

A step-by-step guide to successfully set up your Do More 24 Racine giving day profile.

Important Dates

- Monday, March 25 - Friday, April 5 – United Way-Led Recruitment of Corporate Volunteers
- Monday, April 8 – Volunteer Registration Begins
- Tuesday, April 16 – Webinar #3
- Friday, April 26 – Nonprofit Registration Closes
- Friday, May 3 – Deadline to register as a tax-deductible organization with the IRS
- Tuesday, May 14 – Donation Period Begins
- Thursday, May 16 to Friday, May 17 – Do More 24 Racine from Noon to Noon

For any other questions or concerns regarding how to successfully set up a Do More 24 giving day profile, contact Stephen Siddall (ssiddall@unitedwayracine.org or 262-456-4722) for assistance.

Creating a Profile

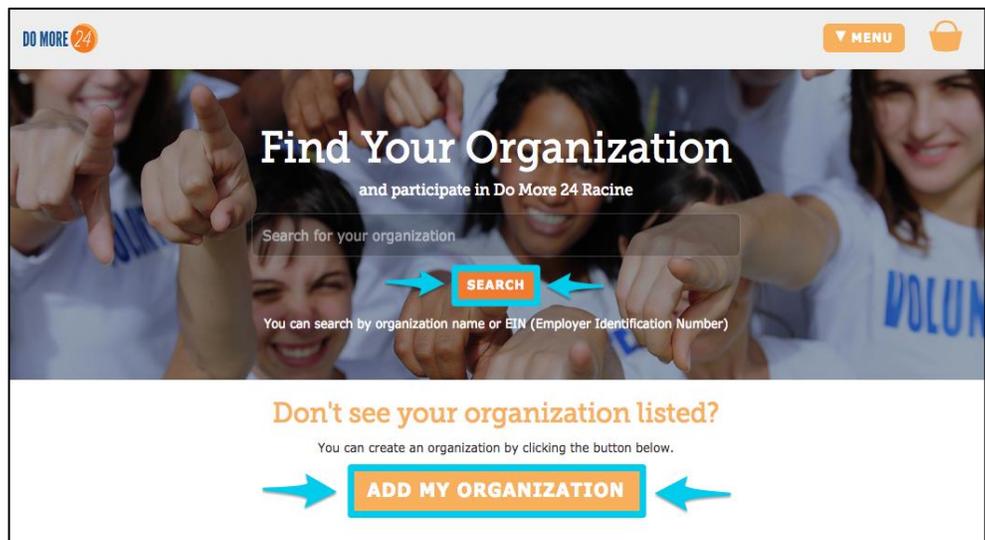
Step 1: Visit

www.domore24racine.org.

Click Register and you'll land here.

Enter your organization's name to see if your organization already has an existing profile. If you see a profile for your organization, click on the button that says Participate.

If you don't see your organization listed, that means it hasn't been registered on GiveGab yet. You'll need to click on the button that says Add My Organization.



Step 2: Next, you'll come to a registration form. You'll enter the basic information about your organization, like name and mailing address. You'll also enter your name, your email address and a password; this will serve as your login information.

You can also add your organization's logo.

Once you're ready to move on, click Continue.

Register Your Organization for
DO MORE 24 Do More 24 Racine
Powered by GiveGab

Organization Name Logo 

Street Address Line 1

Street Address Line 2

City

State ZIP/Postal Code

Not located in the United States?

Your First and Last Name

Your Email

Password

Select Image

Recommended dimensions: 300x300, Max file size: 5MB

Click "Continue" to complete your registration for
Do More 24 Racine

GiveGab

Step 3: To finish your registration, answer a few quick questions about your organization. When you're finished, click Register at the bottom of the form. You'll automatically receive an email confirming your registration.

That's it; your organization is registered for Do More 24 Racine 2019 and you'll be taken right to your Giving Day Dashboard!

Register Your Organization for
DO MORE 24 Do More 24 Racine
Powered by GiveGab

Thank you for registering your organization for Do More 24 Racine. Together, we will raise money, engage volunteers and increase awareness of the critical work done by nonprofits across Racine County.

What is your primary contact's first name? *

What is your primary contact's last name? *

Step 4: Here is what your giving day dashboard looks like to help you build your profile! Click on the blue boxes to edit each section. Be sure to click Save after editing a section.

When you're done with a section, the small blue box to the left-hand side of the screen will turn into a green checkmark to show you've completed that portion of your profile. This checklist helps you know where you left off and what you have left to do, which really helps you keep track as you get ready.

From this page, you can click Add An Administrator to grant additional team members access to edit/manage your profile.

You can save your progress so you can finish each section at your leisure.

The screenshot shows the 'Get Set Up' dashboard with a 'Time to launch' timer at 85 days. The main heading is 'Get Set Up' with a sub-heading 'Complete the steps below to be sure that you are set up and ready to participate in Giving Day.' There are six main sections on the left, each with a blue box and a right-pointing arrow: 'Add Your Organization's Info', 'Add Your Story', 'Get Verified to Collect Donations', 'Add Donation Levels', 'Add a 'Thank You' Message', and 'Add Fundraisers'. On the right, there are five management buttons: 'Add An Administrator', 'Add Offline Donation', 'Manage Sponsor Matching', 'Manage Donations', and 'View Registration Info'. At the bottom right, there is a 'Share Your Page' section with a URL and social media icons for Twitter and Facebook.

The screenshot shows the 'Get Set Up' dashboard with a 'Time to launch' timer at 85 days. The main heading is 'Get Set Up' with a sub-heading 'Complete the steps below to be sure that you are set up and ready to participate in Giving Day.' There are six main sections on the left, each with a green checkmark in a blue box and a right-pointing arrow: 'Add Your Organization's Info', 'Add Your Story', 'Get Verified to Collect Donations', 'Add Donation Levels', 'Add a 'Thank You' Message', and 'Add Fundraisers'. On the right, there are five management buttons: 'Add An Administrator', 'Add Offline Donation', 'Manage Sponsor Matching', 'Manage Donations', and 'View Registration Info'. At the bottom left, there is a 'Reset Profile' button. At the bottom right, there is a 'Share Your Page' section with a URL and social media icons for Twitter and Facebook. A small note at the bottom left reads: 'Site Admin: Resetting the profile will reset the story, thanks message, images, and settings to defaults, and remove any donation levels. If the nonprofit has other giving day profiles they will have the option to copy one of them again.'

Completing Your Profile

Add Your Organization's Info

Elements to Include:

- A current logo that represents your organization and is easily identifiable by your donors. Recommended logo dimensions are 300x300, with a max file size of 5MB.
- A tagline (a short sentence or phrase, up to 75 characters) to highlight the mission of your organization.
- Your website so that people know where to learn more about your organization. Your website will also appear on the donor's receipt once they make their gift.
- Up to three causes your organization identifies with. While adding causes is optional, potential donors are able to search for organizations by causes, so even if they can't remember your organization's name, they will be able to locate your group if you select the cause or causes that best fit.

✓ Add Your Organization's Info

Tagline

Helping find senior dogs loving homes in their last years

18 Characters Left

Website

http://www.loganspups.org

Logo



Causes (optional)

Cause #1: Animals

Cause #2: Education

Cause #3:

Select Image Remove

Recommended dimensions 300x300
Max file size 5MB

Save

Add Your Story

This section is one of the most important parts of your profile because this is the place where you share your organization's mission and story.

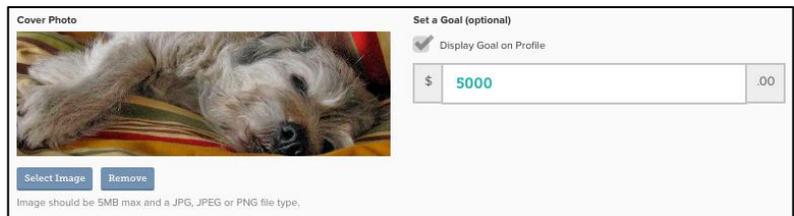
First, add a cover photo just like you would on Facebook or Twitter. Recommended cover photo dimensions are 1500x1500, with a max file size of 5MB. Your cover photo should be compelling and visually engaging so that donors will want to learn more about your nonprofit.

You can also set a fundraising goal for your Do More 24 campaign, which is a great way to motivate your donors. Here, you'll also add your organization's story - you can include your organization's mission and background, and tell your donors why they should support your organization during Do More 24.

If you'd like to include a video on your organization's profile page, you can add a YouTube or Vimeo link in this section.

Get Verified to Collect Donations

This section must be completed by May 3 in order for your organization to receive donations.



Cover Photo

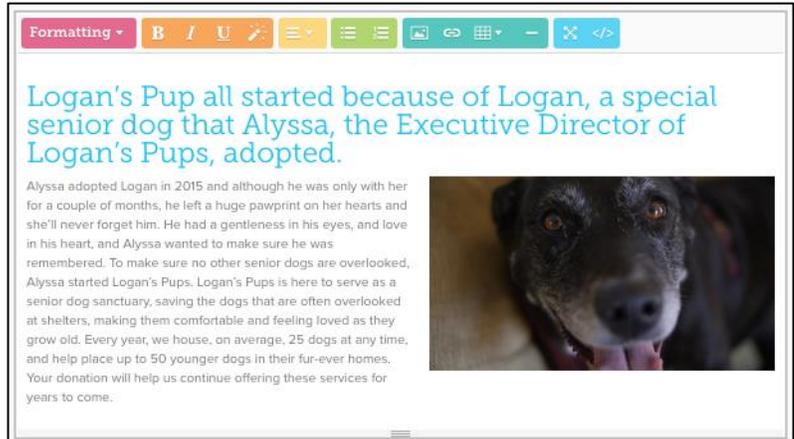
Set a Goal (optional)

Display Goal on Profile

\$ 5000 .00

Select Image Remove

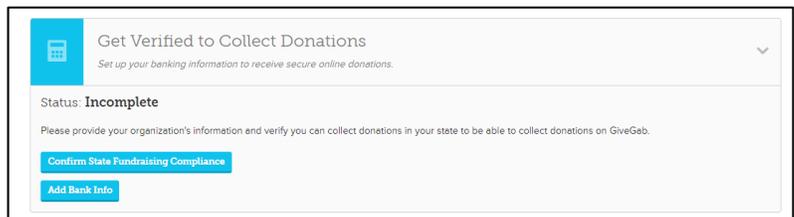
Image should be 5MB max and a JPG, JPEG or PNG file type.



Formatting B I U

Logan's Pup all started because of Logan, a special senior dog that Alyssa, the Executive Director of Logan's Pups, adopted.

Alyssa adopted Logan in 2015 and although he was only with her for a couple of months, he left a huge pawprint on her hearts and she'll never forget him. He had a gentleness in his eyes, and love in his heart, and Alyssa wanted to make sure he was remembered. To make sure no other senior dogs are overlooked, Alyssa started Logan's Pups. Logan's Pups is here to serve as a senior dog sanctuary, saving the dogs that are often overlooked at shelters, making them comfortable and feeling loved as they grow old. Every year, we house, on average, 25 dogs at any time, and help place up to 50 younger dogs in their fur-ever homes. Your donation will help us continue offering these services for years to come.



Get Verified to Collect Donations

Set up your banking information to receive secure online donations.

Status: **Incomplete**

Please provide your organization's information and verify you can collect donations in your state to be able to collect donations on GiveGab.

[Confirm State Fundraising Compliance](#)

[Add Bank Info](#)

Add Donation Levels

While this section is optional, adding donation levels is a fun way to help donors visualize the impact their support has on your organization.

Customize these levels to reflect your organization's needs, and include a photo and description for each level.

Donors always have the opportunity to choose their own giving amount if they want.

We encourage you to think about using various donor levels to help create meaning for your donors and help them understand the impact their support has on your organization.

Add Donation Levels

We recommend having 3 or 4 donation levels.

-  **\$25.00**
Provides one week of food for a senior pup
Edit Remove
-  **\$50.00**
Provides a super soft bed for a loving senior pup
Edit Remove
-  **\$100.00**
Helps a family foster one of our amazing senior pups
Edit Remove

Dollar Amount
\$ 0.00

Description

Image
Select Image Remove
Image should be 5MB max and a JPG, JPEG or PNG file type.

Save Cancel

Add a 'Thank You' Message

Next is the thank-you message. Thanking your donors is an important part of the stewardship process, so take the opportunity to develop a great thank-you message.

This message is included in the email your donor immediately receives after making their gift and it is completely branded to your organization. Feel free to add a photo or video to this to make it even more personalized to your nonprofit. The email comes directly from your organization's contact, increasing the personal touch.

Add a 'Thank You' Message

Please provide a "thank you" message, as well as an image or video link (or both!)

Thank You Message

Youtube or Vimeo Link

Don't have a video to link to? No biggie! Upload an image, and we'll use that instead.



Select Image Remove
Recommended dimensions 800x600
Max file size 5MB

Save

Add Fundraisers

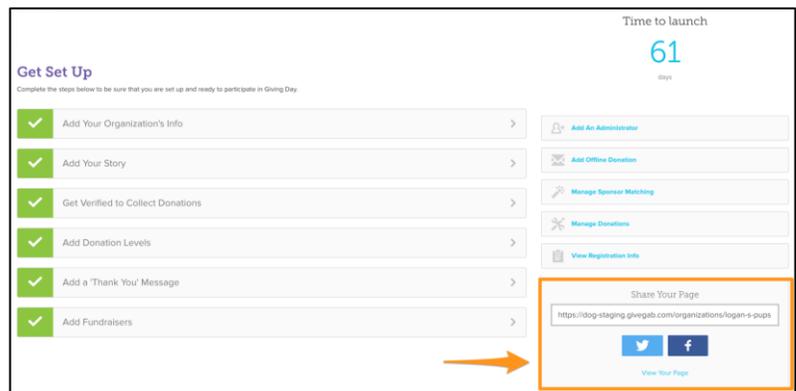
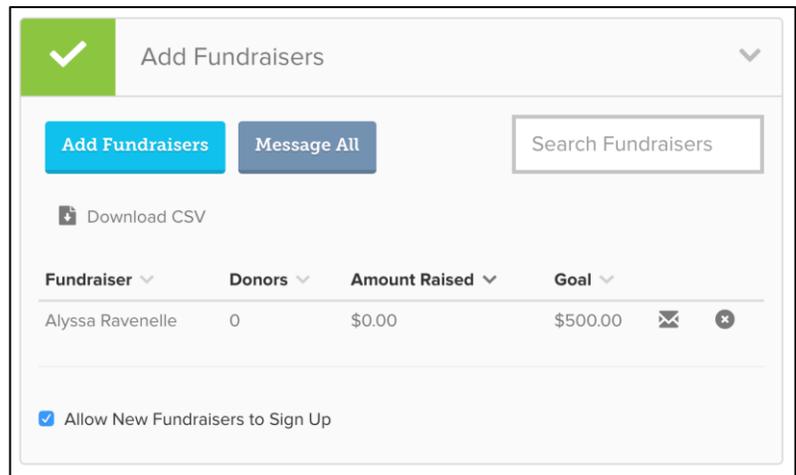
The GiveGab platform is ideal for peer-to-peer fundraising.

Each person who decides to fundraise on your behalf will have their own fundraising page and every dollar they raise will go towards your organization's totals. This is an incredible opportunity to utilize your supporters, board members and volunteers with a large social media or personal connection base to raise awareness of Do More 24 Racine and to recruit new donors to your organization.

Organizations with fundraisers raise on average 3.4x more than organizations without fundraisers.

Review

Now that you've completed the sections of your dashboard check your profile to make sure everything looks the way you want. You can view your own page by clicking the link under the Twitter and Facebook icons on the right side of the page.



Promote!

You can also easily share your page using the social media links for Twitter and Facebook. It will help you create a post to link directly to your Do More 24 Racine profile.

Your organization also has its own unique URL that you can also use to share with your donors.

The nonprofit toolkit has everything you need to plan, prepare, and promote your organization, including:

- Customizable templates
- Suggested communications timelines
- Sample social media posts
- Downloadable images and social share icons to promote your organization's participation for Do More 24 Racine
- Resources on how you can engage your board members, get your volunteers involved, and utilize peer-to-peer fundraisers to help raise money on behalf of your organization

