

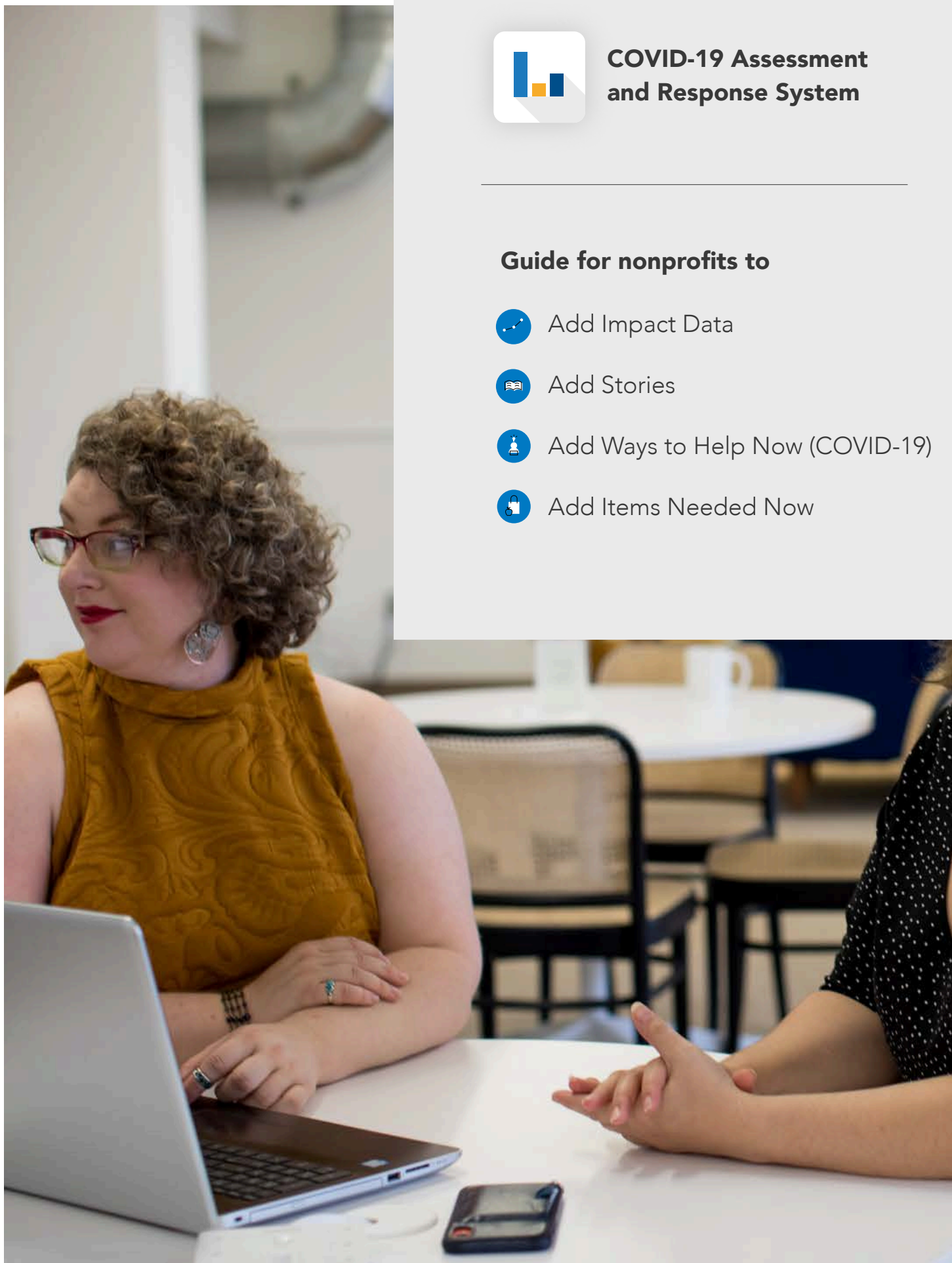


## COVID-19 Assessment and Response System

---

### Guide for nonprofits to

-  Add Impact Data
-  Add Stories
-  Add Ways to Help Now (COVID-19)
-  Add Items Needed Now



## Table of Contents

---

Here's how to find your way around the CARES site as a **nonprofit admin**. A nonprofit admin has the ability to add impact data, ways to help now, stories & items needed now. When you request to become an owner, you can also make edits to your organization's listing information. **A nonprofit can have only one owner but can have multiple representatives.**

---

**01**  **How to Add Impact Data**

**06**  **How to Add Stories**


---

**06**  **How to Add Ways to Help Now**

**08**  **How to Add Items Needed Now**

### Need Help?

 [admin@inspiringservice.org](mailto:admin@inspiringservice.org)

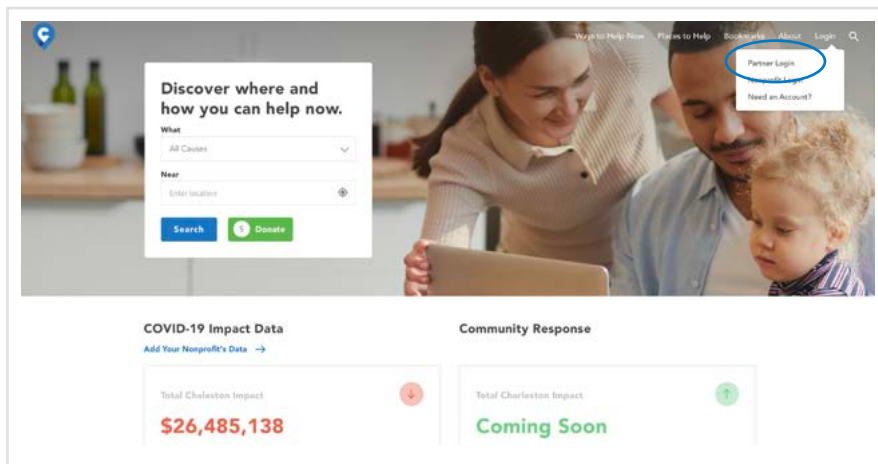
 513-436-4686





## How to Add Your Nonprofit's Data

- 1 Go to **Your City's URL**
- 2 Hover over "Login" in the upper right part of the page's menu items and select **"Nonprofit Login."**



- 3 If you've already created an account, you can fill in your login credentials. If you need an account, click **"Need an account?"**

**Need an account?**

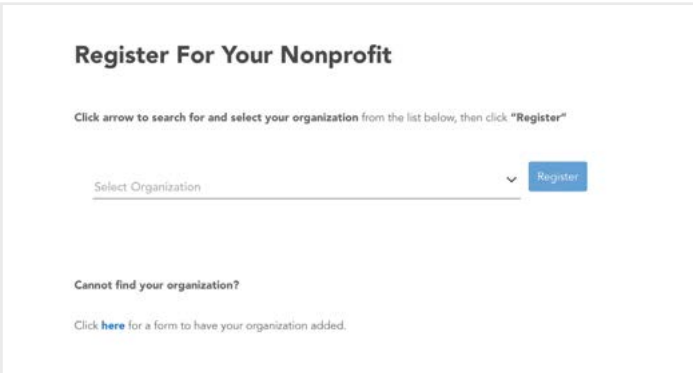
☐ Keep me logged in

[Forgot your password?](#)

4 Select **"Register as nonprofit"**.

5 Click arrow to search for and select your organization from the list below, then click **"Register"**

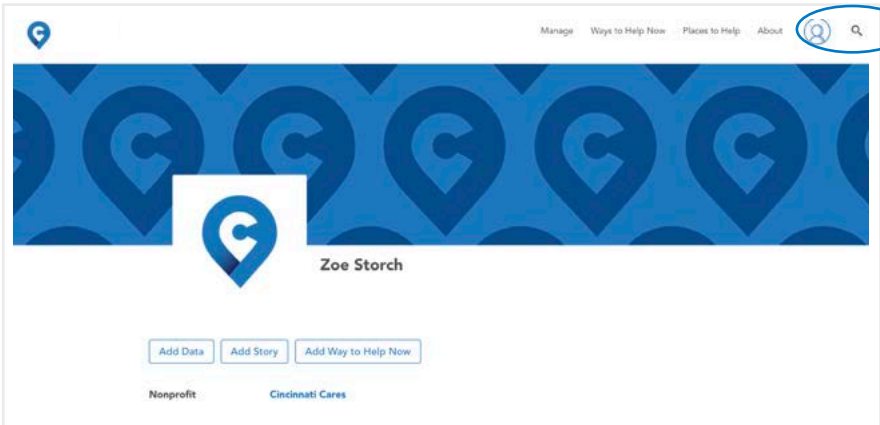
If the nonprofit for whom you hope to add data, stories, and/or ways to help now does not exist, click **"here"** and complete the form filling in as much information as possible. You will be able to upload a square shaped logo and a cover image photo. Click Submit to have your organization submitted for approval. You can add stories, data and opportunities once you submit the form. See next section for instructions.



The screenshot shows a web form titled "Register For Your Nonprofit". Below the title is a instruction: "Click arrow to search for and select your organization from the list below, then click 'Register'". There is a dropdown menu labeled "Select Organization" with a downward arrow, and a blue "Register" button to its right. Below this, there is a link that says "Cannot find your organization?" followed by "Click [here](#) for a form to have your organization added."

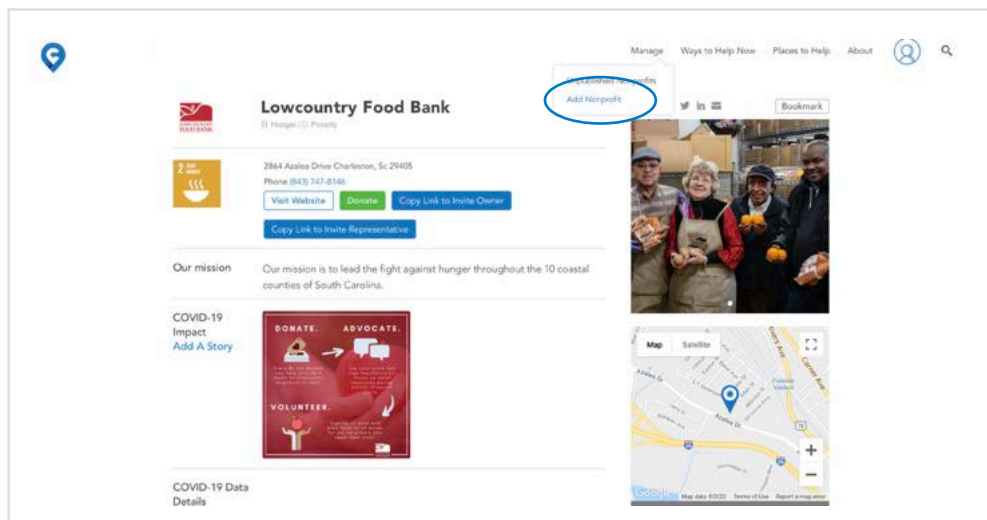
6 After clicking "Register," complete the form with your role within the nonprofit, your first name, last name, email address and a password. Click **"Sign Up."**

7 You will land on your user profile page. Search for the nonprofit you want to add information for in the searchbar at the top right.



The screenshot shows a user profile page for "Zoe Storch". The page has a blue header with a repeating pattern of the "Cincinnati Cares" logo. Below the header is a white box containing a profile picture placeholder (a blue circle with a white 'C') and the name "Zoe Storch". Below this are three buttons: "Add Data", "Add Story", and "Add Way to Help Now". At the bottom of the page, there are two tabs: "Nonprofit" and "Cincinnati Cares". In the top right corner, there is a search bar with a magnifying glass icon, which is circled in red.

- 8 If the nonprofit doesn't exist, hover over "Manage" in the top right and click **"Add Nonprofit"**.



- 9 Begin by entering the nonprofits information. You can find most of the data needed by going to the organizations website or Facebook page. Required Items: Organization name, one cause, logo.

A screenshot of the nonprofit information form. The form is titled 'Your Role (optional)' and contains several input fields: 'Your role with this organization', 'Organization Name', 'Cause(s)', 'EIN Number (optional)', 'Address (optional)', 'Primary UN Sustainable Development Goal (optional)', and 'Our Mission (optional)'. The 'Cause(s)' field is a dropdown menu. The 'Address' field has a placeholder text 'e.g. "123 Main St., City, State"'. The 'Primary UN Sustainable Development Goal' field is also a dropdown menu. The form is set against a light gray background with a white border.

**Causes** - Use your best judgment based on the mission and programs of the nonprofit to select the causes. A nonprofit can have between 1 and 4 causes.


**EIN** - This is the nonprofit's Tax ID number and can be found on Guidestar.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/>.

**Our Mission** - The organization's mission statement can usually be found under their About Us tab on the website or on their Facebook Page under About.

**About Us** - This can usually be found under their About Us tab on their website or on their Facebook Page under About. (It is usually a sentence or two.)

**Contact Email and phone numbers** - Only add an Email Address and/or Phone Number if it is easily found on the website in either the homepage or Contact Us page. Please refrain from using personal email addresses if possible.

**Logos** - Square shaped logos only. You can find logos on nonprofits websites or Facebook pages and can edit logos after you upload. Click the **check** to confirm that you are done editing the logo. 

**Cover Image** - Cover images can be found on either the nonprofits website or Facebook Page. You can edit the image after you upload it. Click the **check** to confirm that you are done editing the image. Images showing the mission in motion, volunteers in action or service being given make the best cover images.



**Your image won't be uploaded until you see these three lines.**

**10**

Once as much of the data has been entered as you can find, hit

**Submit.**

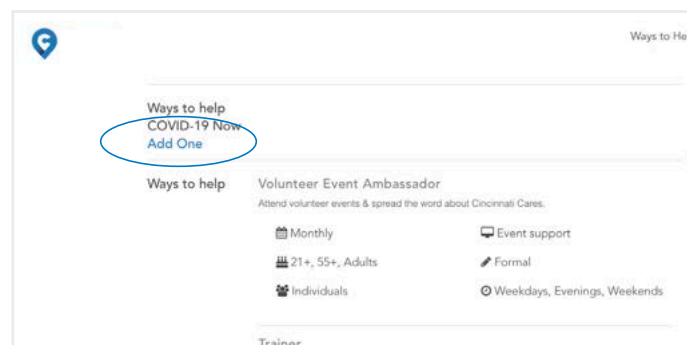
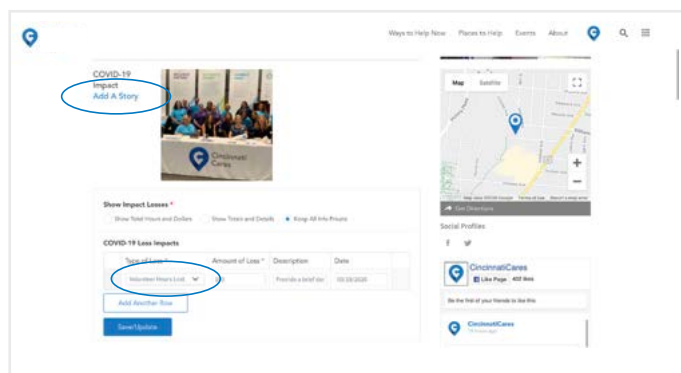
You will be

taken to the nonprofit listing you just created.



11 This will take you to a page that looks like this, where you can:

- 1 Add a story;
- 2 Add impact data;
- 3 Add COVID-19 Way to help now;
- 4 Add Items Needed Now.



12 Scroll down to the Impact Data section, where you can add an unlimited number of data impact points. Add data into the first row by selecting the type of loss, then add the amount of loss, a description and the date of the loss. Click **"Add Another"** to enter more data, then click **"Submit"** once finished. The chart below shows the kinds of losses that can be added.

**Add/Edit Data Form**

Show Impact Losses \*

☐ Show Total Hours and Dollars ☒ Show Totals and Details ☐ Keep All Info Private

**COVID-19 Loss Impacts**

	Type of Loss *	Amount of Loss *	Description	Date
1	\$ Other Fundraising	\$10,000,000	Ten million	
2	\$ Program Revenue	\$3,500,000	Five million	
3	\$ Program Revenue	\$200,000	Loss	
4	Volunteer Hours Lost	100		

[Add Another Row](#)

[Submit](#)



## How to Add Your Nonprofit's Stories

- 1 Log in.
- 2 Click on the **"Add a Story"** button to write a title, content and include a square photo. Be sure to click the check mark on the photo to make sure it got uploaded. ✓



**Your image won't be uploaded until you see these three lines.**



## How to Add "Ways to Help Now (COVID 19)"

- 1 Log in.
- 2 Add new Ways to Help Now (COVID-19), or virtual and in-person volunteer opportunities that your organization is currently offering.
- 3 Click **"Add One"** under ways to help COVID-19 Now. Enter title, brief description (one-two sentences) and select the appropriate categories.





- 4 Click either **"in-person"** OR **"virtual"** and then any other types that best describe the opportunity. Select any of the boxes in all of the remaining categories in order to best populate the search function. Click **submit**.

Way to Help Now Places to Help Events About

Type - In-person or Virtual plus other(s)

☒ In-person ☒ Virtual ☐ Answer Calls ☐ Collect Donations ☐ Delivery

☐ Food Distribution ☐ Food Packing ☐ Foster Animals ☐ Hotline Staff

☐ Indoor ☐ Maintenance ☐ Note Writing ☐ Other ☐ Outdoor

☐ Phone Calling ☐ Project-based ☐ Proofreading ☐ Research ☐ Skills-based

☐ Tech Support ☐ Tutoring ☐ Writing

Way to Help Now Places to Help Events About

Ages

☐ 12-15 ☐ 16-18 ☐ 55+ ☐ Adults (18+) ☐ Child with Adult

☐ Children (5-12)

Groups

☐ Corporate Teams ☐ Families ☐ Groups (10+) ☐ Groups (2-10)

☐ Individuals

How Often

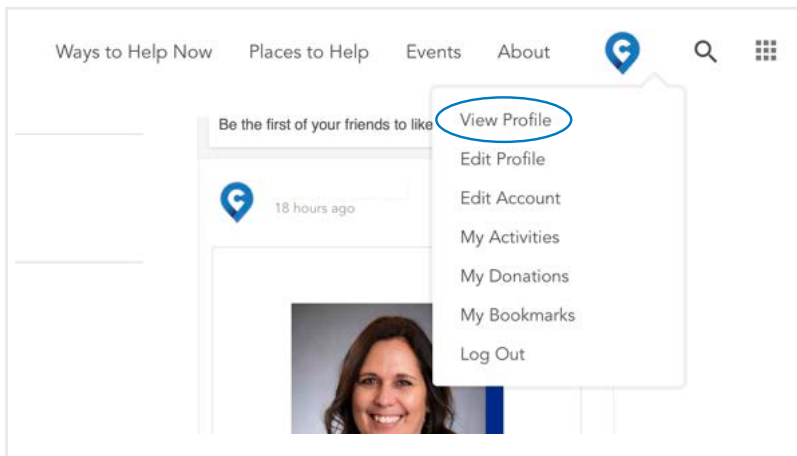
☐ One-time ☐ Ongoing ☐ Recurring

When

☐ Anytime ☐ Evenings ☐ Weekdays ☐ Weekends

**Submit**

- ? To return to the organization's main page at any time, click on the organization's logo in the top right corner, and a drop down will allow you to **"view profile"** -- and, if finished, log out.



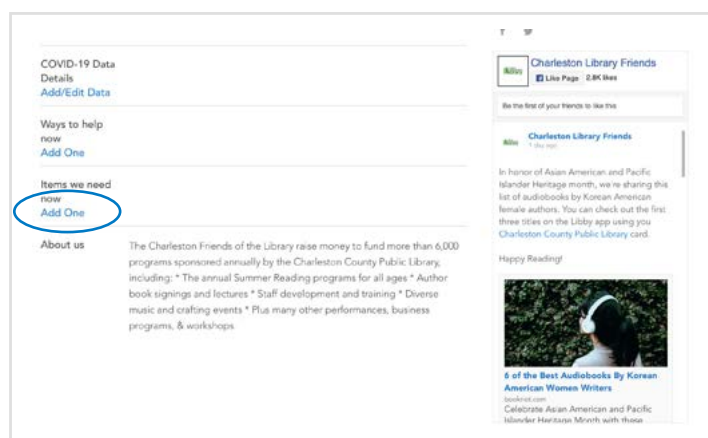


## How to Add Items Needed Now

? Items Needed Now is where you can post items you need donated, such as cleaning supplies, food donations, masks, or items someone can make from home and drop off.

1 Log in.

2 Click **"Add One"** under Items We Need Now. Enter title and a brief description (one-two sentences).



3 Enter a link to more information and select the needed tags that describe the type of items needed. Click **submit.**

### Link to Learn More

Optional link to more info (must include https:// or http://)

### Items Needed Tags

☐ Amazon Wishlist ☐ In-Kind Donations ☐ Item Collection ☐ Make Items

Submit