







## Give Back Berkshires Nonprofit User Guide

---

### 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 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.

---

**01**  **How to Register/  
Create a Nonprofit  
Account**

---

**03**  **How to Add Your  
Nonprofit's "Impact  
Data"**

---

**04**  **How to Add Your  
Nonprofit's "Stories"**

---

**04**  **How to Add  
"Ways To Help Now"**

---

**05**  **How to Add "Items  
Needed Now"**

### Need Help?

 [elizabeth@npcberkshires.org](mailto:elizabeth@npcberkshires.org)

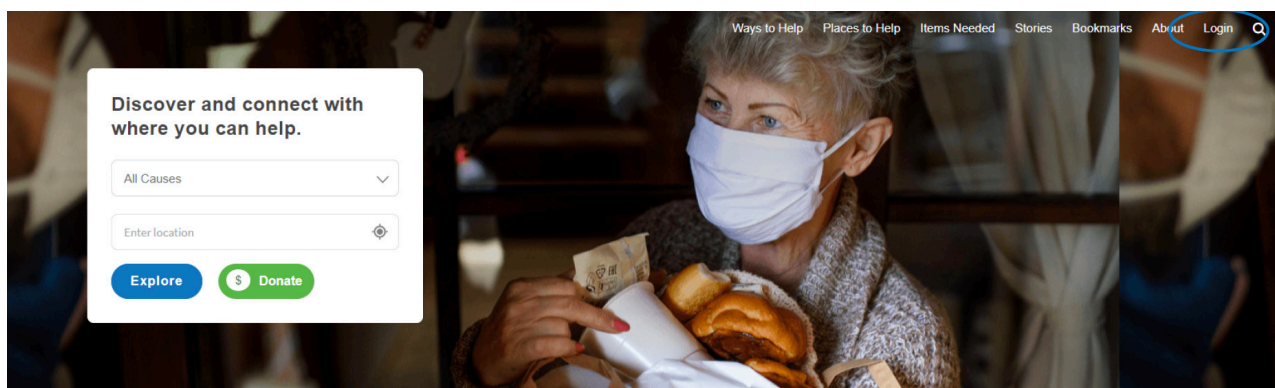


How to

## Register/Create a Nonprofit Account

1 Go to [GiveBackBerkshires.org](https://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?"**

[Need an account?](#)

☐ Keep me logged in

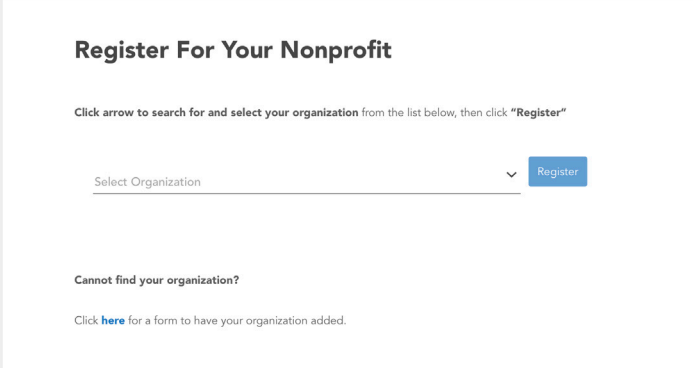
[Forgot your password?](#)

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.**



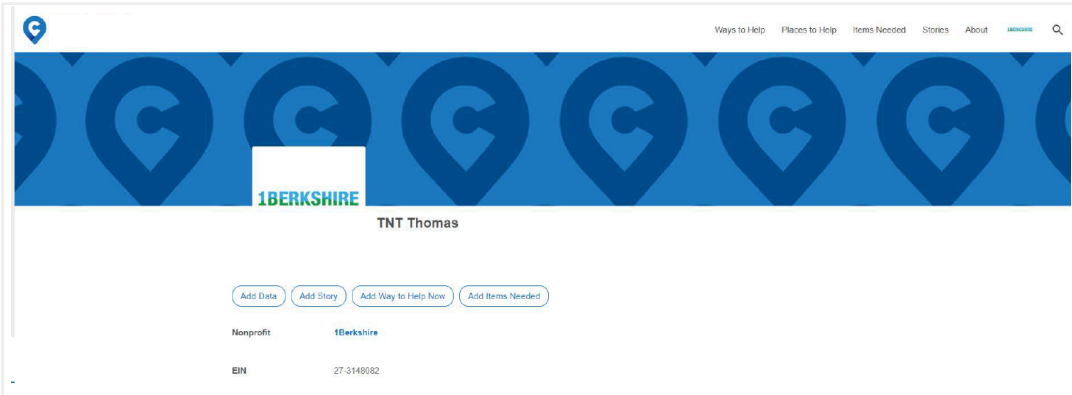
The screenshot shows a web form titled "Register For Your Nonprofit". Below the title, it says "Click arrow to search for and select your organization from the list below, then click 'Register'". There is a dropdown menu labeled "Select Organization" with a downward arrow, and a blue "Register" button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

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.**

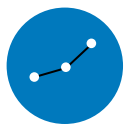
7 This will take you to your profile page that looks like this where you can:

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



The screenshot shows a user profile page for "TNT Thomas". At the top, there is a navigation bar with links: "Ways to Help", "Places to Help", "Items Needed", "Stories", "About", and "LOGOUT". Below the navigation bar is a blue banner with a repeating pattern of the Give Back Berkshires logo. The banner also features the text "1BERKSHIRE" and "TNT Thomas". Below the banner, there are four buttons: "Add Data", "Add Story", "Add Way to Help Now", and "Add Items Needed". Below the buttons, it says "Nonprofit: 1Berkshire" and "BIN: 27-3148082".





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

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	Less		
4	Volunteer Hours Lost ▼	100			

[Add Another Row](#)

[Submit](#)





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. ✓



**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.



- 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**.

Ways 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

Ways 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**



## 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).

COVID-19 Data  
Details  
[Add/Edit Data](#)

Ways to help now  
[Add One](#)

**Items we need now**  
[Add One](#)

About us

The Charleston Friends of the Library raise money to fund more than 6,000 programs sponsored annually by the Charleston County Public Library, including: \* The annual Summer Reading programs for all ages \* Author book signings and lectures \* Staff development and training \* Diverse music and crafting events \* Plus many other performances, business programs, & workshops.

**Charleston Library Friends**  
Like Page · 2.8K likes

Be the first of your friends to like this

**Charleston Library Friends**  
1 day ago

In honor of Asian American and Pacific Islander Heritage month, we're sharing this list of audiobooks by Korean American female authors. You can check out the first three titles on the Libby app using your Charleston County Public Library card.

Happy Reading!

**6 of the Best Audiobooks By Korean American Women Writers**  
audiobooks.com  
Celebrate Asian American and Pacific Islander Heritage Month with these

- 3 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**.

**Link to Learn More**

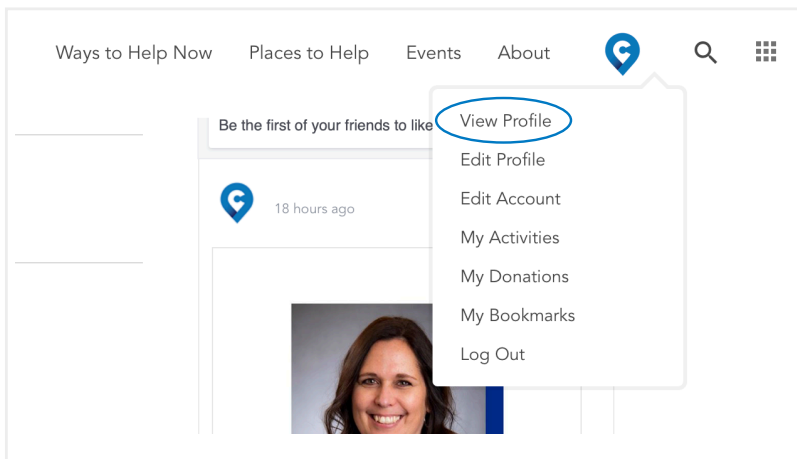
Optional link to more info (must include https:// or http://)

**Items Needed Tags**

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

Submit

- ? 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.



## What Happens

## After You're Published

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](https://form.GiveBackBerkshires.org), and we'll take care of the rest.






# 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**


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

Select Organization  [Register](#)

**Cannot find your organization?**

Click [here](#) for a form to have your organization added.

- 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.

Ways to Help Places to Help Items Needed Stories Bookmarks About Login 

Please provide as much information as possible about your organization so we can approve your profile quickly. We will create an account for you and log you in immediately so you can add data, stories and ways to help now that will become public as soon as your organization is approved.

**Your first name**

**Your last name**

**Your email**

**Password**  
  
Passwords must be at least 8 characters long.

**Your Role (optional)**

**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.



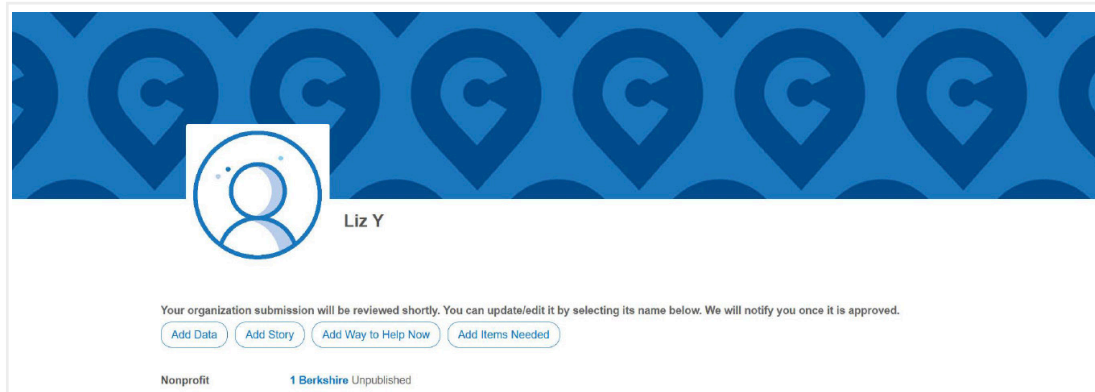
**Your image won't be uploaded until you see these three lines.**

**3** Upon entering as much information as you have available, click

**Submit.**

4 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.



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

A screenshot of a registration form titled "Register For Your Nonprofit". The form includes instructions: "Click arrow to search for and select your organization from the list below, then click 'Register'". Below this is a dropdown menu labeled "Select Organization" with a downward arrow icon. To the right of the dropdown is a blue "Register" button. Below the dropdown, there is a link: "Cannot find your organization? Click [here](#) for a form to have your organization added."