#iGIVECATHOLIC

It's Time to Begin Registering Your Organization
To Return for #iGiveCatholic 2022!

We are thrilled that you will again be participating in #iGiveCatholic on #GivingTuesday! This year, #GivingTuesday takes place on November 29, with the Advanced Giving Phase opening for donations beginning at 12:00 am on Monday, November 14.

Your organization will first apply to participate in #iGiveCatholic. ***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 to participate in #iGiveCatholic?"* **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.

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 "St. Michael", "Saint Michael", or "St Michael". However, truncating it will undoubtedly speed up the process a bit. **Please note that if you are a parish and had "Church" instead of "Parish" listed in your name, that was all switched to "Parish" this year.**

**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.

5. You will be directed to your Admin Dashboard, and your status will appear as "Pending" (see example below) until the Catholic Foundation office reviews and approves all organization applications. The approval process should only take a few business days.
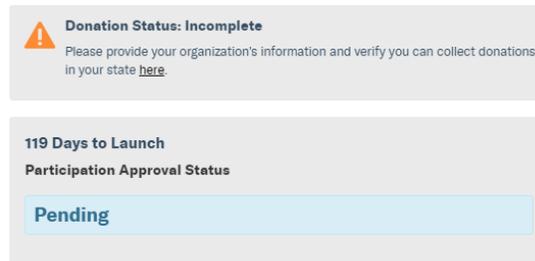
6. **Beneath the status notifications on your dashboard, you will be presented with the option to copy a profile from a previous year or start a new profile**. That's because you are re-registering an organization that participated in an #iGiveCatholic Giving Day in the past and the information has been 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:
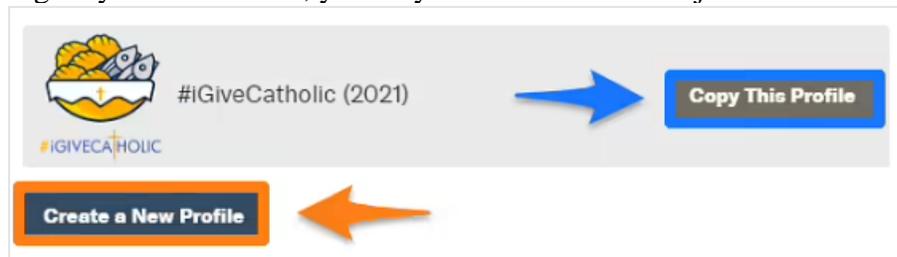
7. While you are waiting for your organization to be approved to participate in #iGiveCatholic 2022, you can also update your organization administrators and other important information.

8. Once your organization has been approved to participate, your dashboard status will change to show the "Approved" status like the example below:
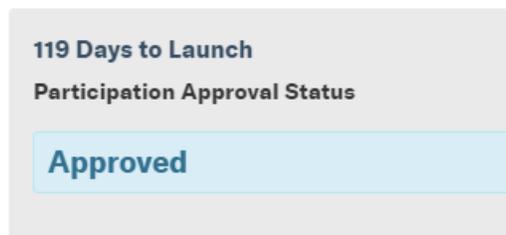
9. **New administrators will need to be granted access to the organization's dashboard before you can continue with the registration process. If you are a new #iGiveCatholic administrator for this organization, once you have clicked "**Participate**", you will see the screen below. Click the box "**Request 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.

#iGIVECA✝HOLIC

Manage St. Peter Chanel Catholic Church for

#iGiveCatholic

ST·PETER
CHANEL

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.

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. The GiveGab Customer Success Team will be able to assist you and are on call Mon-Fri, 9 am to 5 pm Eastern!