

Register your Nonprofit for Give Great Falls



- 1. Visit <u>givegreatfalls.org/</u> Note: There is a \$50 registration fee
- 2. Select the yellow button "Registration Now Open Through April 21st!"
- 3. On the "Find Your Organization" page.

Returning Organizations: If you have participated in the past, enter your organization's name or EIN in the search bar, then select the "**Participate**" button on your organization. After clicking Participate you will be directed to login to your GiveGab account to finish the registration process for Give Great Falls.

NEW Organizations: If you have NOT participated in the past select "Add My Organization" button. Complete the registration information about your organization. This is also where you will create your personal login to edit your organization's Give Great Falls profile. You can add additional administrators to your organization's account once you are registered. After all the information is completed select the "Continue" button.

- 4. Answer the required survey.
- 5. Once the survey is complete, you will receive an email confirmation and automatically be redirected to your Give Great Falls dashboard.
- 6. You can now begin customizing your Give Great Falls profile. *TIP:* View <u>A Guide to Giving Day Profile Best Practices!</u>