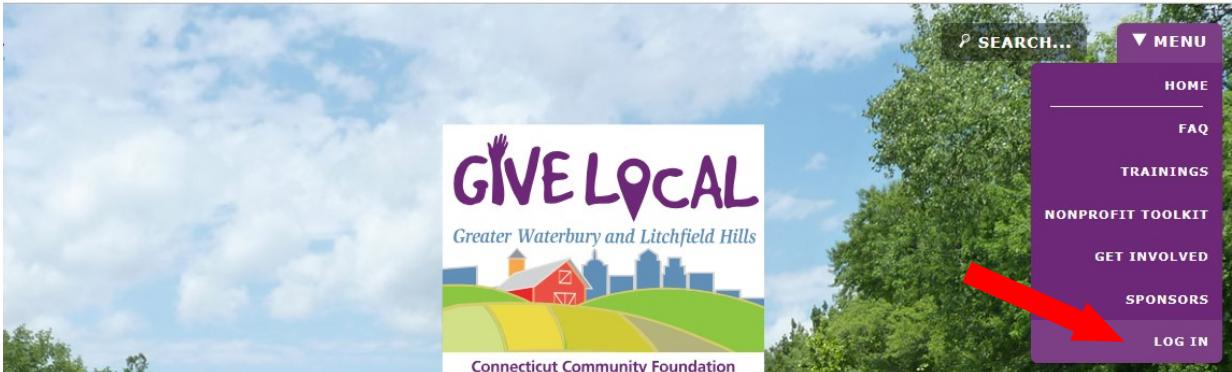


How to log in to make profile edits

1. Visit <https://www.givelocalccf.org> and choose “LOG IN” from the main menu in the top right.



2. From your Admin Dashboard, click the “Edit Profile” button at the top right

The Admin Dashboard Overview page displays various metrics and actions. On the left, a sidebar shows navigation links: Overview, Fundraising, Volunteering, Engagement, and More. The main area features a "Give Local Greater Waterbury and Litchfield Hills" banner and a "High Level Metrics" section with six cards: Dollars Raised, Campaigns, Events, Volunteer Hours, Volunteer Opportunities, and Supporters. To the right, there is a "Current Plan: Basic" section, a "Level Up Your Fundraising!" button, and a "Actions" section with buttons for Add Administrator, Edit Organization Info, and Support Center.

3. Click in the different sections to add your organization information, story, donation levels, thank you message. This is also where you can add Peer-to-Peer Fundraisers if you wish. In the “Get Verified” section, you only need to click the box beneath “State Charitable Solicitation Compliance Attestation”. It is not necessary to add bank account information. You will have a message saying you’re not verified to collect donations—that is ok!

Get Set Up

Complete the steps below to be sure that you are set up and ready to participate in Give Local Greater Waterbury and Litchfield Hills.

<input checked="" type="checkbox"/>	Add Your Organization's Info
<input checked="" type="checkbox"/>	Add Your Story
<input type="checkbox"/>	Get Verified to Collect Donations <small>Set up your banking information to receive secure online donations.</small>
<input checked="" type="checkbox"/>	Add Donation Levels
<input checked="" type="checkbox"/>	Add a 'Thank You' Message
<input type="checkbox"/>	Add Fundraisers <small>Recruit peer-to-peer fundraisers to expand your network of donors.</small>