CREATE AN ACCOUNT

1. Select *Need an Account?* from the dropdown menu under Login on the nonprofitsfirstcares.org website.

2. Click the blue *Register* link under “You are a representative of a nonprofit organization.”
3. Click the arrow to search for your organization from the list of profiles currently on the nonprofitsfirstcares.org website.

IF YOUR ORGANIZATION DOES NOT HAVE AN EXISTING PROFILE, SKIP AHEAD TO STEP 6

4. If your organization has a profile on nonprofitsfirstcares.org, select the name and click Register to create an account and claim ownership of the account.
5. Complete the information requested and click the *Sign Up* button.

You will receive an initial email notifying you that your account is active.

You will receive a follow-up email when your account has been approved to edit your organization’s profile.
IF YOUR ORGANIZATION DOES NOT HAVE AN EXISTING PROFILE:

6. If your organization is not currently on the nonprofitsfirstcares.org website, click the blue here link to provide information.

7. Provide as much information as possible about your organization.
**Cause(s):**
You can select 1 – 4 causes from the list.

**EIN:**
Your nonprofit’s Entity Identification Number (EIN) can be found on guidestar.org or the Florida Division of Corporations records page at sunbiz.org

**Primary UN Sustainable Development Goal:**
These are the UN’s Global Goals. Please use your best judgment to select a global goal based on your mission and causes. When in doubt, you can use 17 - Partnership for Goals. To learn more about The Global Goals, go to [https://www.globalgoals.org/](https://www.globalgoals.org/).

**Our Mission:**
Provide your organization’s mission statement.

**About Us:**
Provide information you would like website visitors to know about your organization’s history, signature programs, vision, key accomplishments, etc.

**Facebook and Twitter:**
Provide the URL for the landing page for your social media accounts.

**Contact Email:**
We recommend using a general info email address, rather than an individual’s contact information.

**Organization Logo:**
The logo that you upload should fit in a square shape.

**Card Image:**
A square view of the card image will be visible. You can edit the image view after the file is uploaded. Images showing the mission in motion, volunteers in action, or service being provided make the best card images.

   Click the check mark at the base of the image to confirm that you are done editing. ✓
   Your image uploaded won’t be finalized until you see this three line icon. 📌

**Website:**
Provide the URL for your website’s homepage.

**Phone Number:**
We recommend using a general info phone number, when possible.

**Donate URL:**
Provide the URL for your organization’s donate page. If your organization uses PayPal or another third party processing site, we recommend providing a URL where the donate button is easily visible instead; third party processing site URLs tend to time out.

   **When your information is complete, hit Submit to finish.**
ADD IMPACT DATA

1. Log in to your account

2. Click the Add Data button

3. Select the type of COVID-19 Loss Data to enter:
   - Volunteer Hours Lost
   - Event Fundraising
   - Other Fundraising
   - Program Revenue
   - Paid Staff Unable to Perform
   - Furloughed Staff
   - Paid Services Unable to be Delivered
   - Lost Resources
   - Other $ lost
   - Other non $ lost
   - # Supporters lost

4. Enter the Amount of Loss, Description, and Date

5. Click Add Another Row button to provide more info

6. Click the Submit button to complete your entry
ADD A STORY

1. Log in to your account

2. Click the Add Story button

3. Give your story a title and write content, including: how COVID-19 has affected your organization; an update about an event change; innovative ways you’ve adjusted programming to serve our community; or an inspiring account of a staff member, volunteer, or donor’s efforts to help out.

4. Upload a compelling image. Remember to click the check mark to confirm that you are done editing and wait for the three line icon to indicate the upload is finalized

5. Click the Submit button to complete your entry
ADD WAYS TO HELP NOW

1. Log in to your account

2. Click the Add Way to Help Now button

3. Enter the title and description for volunteer opportunities that your organization is currently offering.

4. Select all of the categories that apply. Make sure to indicate if the volunteer opportunity is virtual or in-person.

5. Click the Submit button to complete your entry
ADD ITEMS NEEDED NOW

1. Log in to your account

2. Click the Add Items Needed button

3. Enter the title and description for items that your organization needs now (e.g. canned food, diapers, laptops, tablets, formula, durable medical equipment, etc.)

4. If there is a WishList on your website, Amazon, or another online retailer, enter the URL under Link to Learn More.

5. Select the tag categories that apply.

6. Click the Submit button to complete your entry