SIGNING UP FOR BENEVITY

Step 1: Sign In and Access Your Charity Profile

1. **Open Your Internet Browser**: Open Google Chrome, Safari, or your preferred browser.
2. **Go to the Benevity Causes Search**: https://causes.benevity.org/causes/search
3. **Search by EIN**: Select United States as the Country and then enter your organization's specific EIN (if you are unsure of your EIN, you can find it on your 990 in the Electronic Documents area of the Leaders Only Section, or reach out to Q Collins).
4. **Select the Entity that appears**—if no one from your chapter has ever registered for Benevity, you'll see a pink "Register Now" button to click on.
5. **Create Your Account**: After clicking Register Now, complete the requested information. Try to use an email address that is accessible by other directors or officers to ensure continuity.
6. **Sign In**: Use the email and password associated with your Benevity account.
7. **Navigate to "Charity Profile"**: After logging in, look at the left side of the screen and find "Charity Profile." Click it.

Step 2: Complete Your Charity Profile

Your Charity Profile is what potential donors and volunteers see when they search for your organization.

1. **Click "Edit Charity Profile"**: Find this button on the Profile page to start adding information.
2. **Add Basic Info**:
   a. **Name**: Make sure your organization's name is correct. Several chapters or councils may see their name as "Trout Unlimited" instead of their specific chapter/council name.
      i. To change the name to your specific chapter or council name, you'll need to click where it says "Submit a support request." You should

then fill out the fields requesting a change to your charity profile to reflect your name. You'll then need to upload a copy of your most recent 990 that reflects your organization's name in the attachments section. (if you are unsure of your EIN, you can find it on your 990 in the Electronic Documents area of the [Leaders Only Section](#), or reach out to [Q Collins](#))

3. **Improve "Findability"**:
   a. **Search Aliases**: If your organization is known by other names, list them here.
   b. **Tags**: Add keywords related to your chapter, like chapter number and specific name to help people find your organization. A general "Trout Unlimited" will ensure confusion and improper delivery of funds. Make sure your chapter name matches your IRS and Annual Activity Report filings.

4. **Add Your Organization's Logo**:
   a. **Upload a Logo**: This image helps people recognize your chapter immediately. You'll need a digital copy of your logo file saved on your computer.

5. **Short Summary**: Type a brief description of your mission. This should be 1-2 sentences long.

6. **Detailed Description**: Add more information about your organization, such as what services you provide and the impact you're making.

7. **Website & Social Media Links**:
   a. **Website**: Enter the web address for your main website.
   b. **Social Media**: Include any links to your social media accounts, like Facebook or Instagram, to increase visibility.

8. **Contact Information**: Add a phone number, email, or any other contact details you want the public to see.

9. **Reference ID**: Enter your EIN (Employer Identification Number) here. Please reach out to the VolOps staff or check your most recent 990 in the Leader's Only Section if you don't know this number (see the "Electronic Documents" area).

Step 3: Preview and Save Your Profile

1. **Preview**: Click "Preview" to see how your profile will look.

2. **Save Changes**: Once you're happy with how everything looks, click "Save."

Note: Changes might take up to an hour to appear publicly, so don't worry if you don't see them right away.

Extra Tip: Keep Your Profile Updated

Regularly update your Charity Description with any new accomplishments or projects. This helps your organization stay fresh and engaging to new potential supporters.