



It's Time to Begin Registering Your Organization To Return for #iGiveCatholic 2024!

<FOR RETURNING ADMINISTRATORS OF RETURNING ORGANIZATIONS>

Dear <Insert Name>,

We are thrilled that you will again be participating in #iGiveCatholic on #GivingTuesday! This year, #GivingTuesday takes place on December 3, with the Advanced Giving Phase opening for donations beginning at 12:00 am on Monday, November 18.

Your organization must first apply to participate in the Giving Day. The steps are outlined below. **NOTE: You will also receive emails from Bonterra (our platform provider) and the #iGiveCatholic team about your organization's application status throughout the registration process, so watch for these communications!** You can view a support article on the process of registering/applying for participation titled "How do I register for #iGiveCatholic 2024?" [HERE](#).

To apply and begin the registration process, please follow the steps below:

1. Control+Click the link in "Click Here" below, or navigate to our arch/diocesan/foundation landing page on the igivecatholic.org website. <NOTE: Embed a hyperlink to the URL of your arch/diocesan/foundation landing page – should read something like "diocese.igivecatholic.org". Select the text in the box below, select Hyperlink from the Insert menu option in Word, and paste the link in the box next to "Address".>

**CLICK
HERE**

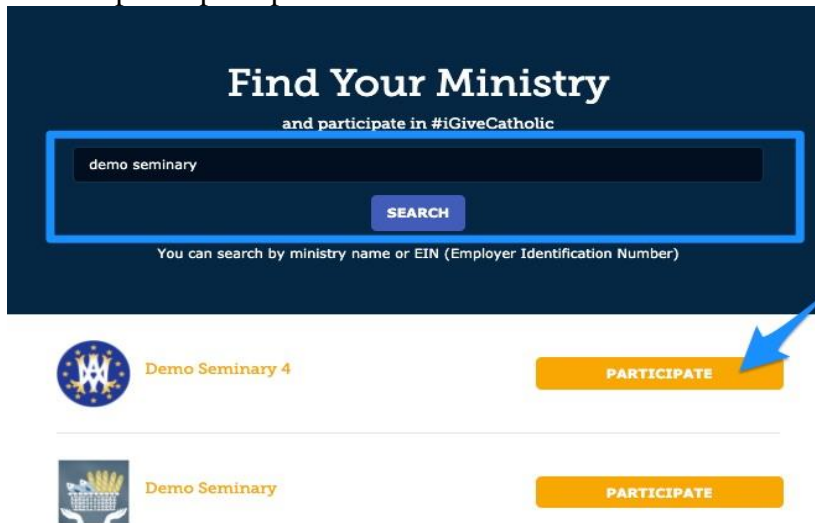
2. Click on the "Apply Now" button as shown in the example below:



3. Search for your organization name by entering your organization name or a portion of it. Find your organization and click on "Participate" to the right of your organization name (see example below). **Search Tip:** If your organization is St. Michael Parish, consider truncating your search terminology to only "Michael" to find all organizations containing that particular name. The "search" feature *should* find your organization whether you enter

#iGIVECATHOLIC

“St. Michael”, “Saint Michael”, or “St Michael”. However, truncating it will undoubtedly speed up the process a bit.





Find Your Ministry
and participate in #iGiveCatholic

demo seminary

SEARCH

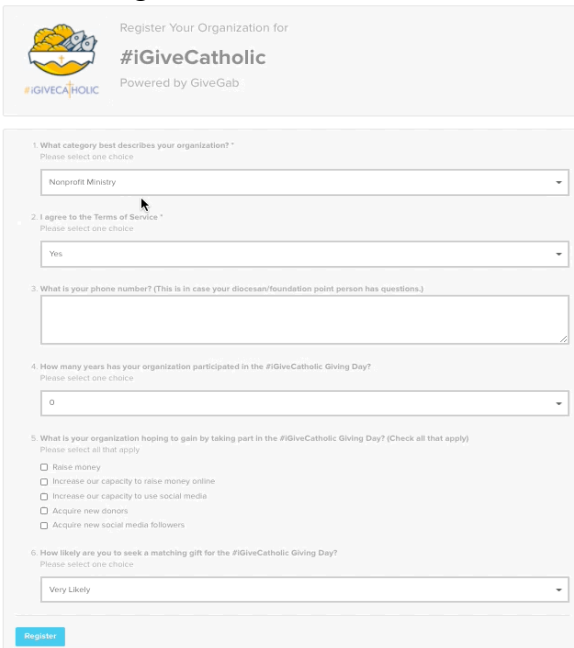
You can search by ministry name or EIN (Employer Identification Number)

 Demo Seminary 4 **PARTICIPATE**

 Demo Seminary **PARTICIPATE**

****If you are a NEW administrator for a returning #iGiveCatholic organization, skip to Step 9 for an added action item! Otherwise, continue to Step 4 ****

4. Answer the Survey Questions on the screen for your particular organization, and click “Register” at the bottom.



Register Your Organization for
#iGiveCatholic
Powered by GiveGab

1. What category best describes your organization? *
Please select one choice
Nonprofit Ministry

2. I agree to the Terms of Service *
Please select one choice
Yes

3. What is your phone number? (This is in case your diocesan/foundation point person has questions.)
[Text Field]

4. How many years has your organization participated in the #iGiveCatholic Giving Day?
Please select one choice
0

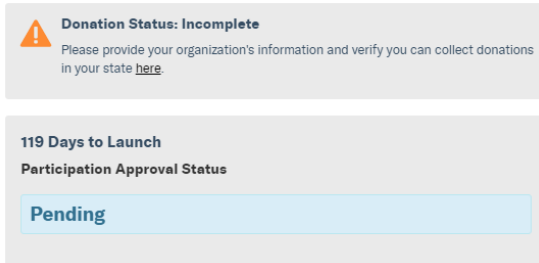
5. What is your organization hoping to gain by taking part in the #iGiveCatholic Giving Day? (Check all that apply)
Please select all that apply
☐ Raise money
☐ Increase our capacity to raise money online
☐ Increase our capacity to use social media
☐ Acquire new donors
☐ Acquire new social media followers

6. How likely are you to seek a matching gift for the #iGiveCatholic Giving Day?
Please select one choice
Very Likely

Register



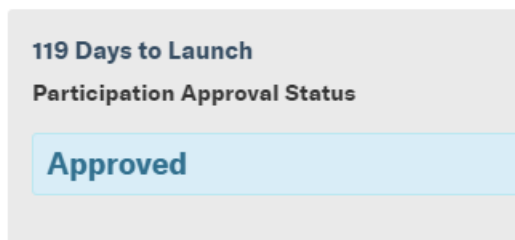
- You will be directed to your Admin Dashboard, and your status will appear as “Pending” (see example below) until **our arch/diocesan/foundation** office reviews and approves all organization applications. The approval process should only take a few business days.



- Beneath the status notifications on your dashboard, you will be presented with the option to copy a profile from a previous year or start a new profile. That's because you are re-registering an organization that participated in an #iGiveCatholic Giving Day in the past and the information has been stored year-over-year. Don't worry, you can make changes if you elect to use an old profile, and you don't have to start from scratch! Depending on your screen size, you may need to scroll down just a bit to see this option:



- While you are waiting for your organization to be approved to participate in #iGiveCatholic 2024, you can also update your organization administrators and other important information.
- Once your organization has been approved to participate, your dashboard status will change to show the “Approved” status like the example below:



- **New administrators will need to be granted access to the organization's dashboard before you can continue with the registration process. If you are a new #iGiveCatholic administrator for this organization, once you have clicked “Participate”, you will see the screen below. Click the box “Request Access”, or enter a note into the blue chat bubble in the bottom right-hand corner of the screen. Once you have been granted access, you can continue with Step 4 above and begin answering the Survey questions.**

#iGIVECATHOLIC



Manage St. Peter Chanel Catholic Church for

#iGiveCatholic

Admins: Jane Admin Joe Admin

To request access to St. Peter Chanel Catholic Church, we just need your name and email:

Your First and Last Name

Jane Doe

Your Email

jane.doe@givegab.com

[Request Access](#)

If the admins above are no longer associated with your organization, please reach out to our customer success team via the chat bubble below.

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NOTE: If you have questions or problems at ANY stage of the approval/registration process, the quickest resolution will be for you to click on the blue chat bubble in the bottom-right hand corner of the site/screen and enter your question or issue. The Bonterra Giving Day support team will be able to assist you and are on call Mon-Fri, 9 am to 5 pm Eastern!

