WeGive.org
A Project of the Nonprofit Center

User Guide

1. Get Started!

- Go to the WeGive www.wegive.org or Nonprofit Center website www.nonprofitctr.org and click "Submit a Project".
- Select your Organization from the list by clicking the dropdown arrow on the right and click the "Continue" button.

2. Fill out the Project Template:

- **Project Title** (Required. Something "catchy" that will attract donors.)
- **Category** (Required. Select whichever apply; must select at least one. Useful for a donor to search for projects that match their interests.)
- **Project Goal** (Required. Short description of planned goal/target of project. No more than 100 characters long.)
- **Project Amount** (Required. Total amount needed to achieve the goal including the 3% administrative cost. Must be a number. Maximum project amount is capped at $5,000.)
- **Project Start Date** (Required. Date when donations can start for your project. Must be a valid date.)
- **Project End Date** (Optional. Must be a valid date. Date when the project closes to donations. If left blank, the project will automatically expire 90 days after the start date.)
- **Project Description** (Required. Introduce the project in more detail – who will benefit and how, expected results, obstacles your organization is facing that this project will help to resolve. Provide a clear and concise description of what the donor will be helping to purchase and how it will help the organization and local community.)
- **Donation Components** (Required. Breakdown the total project amount into smaller "pieces", at least two. Describe what the donor will be purchasing towards the project goal for the amount they select. Make these as descriptive as possible.)
- **Name** (Required. Person to be contacted by NPC about the project.)
- **Title** (Optional. Job title of the project submitter.)
- **Email address** (Required. Email address of the project submitter.)
- **Phone** (Optional. Phone number of the project submitter.)
- **Terms & Conditions Acceptance** (Required. Read & review the terms & conditions. The "I accept" radio button must be selected.)
- **Continue** (Review your entries & click the "Continue" button.)
  - The message "THANK YOU for submitting your project" means your Project Template was completed fully!
  - The message "You did not complete the entire form and/or accept our terms for using WeGive.org" means there is missing or incorrect information on the Project Template or you did not click "I accept". Click the Back button on your web browser to correct your Project Template entries, then click "Continue" again.

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3. Preview, Photo Upload & Changes:

- **Preview your Project** (Highly Recommended! See how your project will look when posted to the WeGive site for donors to see. You can change and preview as many times as needed.)
  - Click the "click here" hot spot after "If you want to see a preview of how it would look on the WeGive site".
  - A smaller pop-up window will show your project as it would appear on the website. NOTE: Will show a "stock" photo if you have not uploaded your own photo. Review carefully and click the "X" in the upper right-hand corner to close down the window.
- **Upload your Photo** (Include a photo on your project page to give donors a clear idea of what your project is all about. Photo requirements: must be JPG and no larger than 200K, sized in pixels – Height = 153 & Width = 192.)
  - Click the "click here" hot spot after "To upload a photo for the site". You are redirected to the Photo Upload page.
  - Click the "Browse" button to search your computer and select the photo to upload.
  - Click the "Upload" button and the upload will begin.
  - If your photo meets the requirements, the message "Your photo has been successfully uploaded" will display.
  - If there is a problem, the message "Files must be smaller than 200K" will display and a hot-spot to "Click here to go back". Resize your photo and upload again.
- **Change your Project Template** (You can change and preview as many times as needed.)
  - Click the "click here" hot spot after "To make changes on the form and resubmit".
  - Make any changes to the Project Template and click the "Make Changes" button.

4. Complete!

- Your Project is automatically submitted to the Nonprofit Center. Close down the webpage and you are finished!
- Additional changes must be made by contacting info@wegive.org. Please include your Project Title & Organization Name in the email.
- The staff at the Nonprofit Center will review, approve and post your Project to the WeGive website. Once approved, you will receive an email stating "Your WeGive project has been approved!".
- Get the word out! Send a link to your approved Project to supporters so they can begin giving.