



## NONPROFIT GIVING CENTER AND NONPROFIT CALENDAR INSTRUCTIONS FOR NONPROFITS

### ABOUT

The Nonprofit Giving Center is an online giving tool at [www.gcrf.org](http://www.gcrf.org) to help donors learn about and easily connect with community needs and opportunities they wish to support.

Donors will be able to search for nonprofit organizations by name or by category to explore topics of interest. Nonprofits may appear in multiple categories. Please select categories directly related to the mission of the organization (please limit to five). The category options are:

- Animals
- Arts/Culture/Humanities
- Children & Youth
- Civil Rights/Racial Equity/Advocacy
- Community Improvement/Economic Development
- Education/Employment
- Environment
- Health/Mental Health/Wellness
- Human Services/Food/Housing
- Other Nonprofit Sectors
- Philanthropy & Foundations
- Public Safety/Legal/Disaster
- Religion

Nonprofits will establish their own username and password at [gcrf.org](http://gcrf.org) to create and manage their pages.

***NOTE: This is a different username and password than the one for grant applications and nonprofit fund.***

One account will be allowed per nonprofit organization. The Community Foundation will review and approve the nonprofit and page content before it is published to ensure 501c3 status and to confirm there are no duplicate accounts.

### Nonprofit Giving Center includes:

- Any nonprofit organization with 501(c)3 status serving in Linn County, Iowa.
- Any fund at the Community Foundation that the community can give to.
  - For nonprofits with funds at the Community Foundation, you may have multiple pages for your organization. You will have one page for each of your funds at the Community Foundation. In addition, you may create a page to direct donors to your organization's website (or social media account if you do not have a website) to give to your organization directly. The pages for your fund(s) at the Community Foundation have

already been created. Once you create the username and password for your organization, the Community Foundation will transfer permission to you to update and manage your fund pages.

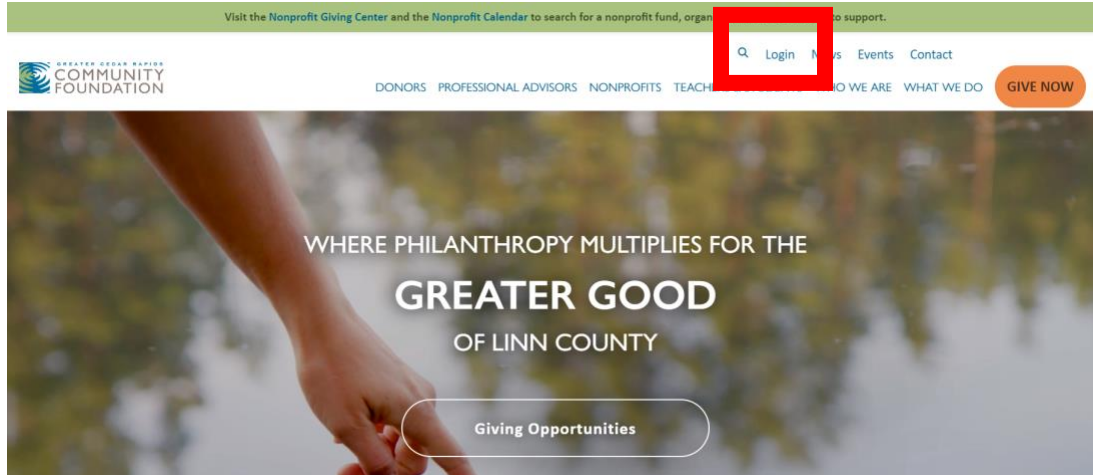
#### Nonprofit Calendar includes:

- Events for any nonprofit organization with 501(c)3 status serving in Linn County, Iowa.
- **Public** events, activities, or fundraisers that are meant to connect your organization with donors and supporters. Program-related services and events directly related to regular programming should **not** be included on this calendar (ex. support groups and regular classes).

## INSTRUCTIONS FOR NONPROFITS

#### First Time User - How to Setup Your Account:

1. Go to [www.gcrf.org](http://www.gcrf.org)
2. Click “Login” in the upper right corner.



3. Select “Option 2: Login to Update Your Nonprofit Page or Events”

# WELCOME TO OUR LOGIN PAGE

We have two login options. Each require different usernames and passwords.

## OPTION 1:

### My Community Foundation Portal

A secure online resource to manage your relationship with the Greater Cedar Rapids Community Foundation.

This portal is for fund holders, nonprofit grant applicants, scholarship applicants, Board members, and committee members.

[Login to the Portal](#)

## OPTION 2:

### Nonprofit Giving Center & Calendar

Share and manage information about your nonprofit organization to share with donors and your community.

This portal is for nonprofits.

[Login to Update Your Nonprofit Page or Events](#)

4. Click "Create Account."

Password

Remember Me

[LOG IN](#)

[Lost your password?](#)

## GET STARTED

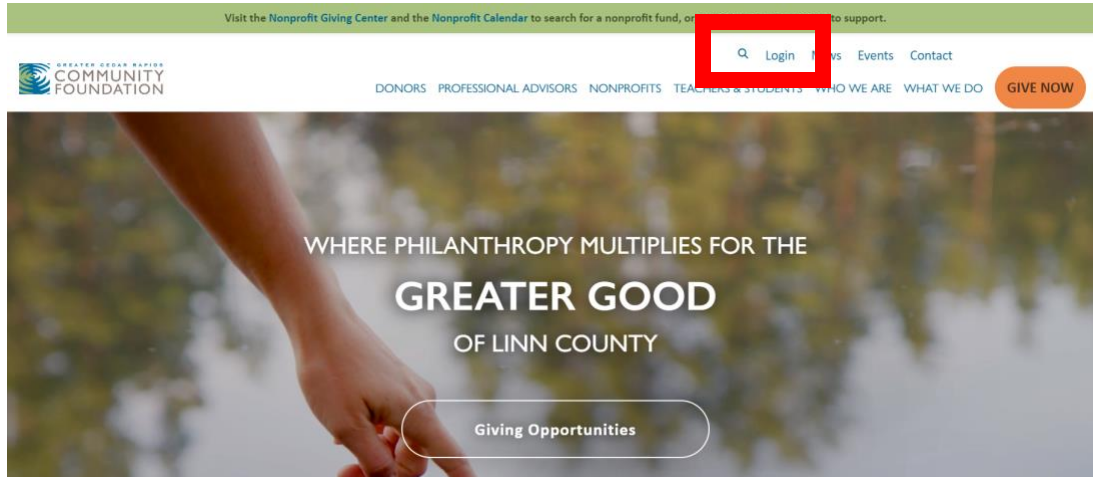
This username and password are created and updated by you. It is a different username and password than the nonprofit grant applications.

[Create Account](#)

5. One person from each organization can create a username and password to update the organization's Nonprofit Giving Center page and add events to the Nonprofit Calendar. This is separate from the login used to apply for grants and submit grant reports. **Tip: Select a username and email address that can stay with your organization through staffing changes.**
6. Add your information and select "Register."
7. Community Foundation staff will verify your account, and you will receive a notification via email. Once your account is verified, you can login and add or edit pages as needed (see below).

## Returning Users - How to Login:

1. Go to [www.gcrf.org](http://www.gcrf.org)
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4. Under “Account Login” enter your Username and Password. Click “LOG IN”.

# WELCOME TO THE NONPROFIT GIVING CENTER AND EVENT CALENDAR

The Nonprofit Giving Center connects donors who want to give to nonprofits meeting community needs. Nonprofits can create a page to share information about their organizations with donors and the community. Nonprofits can also add upcoming events and fundraisers to the Nonprofit Calendar.

## ACCOUNT LOGIN

Username or Email

Password

Remember Me

LOG IN

### How to Add a Page to the Nonprofit Giving Center:

1. Login (see instructions above)
2. Click "Add Nonprofit/Fund Page."

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## ACCOUNT LOGIN

You are currently logged in as testorg. [Log out »](#)

View My Events

Submit Event

Manage Nonprofit / Fund Page(s)

Add Nonprofit / Fund Page

Edit User Profile

3. Complete the fields and add a photo. Required fields are marked with an asterisk (\*). *Note: Visitors can search for organizations and funds by keyword or phrase; this function only searches page titles and "About" sections. To make it easy for users to find your page, be sure to include relevant key words and phrases in your "About" section.*



## Welcome to the Nonprofit Giving Center

### Share Your Fund/Nonprofit Details:

#### Instructions:

1. Fill out each field below.
2. When you are finished, press the "Publish" button at the top right.
3. Preview your page to confirm you have no further edits to be made. If you make additional changes, press the "Publish"/"Update" button again.
4. The Community Foundation will send you an email when your page has been approved and live.
5. If you have questions, email [nonprofitgivingcenter@gcrf.org](mailto:nonprofitgivingcenter@gcrf.org).

Fund or Nonprofit Name \*

#### Endowed Fund

Yes, this is an endowed fund.

Featured Image

No image selected

[Add Image](#)

4. Add a link to where donors can give. This link should go to the giving page of your organization's website.
5. Add contact info and social media links so donors can connect with your organization. In the upper righthand corner, select "Save Draft" to save your progress and finish later; select "Preview" to see what your Nonprofit Giving Center Page will look like. When you're finished, click "Publish" (or "Update" if the page has already been published).

[Save draft](#)

[Preview](#)

[Publish](#)



Fund/Nonprofit



Summary



Visibility

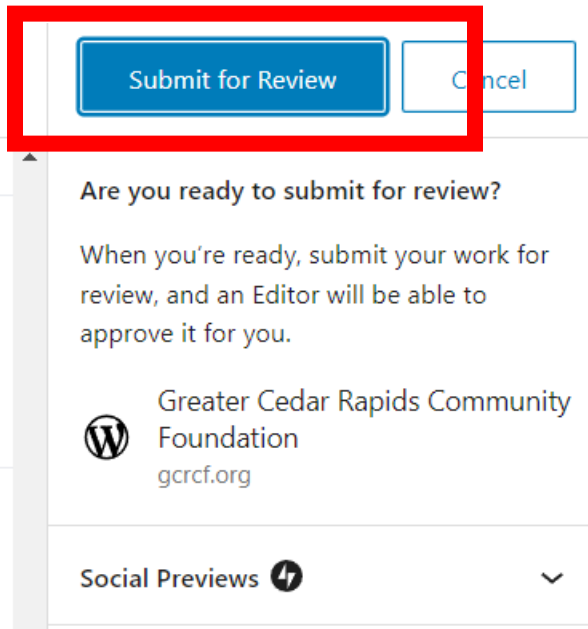
Public

URL

[gcrf.org/nonprofit-giving/auto-draft/](https://gcrf.org/nonprofit-giving/auto-draft/)

[Move to trash](#)

6. After clicking “Publish,” click “Submit for Review” to add your page to the queue. Your page will be reviewed and published to the Nonprofit Giving Center within three business days.



### How to add an event to the Nonprofit Calendar:

1. Login (see instructions above)
2. Click “Submit Event”

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### ACCOUNT LOGIN

You are currently logged in



3. Complete the fields.
  - a. Select an “Event Tag” that matches your organization’s sector(s). Create a venue and organizer if yours are not already listed. “Event Category” should be left as the default, “Community Events.”
4. Click “Submit Event” to add your event to the queue. Events will be processed and added to the calendar within three business days.

## OTHER NOTES

### WELCOME TO THE NONPROFIT GIVING CENTER AND EVENT CALENDAR

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[View My Events](#)

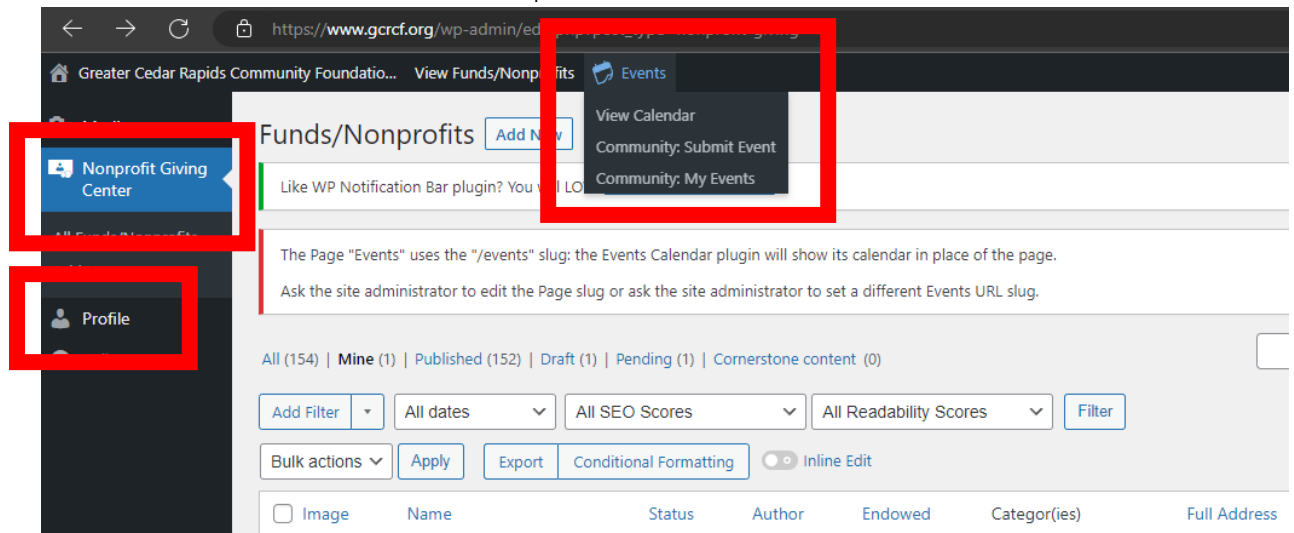
[Submit Event](#)

[Manage Nonprofit / Fund Page\(s\)](#)

[Add Nonprofit / Fund Page](#)

[Edit User Profile](#)

- Login at any time to edit your Nonprofit Giving Center page and keep donors aware of your programs, funding needs, capital campaigns, and more—just click “Manage Nonprofit/Fund Page(s).”
- Select “View My Events” to update your events—don’t forget to change the status if your event is postponed or cancelled.
- To update the contact information associated with your account, select “Edit User Profile.”
- After logging in and selecting “Manage Nonprofit/Fund Page(s),” navigate the editor through the menu on the left and the toolbar at the top.



## QUESTIONS? WE'RE HERE TO HELP.

Email [nonprofitgivingcenter@gcrfc.org](mailto:nonprofitgivingcenter@gcrfc.org). Leave your request and contact information and we will respond as soon as possible.