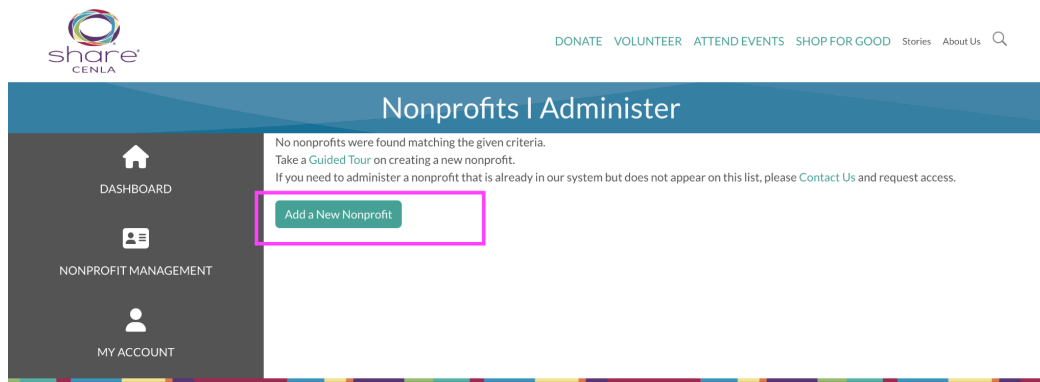
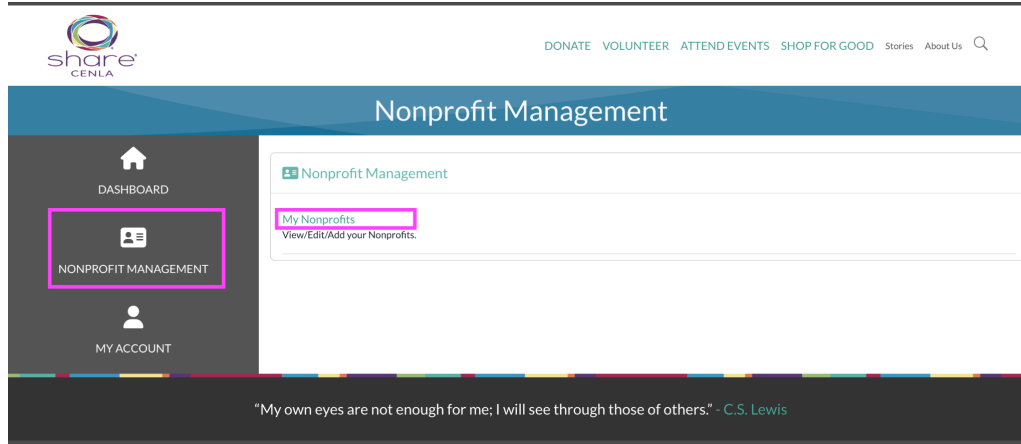


*Note: Additional How-To Articles Can be found linked on Page 4 of this document.

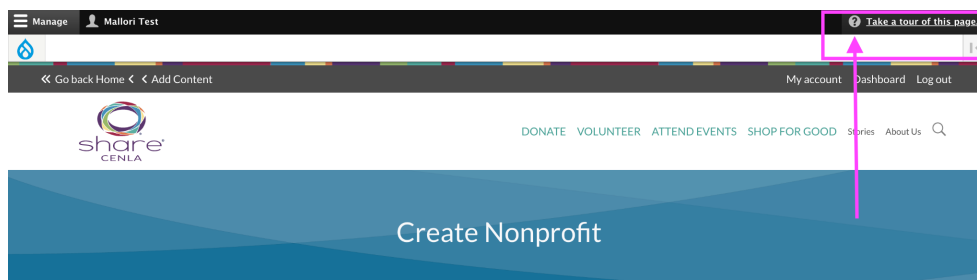
Instructions for creating a new account & nonprofit profile:

- Visit: <https://sharecenla.org/user/register>
- From the Create New Account tab, select “I am a Nonprofit Administrator” and fill out all requested information.

- Once logged into your SHARE CENLA backend account dashboard, visit “Nonprofit Management” -> “My Nonprofits” here: <https://sharecenla.org/dashboard/nonprofit-management/nonprofits> and click the “Add A New Nonprofit” button next to your nonprofit profile to create your profile (screenshots below).



- Use the nonprofit How-to Articles below or click the “Take a tour of this page” in the top right menu of your dashboard to complete your profile information. Using the tour button will walk you through each step of the setup process (screenshot below)



Organization Info *	Contact & Location *	Sponsor	Give Shop	Donations	Volunteer Opportunities & Events	Goals
Logo * Choose File No file chosen One file only. 2 MB limit. Allowed types: png gif jpg jpeg. Nonprofit Organization Name * EIN * 12-3456789	Who You Serve * ☐ Kids ☐ Families ☐ Animals ☐ Military ☐ Adults ☐ Seniors ☐ Environment					Service Category * ☐ Animal Welfare & Conservation ☐ Arts & Culture ☐ Community ☐ Education ☐ Environment ☐ Food & Nutrition ☐ Health ☐ Housing & Shelter

- 5. Then, onboard Stripe on your Donations tab by clicking the “Grant” button next to “Connect a Stripe Account.” Only Owners of profiles can add/edit the Donations tab information of nonprofit profiles for control purposes. (Screenshot below)
- A stripe account connection is REQUIRED to receive any monetary donations - please don't skip this step!

Manage mallori test Take a tour of this page.

Organization Info * Contact & Location * Give Shop Donations Volunteer Opportunities & Events Goals

Connect a Paypal Account!
Step 1 of 2:

Grant Central Louisiana permission to facilitate donations through the SHARE CENLA website

Helpful Guides

- New PayPal Users
- Existing PayPal users

Stripe Connection is required to receive donations!

Connect a Stripe Account!

Grant Share Good USA permission to facilitate donations through the SHARE CENLA website

Helpful Guides

- New Stripe Users
- Existing Stripe users

☐ I do not wish to set up donations

Save

If you have additional users you'd like to add to update/edit your profile, email: cenlacf@clcf.net to administer nonprofit profile administrators to your profile.

Please Note: Additional How-To Articles Can be found linked on next page

How-to Articles for Nonprofit Profiles:

- [How to Create a New Nonprofit Profile](#) **Note: Your SHARE CENLA profile has been started for you via preliminary data migration. Please see the instructions above to gain access before completing the remaining setup of your profile.*
- [Adding *STRIPE* Donation Payment Method to a SHARE Community Nonprofit Profile](#) **SHARE CENLA uses Stripe as the primary donation method for payment processing. Please have the logged-in Owner of the account select the “Grant” button next to Stripe on your “Donations” tab of your nonprofit profile to onboard. You may also set up PayPal as a backup payment processor, if desired.*
- [Adding Events & Volunteer Opportunities to Nonprofit Profiles](#)
- [Adding Donation and/or Volunteer Goals to Nonprofit Profiles](#)
- [How to Pull Nonprofit Donation & Volunteer Reports and Manage Upcoming Volunteer & Event Opportunities](#)
- [Volunteer Time Tracking + Reporting for Neighbors & Nonprofit Administrators](#)
- [Nonprofit Administrator Account Password Reset Instructions](#)