







**Guide for nonprofits to**

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





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Here's how to find your way around the ReImagine CVA 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?**

 [rsuarez@thecne.org](mailto:rsuarez@thecne.org)

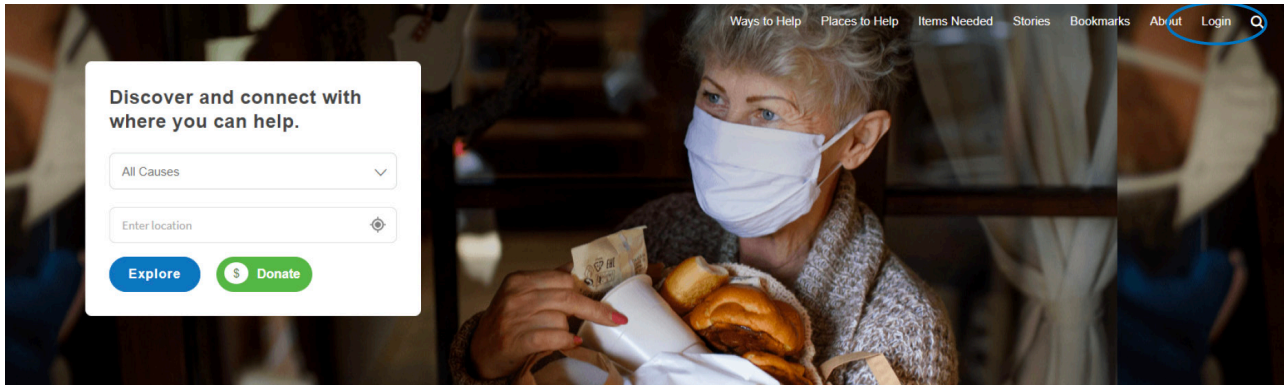


## How to Register/Create a Nonprofit Account

1 Go to

[ReImagineCVA.org](https://ReImagineCVA.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.**

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

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 28K 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  
bookland.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**

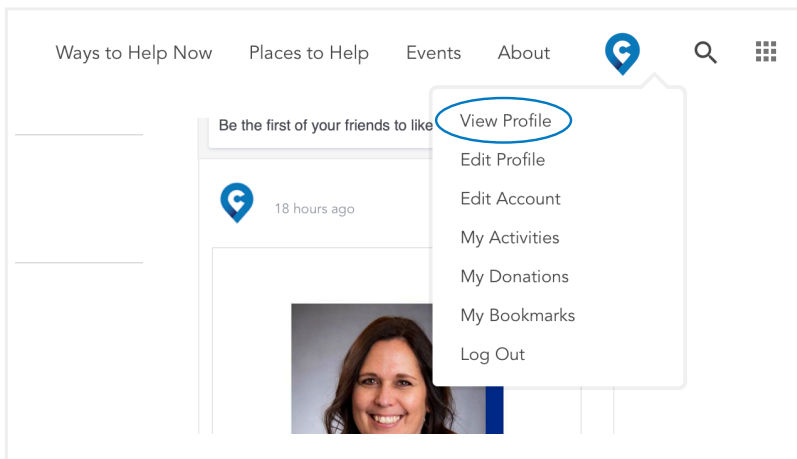
Optional link to more info (must include https:// or http://)

**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.RelImagineCVA.org](https://form.RelImagineCVA.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

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**  
First name

**Your last name**  
Last name

**Your email**  
you@yourdomain.com

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

**Your Role (optional)**  
Your role with the organization

**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.**

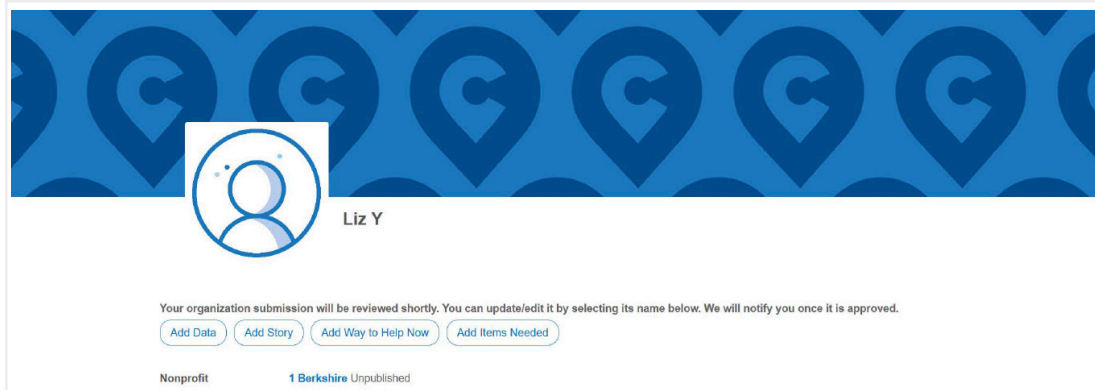
3

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."

