

A grayscale background image of the Pittsburgh skyline, featuring numerous skyscrapers and a river in the foreground. The image is used as a backdrop for the text and logo.

givebig  
PITTSBURGH

# Getting Started Guide

# Welcome to Give Big Pittsburgh

Want to make sure your nonprofit is ready to participate in Give Big Pittsburgh? This guide will lead you through the steps for registering and getting started. We've also outlined some key dates to make note of leading up to the event!

## Are You Eligible?

To participate, your organization must be:

- An IRS approved tax-deductible organization located in or serving Illinois
- Registered with the appropriate states in which you solicit donors.
- Committed to promoting Give Big Pittsburgh to your constituents.

## Are You Registered?

- Complete the registration at [www.givebigpittsburgh.com](http://www.givebigpittsburgh.com) by November 1st, 2018
- Enable donations on your account by adding your ACH transfer information (bank account information).

## Are You Connected?

- Follow Give Big Pittsburgh on Facebook at [www.Facebook.com/PittsburghMagazine](http://www.Facebook.com/PittsburghMagazine)
- Follow Give Big Pittsburgh on Twitter at [www.Twitter.com@PittsburghMag](http://www.Twitter.com@PittsburghMag)
- Use the hashtag: **#GiveBigPittsburgh** in all of your social media posts

## Are You Ready?

- Check out the **Nonprofit Toolkit** for tips, templates, and resources.
  - Register for **in-person training and webinar series**.
  - Utilize the resources and tips emailed by the Give Big Pittsburgh team.
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## Questions about Give Big Pittsburgh?

For more information contact us at [info@givebigpittsburgh.com](mailto:info@givebigpittsburgh.com)

# Key Dates

**July 30**

- Registration opens for Give Big Pittsburgh

**Sept 12**

- *Getting Ready* Webinar

**Nov 7**

- *10 Final Steps to Success* Webinar

**Nov 1**

- Registrations Closes for Give Big Pittsburgh

**Nov 1**

- IRS and state attestation must be completed to participate on Nov 27 - Nov 28

**Nov 27**

- Give Big Pittsburgh starts at 12 AM on Nov 27 and ends at 12 AM on Nov 28

**BEYOND**

- Continue fundraising on GiveGab to reach your year-end fundraising goals!