Welcome to the Donations Desk webpage guide for non-profit organizations









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## **NAVIGATION: GETTING AROUND**

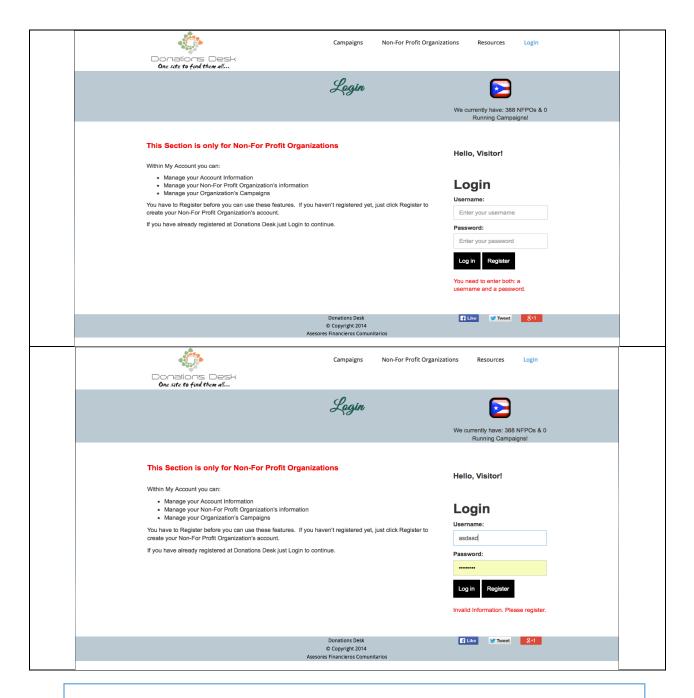


This is your home screen. To search for any campaigns being held, you may filter through categories of search by campaign details. The same can be done with non-profit organizations.





## **NAVIGATION: LOGGING IN**



If you are an administrator, you will have to login to view your account details using the login screen. If you haven't registered, please notify the staff in charge to register your account.





## NAVIGATION: CREATING A NEW ADMINISTRATOR ACCOUNT

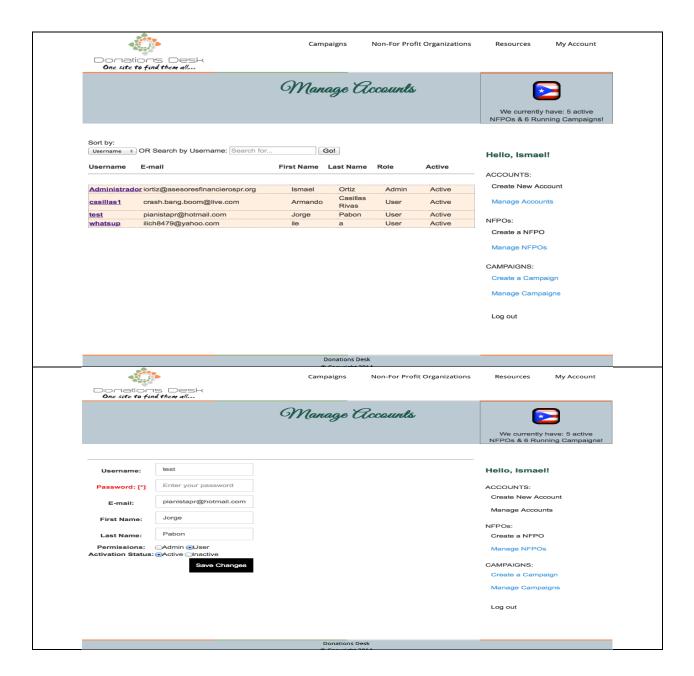
	Campaigns	Non-For Profit Organizations	Resources	My Account	
Donations Desi	⊣<				
Register		We currently have: 5 active			
		NFPOs & 6 Running Campaigns!			
ERRORS!  • Sorry, the username 'test' is already taken.  • Your password must be at least 6 characters long.  • A valid e-mail address is required.		_	Hello, Ismae	H!	
Account Information			Create New Account		
This information is used to manage your account and for contact purposes.		3.	Manage Accou	unts	
Username: [*]	Enter your username		NFPOs:		
Password: [*]	Enter your password		Create a NFPO  Manage NFPOs  CAMPAIGNS:  Create a Campaign  Manage Campaigns		
Password Check: [*]	Enter vour password again				
E-mail: [*]	Enter your e-mail address				
First Name: [*]	Enter your First Name				
Last Name: [*]	Enter your Last Name		Log out		
Donations Desk  © Copyright 2014  Asesores Financieros Comunitarios					
	Campaigns	Non-For Profit Organizations	Resources	My Account	
Donations Desk One site to find them all					
Register		We currently have: 5 active NFPOs & 6 Running Campaigns!			
	Your registration was successful!				
	Your registration was successful!  However, your account is NOT active.				
Pi	•				
	However, your account is NOT active.	uctions.			
	However, your account is NOT active.	uctions.			

In order to register a new administrator, sensitive and required information must be provided. Once the fields have been filled, your account is registered and ready to proceed.





## **NAVIGATION: MANAGING ACCOUNTS**

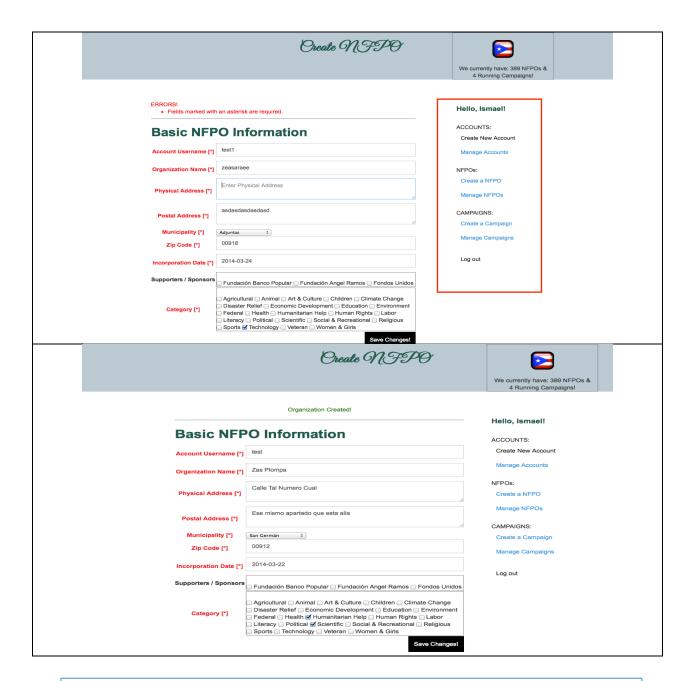


As an administrator, you can manage non-for profit organization accounts. Just refer to your navigation hub on the right and click on the links under the 'ACCOUNTS' category.





# NAVIGATION: CREATING & MANAGING A NON-PROFIT ORGANIZATION

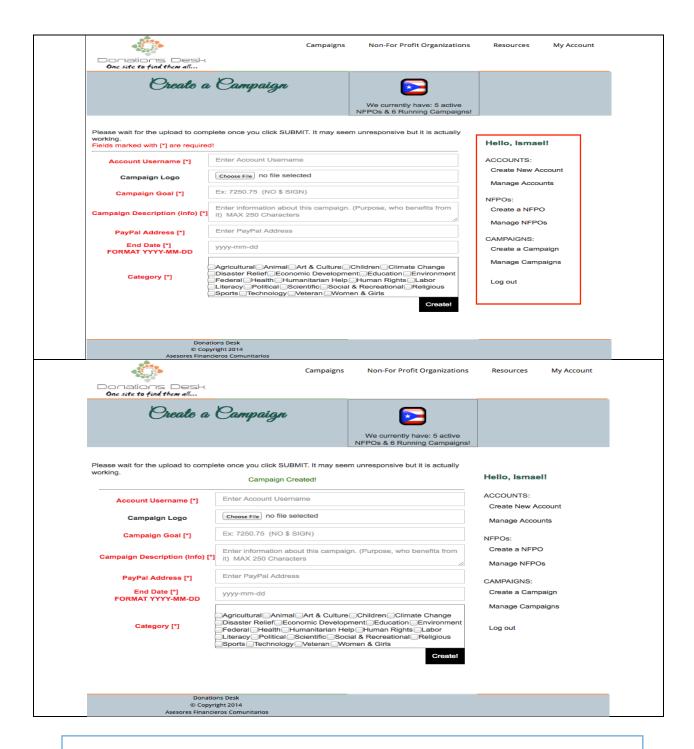


As an administrator, you will be able to create and manage non-profit organizations from your account. Just refer to the navigation hub on your right side and click on the links.





### NAVIGATION: CREATING & MANAGING A CAMPAIGN



As an administrator, you will be able to also create and manage campaigns. Just refer to the navigation hub on you right side to create or manage any campaign.