Guide for nonprofits to

- Add Impact Data
- Add Stories
- Add Ways to Help Now (COVID-19)
- Add Items Needed Now
Here’s how to find your way around the Give Back Berkshires site as a nonprofit representative. A nonprofit representative has the ability to add impact data, ways to help now, stories & items needed now. You can also make edits to your organization’s listing information as noted in the "Once you are published" section.

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Need Help?

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How to
Register/Create a Nonprofit Account

1. Go to GiveBackBerkshires.org

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?”
4 Select “Register with your nonprofit”.

5 Click the down 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, ways to help now and/or items we need is not on the list, click “here”.  
Go to appendix at the end of this guide for further instruction.

6 After clicking “Register” complete the "Register for Nonprofit" form. Enter your role, admin2020 invite code, first name, last name, email address and password. Click “Sign Up.”  
NOTE: Please use the "admin2020" invite code.

7 This will take you to your profile 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.
How to Add Your Nonprofit’s “Impact Data”

1. Log in or remain logged in. Click on the “Add Data” button where you can add an unlimited number of data impact points.

2. Add data into the first row by selecting the type of loss, then add the $ amount, a description and a date.

3. Click “Add Another” to enter more data then click submit. (The chart below shows the kinds of losses that can be added).

![Add/Edit Data Form](image)
**How to Add Your Nonprofit’s “Stories”**

1. Log in or remain logged 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.

   ![Image](image.png)

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

**How to Add “Ways to Help Now (COVID 19)”**

1. Log in or remain logged in.

2. Add new Ways to Help Now (COVID-19). These are virtual and in-person volunteer opportunities 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.
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**.

### How to Add “Items Needed Now”

Items Needed Now are items that your organization is currently looking to collect, such as; cleaning supplies, food donations, masks or items that someone can make from home and deliver to your organization.

1. **Log in.**
2. **Click “Add One”** under Items We Need Now. Enter title and a brief description (one-two sentences).
Enter a url link for where users can find more information about the items needed and select the needed tags that describe the type of items. Click 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.

Your data can be edited at any time. In doing so, there are 2 ways to accomplish that. If you want to add/edit ways to help, a story, loss data or items needed, login as usual and add/edit that data. If you need to edit your nonprofit profile data, use this form to make modifications: form.GiveBackBerkshires.org, and we'll take care of the rest.
Appendix

If Your Nonprofit Doesn’t Appear in the List

1. As stated above, you will arrive at this screen. Select “here”.

![Register For Your Nonprofit Form](image)

2. Begin by entering the nonprofit’s information. You can find most of the data needed by going to the organization’s website or Facebook page. Required Items: Organization name, one cause, logo.

![Register Form](image)
**Causes** - Use your best judgment based on the mission and programs of the nonprofit to select the causes. We recommend that you have between 1 and 4 causes.

**EIN** - This is the nonprofit’s Tax ID number and can be found on Guidestar.org. Although we don't require it, best practices dictate a valid EIN makes the user experience all the better.

**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.

Upon entering as much information as you have available, click Submit.
Once you’ve submitted the information for your nonprofit, the following page shows up. Your nonprofit is now registered and pending approval. By being registered, you can now go to Page 3 and:

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

Once your nonprofit is approved, it will be visible in the nonprofit pulldown. Now you can start the registration process as a “nonprofit representative.”