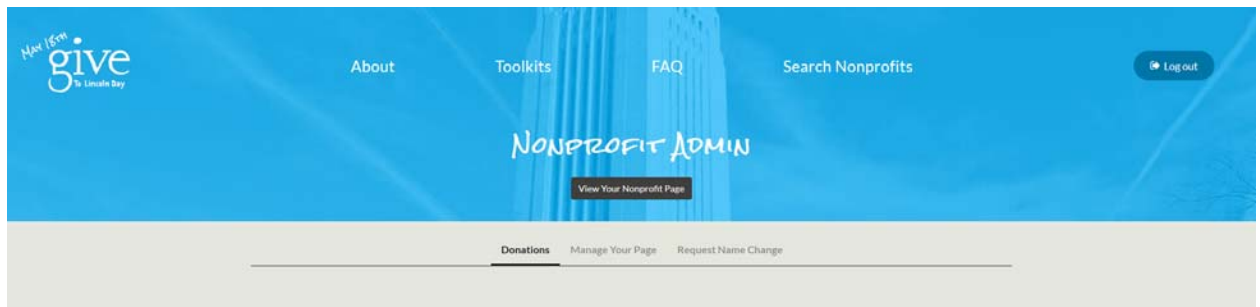




Firespring Platform Nonprofit Page Admin Guide

The Firespring platform for Give To Lincoln Day allows nonprofits to add images and text to tell their stories.

- To edit a nonprofit's page, go to www.givetolincoln.com and login. The email address used to register the nonprofit will be the email used for the Nonprofit Login.
- After login, the Nonprofit Admin page will default to the **Donations** tab. If your page has not yet received donations, this tab will be blank.



- Click on the **Manage Your Page** tab. Images and text can be added on this tab. The Save Changes button is at the bottom of this tab, so be sure to click that button after you make any edits.
 - **Thumbnail** – Click the Browse button to add a thumbnail image that will be shown next to the nonprofit's name at the top of your page and in the Search Nonprofits list.
 - **Carousel** – Add multiple images/videos here to show visitors what the nonprofit does in the community. In the "Image" drop-down menu, choose either Image or Video.
 - **Image** – Click the Browse button to select an image file, and then click the green +Add button to add it to the page.
 - **Video** – When Video is selected, a field appears. Paste the URL of your video from YouTube or Vimeo here to embed it. *Only YouTube and Vimeo links are supported in this feature.*
 - To delete any images or video links, click the red Delete button to the right of the image/video to be deleted from the carousel.
 - **Page Text** – Add a Short Description (up to 200 characters) and Long Description (around 5,000 characters) to describe the work the nonprofit does in the community.

- **Page Donation Tiers** – These are optional. Add donation tiers that are applicable for your organization, such as the examples below. Click the green +Add Tier button after you enter information for each tier. The minimum donation amount is \$10.00.

Amount	What will it do?
\$25.00	Meals for a family for one week
\$50.00	Literacy class materials
\$100.00	Admission for 20 students to a performance

- **Allow donors to give a custom (“freeform”) donation amount?**
 - Click Yes below this question to allow donors to enter their own amount instead of using one of the Page Donation Tiers you created.
- Click **Save Changes** and then click the black View Your Nonprofit Page button (under your nonprofit’s name at the top of the page) to see how your page looks to visitors.
- The **Request Name Change** tab allows you to submit a name change for your nonprofit page. This change will be reviewed by the site administrator and you will be notified whether it is approved or denied.