Team

EIN (Federal Tax ID Number)
470000000

Organization Legal Name
Go Big GIVE

Logo  Go Big GIVE Logo.png is currently saved.

MAY 3RD - 24 HOURS TO GO & GIVE
Upload File Remove File

We have proposed a couple of changes for the headings in the Content section under the Overview Section pictured below. Please note the descriptions that will appear publicly on the front side of Go Big GIVE are labeled. Ensure you craft your responses to these questions to be easily understood and appealing to potential donors.

CHANGE - Mission Statement – Max character is **NOW 200**. *(This will appear on the front of your organization description)*

Describe how Go Big GIVE funds will benefit your organization *(This information will be used by your organization and possibly in our messaging about the GBG event)*

CHANGE – In the currently labeled section “Please share the background of your organization”, provide a concise description of your organization (think elevator speech). This question will eventually be labeled in the Content area and referenced in the front area as **More About Us**. *(This will appear when donors click on **More About Us**)*

CHANGE – In the currently labeled section “Please share the impact of your organization”, provide informative information about the impact your organization has in your community/county. This is your ‘selling point’ for your organization. This question will eventually be labeled in the Content area and referenced in the front area as **Your Gift. Our Impact**. *(This will appear when donors click on **Your Gift. Our Impact.**)*

Mission Statement Max character count: 500

The mission of Go Big GIVE is to create a sense of collaboration and community by increasing the visibility and awareness of charitable organizations and increasing philanthropy for the betterment of our community.

Describe how Go Big Give funds will benefit your organization

In order to best serve the community, our organization is in need of sponsors to assist with matching funds and incentive prizes. We are seeking donations of promotional items to advertise this event throughout four counties, technological resources to process gifts, and volunteers to ensure the success of the event.

Please share the background of your organization

Go Big GIVE began in 2014 and is a 24-hour, online giving event organized by the Grand Island Community Foundation and Heartland United Way to grow philanthropy in Hall, Hamilton, Howard and Merrick Counties. Matching funds and prize money are available to amplify charitable donations. Go Big GIVE is based on other successful giving days hosted by community organizations across the country.

Please share the impact of your organization

In 2014, Go Big GIVE raised \$252,034 from 1,339 unique donations to benefit 63 charitable organizations.

If you click on **Donation Information**, you will find instructions on how to find information and generate reports. We will cover this at the March 8 training.

Go Big GIVE Team

Overview **Donation Information** Donation Levels ¹ Programs Events Multimedia Documents Comments

Processed Donations Recurring Donations Scheduled Donations for Gives Day

- Adjust the information displayed by showing or hiding donation information in the dropdown menu on the right of the screen.
- Retrieve your donation information in a spreadsheet by clicking the 'Export' button on the right side of your screen. You'll be prompted to open this document as a downloaded file.
- To search for a specific donation, enter the last name of the donor in the corresponding search field.
- The Go Big GIVE team will ensure that all donors receive an electronic receipt for their donation. If a donor contacts you for a receipt, you can generate a duplicate by clicking the 'Send Receipt' button to the right of the specific donation. This receipt will automatically be sent to the email address submitted when the donation was made.

Gives Day Donation
-- Show All --

Transaction Date
Equal

Last Name

Showing 0 record(s). [Export](#)

When you click on **Donation Level**, you will see the area to add donation levels and descriptions. Do not make your description any longer than 25-27 characters.

Go Big GIVE Team

Overview Donation Information **Donation Levels** ¹ Programs Events Multimedia Documents Comments

Amount Label
Equal

Showing 1 record(s). [Add a Donation Level](#)

Amount	Label
\$33.00	Help Us Win With A \$33 Gift!

[Hide](#) [Show](#) [delete](#)

Programs – Disregard this tab. 😊

Go Big GIVE Team

Overview Donation Information Donation Levels ¹ **Programs** Events ¹ Multimedia ² Documents ¹ Comments

Program Name

Showing 0 record(s). [Add New Program](#)

Program Name

Events tab is where you can add information about your Go Big GIVE events. Click on the green **Add New Event** button and enter the data.

Go Big GIVE Team

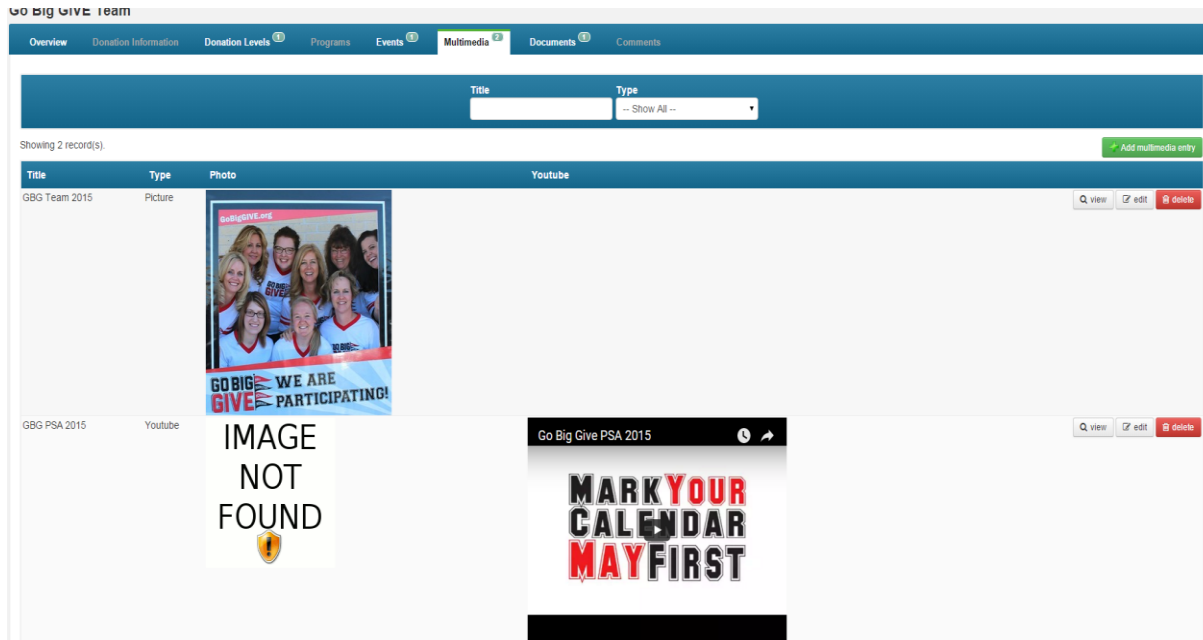
Overview Donation Information Donation Levels ¹ Programs **Events** Multimedia Documents Comments

Event Name Event Date

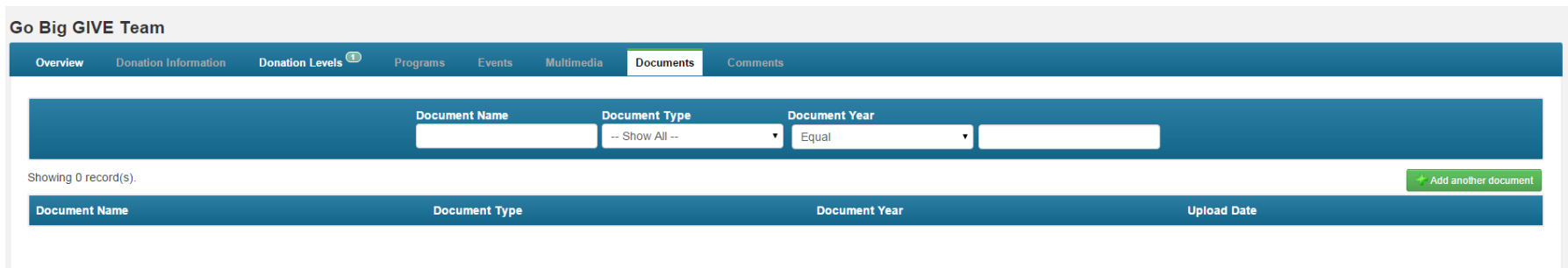
Showing 0 record(s). [Add New Event](#)

Event Name	Event Date
------------	------------

Multimedia – this is where you can add a picture and video for your organization. This information will appear on the front page when a donor clicks Learn More.



Documents – VERY IMPORTANT area for you to click on the **Add Another Document**.



This box below will appear when you click on Add Another Document. Fill in the information and click 'upload the file'. You can label the document type by selecting EFT, 501(c)3, etc. Please label the document and add the appropriate year for the uploaded document EFT and IRS Forms. NOTE: You are required to upload the following:

EFT Completed Form – we will email you this form to be completed and uploaded.

IRS 501(c)3 Designation Letter

Terms and Eligibility – we will email you this form NEXT WEEK to be signed and uploaded.

Documents

* Document Name
2016 EFT Form

* Document Type
EFT Form

* File
EFT form.docx ready to be saved.
Upload File Remove File

Upload Date
01/26/2016

Document Year

Save Cancel

Comments – Disregard this section.

Go Big GIVE Team

Overview Donation Information Donation Levels 1 Programs Events 1 Multimedia 2 Documents 1 Comments

Showing 0 record(s).

Add New Comment

Comment Date	Comment Topic
--------------	---------------