

#iGIVECATHOLIC

It's Time to Begin Registering Your Organization To Return for #iGiveCatholic 2021!

The registration process will be the same as last year, and **your organization will first apply to participate**. *NOTE: You will receive emails from the GiveGab (our platform provider) and #iGiveCatholic team about your organization's application status throughout the registration process.* You can view a brief support article on the process of applying for participation titled "How do I register for #iGiveCatholic 2021?" [HERE](#).

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

1. Click the link below or navigate to our Catholic Foundation of Northwest Pennsylvania/Diocese of Erie landing page on the igivecatholic.org website (erie.igivecatholic.org).

[CLICK
HERE](#)

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



3. Search for your organization 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 word/name. The "search" feature *should* find your organization whether you enter "St. Michael", "Saint Michael", or "St Michael", however, we recommend searching only for Michael.

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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

Welcome to Registration for #iGiveCatholic 2021! Please complete the registration application form below, and use the blue chat bubble if you have any questions. The Terms of Service for #iGiveCatholic are [here](#).

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

(Please select one option below)

2. I agree to the Terms of Service (See link above.) *
Please select all that apply

Yes, I agree

3. What is your phone number? (This is in case your arch/diocese/foundation point person has questions.)

4. Including this year, how many years has your organization participated in #iGiveCatholic?
Please select one choice

(Please select one option below)

5. What is your organization hoping to gain by taking part in the #iGiveCatholic Giving Day?
Please select all that apply

Raise money
 Raise awareness of our organization
 Increase our capacity to raise money online
 Increase our capacity to use social media
 Acquire new donors
 Acquire new social media followers

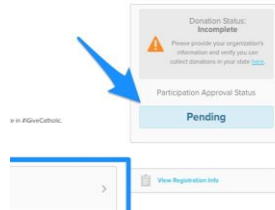
6. Which of these best practices might your organization use to boost your success for the #iGiveCatholic Giving Day?
Please select all that apply

Secure funds for matching gifts
 Ask key individuals/groups such as board members, parishioners or classrooms to serve as post-to-post fundraisers
 Promote the Giving Day six (6) or more times using various methods to our supporters
 Include our organization profile page URL in all our communications

Register

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- You will be directed to your Admin Dashboard, and your status will appear as “Pending” (see example below) until our Catholic Foundation of Northwest Pennsylvania/Diocese of Erie 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 from scratch. 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. 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 just a bit to see this option:



- While you are waiting for your organization to be approved to participate in #iGiveCatholic 2021, you can also update your organization administrators and other important information. You can check out our marketing tips and suggestions for creating an impactful profile page by viewing our archived webinars on the [Trainings page](#)!
- Once your organization has been approved to participate, your dashboard status will change to show the “Approved” status like the example below:



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9. **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.



The screenshot shows a registration interface for St. Peter Chanel Catholic Church. At the top left is the church's logo. The main heading reads "Manage St. Peter Chanel Catholic Church for #iGiveCatholic". Below this, there are two admin roles listed: "Jane Admin" and "Joe Admin". A message states: "To request access to St. Peter Chanel Catholic Church, we just need your name and email:". There are two input fields: "Your First and Last Name" with the value "Jane Doe" and "Your Email" with the value "jane.doe@givegab.com". A blue "Request Access" button is positioned below the fields. At the bottom, a note says: "If the admins above are no longer associated with your organization, please reach out to our customer success team via the chat bubble below."

GiveGab®

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, or send an email to questions@igivecatholic.org. The GiveGab Customer Success Team will be able to assist you and are on call Mon-Fri, 9 am to 5 pm Eastern!



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