#iGIVECATHOLIC

#iGiveCatholic 2021 Registration Instructions: <u>Returning Organizations</u>

Step 1: **Click here** to navigate to the New Orleans #iGiveCatholic landing page.

Step 2: Once on the New Orleans landing page, click on the **Apply Now** button as shown in this example.

Step 3: **Search** for your organization by entering your organization's name *or* a portion of it. Once you find your organization, click **Participate** to the right of its name (as shown here).

Search Tip: If your organization has a name like St. Michael Parish, truncate your search terminology to only "Michael" to find all organizations containing that particular word. While the search feature *should* find your organization whether you enter "St. Michael," "Saint Michael," or "St Michael," we recommend searching only for Michael.
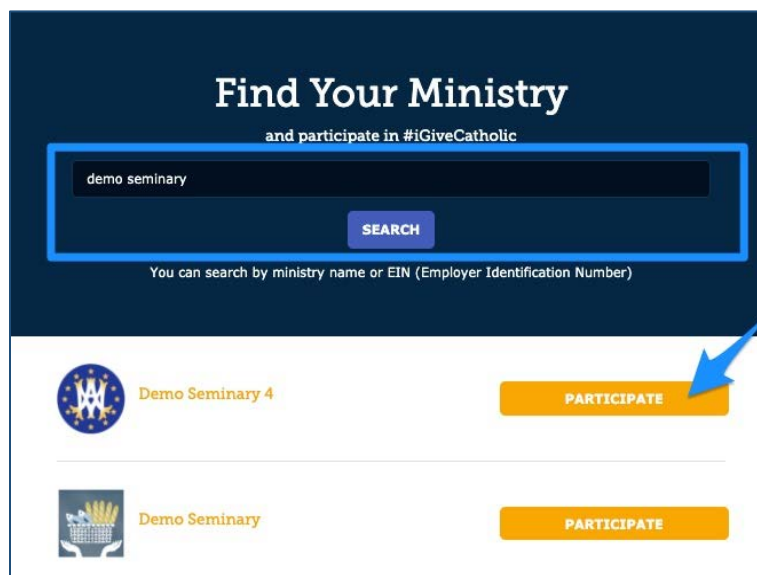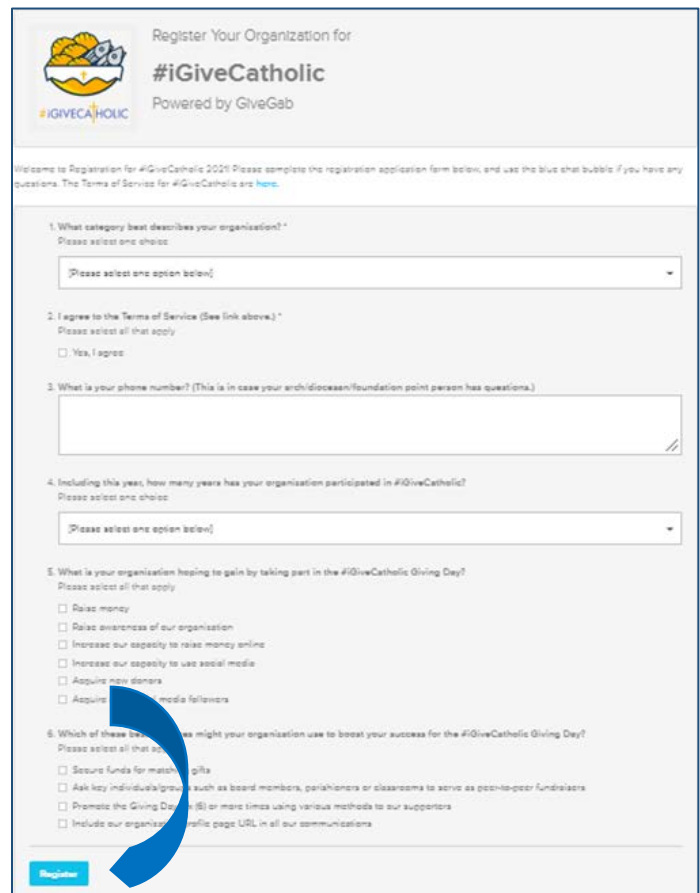

After you click Participate, you will be prompted to log in to the GiveGab system. If you are a ***new administrator*** for your organization, meaning you are not already listed as an admin on the account, see below!

<p style="text-align:center"><strong style="color:red">**NEW administrators for returning organizations:
Skip to Step 9 for an added action item!**</p>

<p style="text-align:center"><strong style="color:red">If you are *not* a new administrator, continue to Step 4.</p>

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Step 4: Answer the survey questions (as shown here). Then click **Register**.

Step 5: You will then be directed to your Admin Dashboard, and your status will appear as **Pending** (as shown here) until we review and approve your application, usually within a few business days.

Step 6: Beneath the status notifications on your dashboard, you will have the option to **Copy** a previous year's profile information or **Create a New Profile** from scratch. That's because you are re-registering an organization that participated in a past #iGiveCatholic Giving Day and the information has been stored year-over-year. If you elect to use an old profile, you can make changes to it. In fact, we highly encourage updates to keep your page looking fresh for donors! Depending on your screen size, you may need to scroll down to see these options (as shown here).
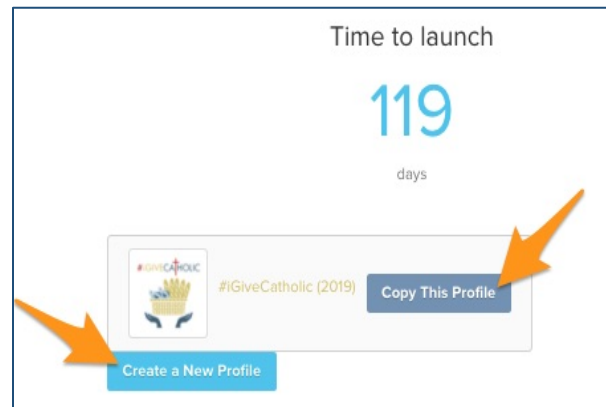
Step 7: While you wait to be approved to participate, you can also update your organization administrators and other important information. Check out the marketing tips and suggestions for creating an impactful profile page by viewing our archived webinars on the Trainings page!

Step 8: Once your organization has been approved to participate, your dashboard status will change to show the **Approved** status (as shown here):
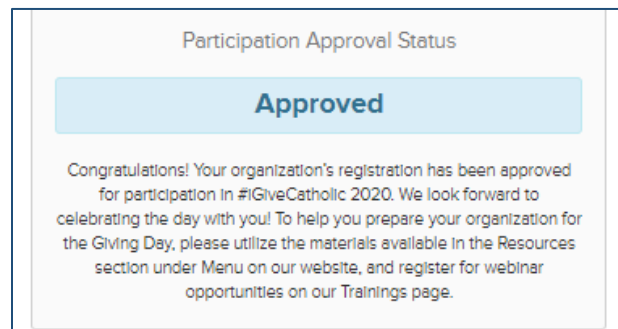
Step 9: ***New administrators* will need to be granted access to the organization's dashboard before you continue with the registration process. If you are a new administrator for the organization, once you click **Participate** you will see this screen. Enter your name/email and click **Request Access**, or make your request via the blue chat bubble in the bottom right-hand corner of the screen.

Once granted access, you can continue with **Step 4** above and answer the survey questions.

NOTE: If you have questions at ANY stage of the approval/registration process, click the blue chat bubble in the bottom right-hand corner of the #iGiveCatholic website or in your dashboard and enter your question or issue. You can also email questions@igivecatholic.org. The GiveGab Customer Success Team is on call Monday-Friday, 8 a.m. to 6 p.m. EST.