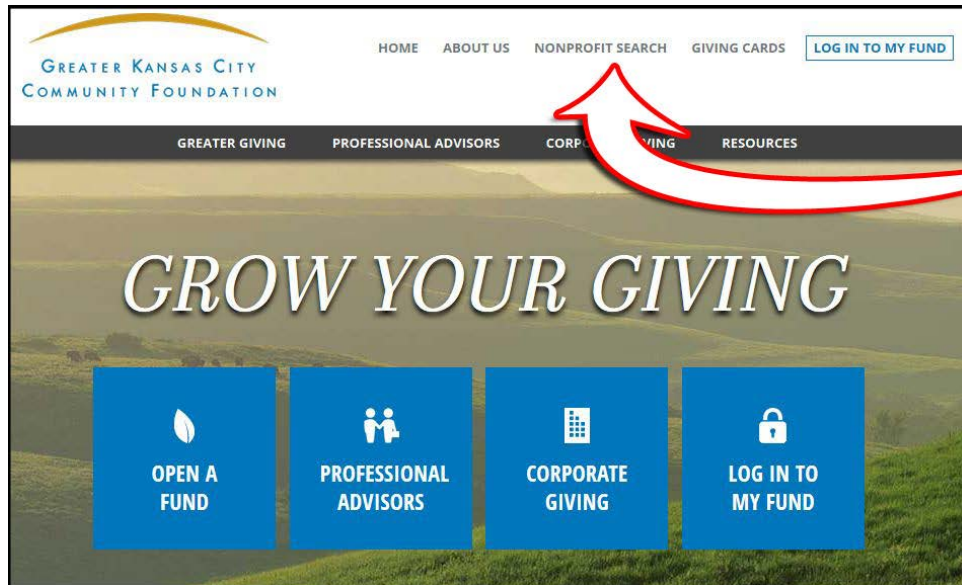


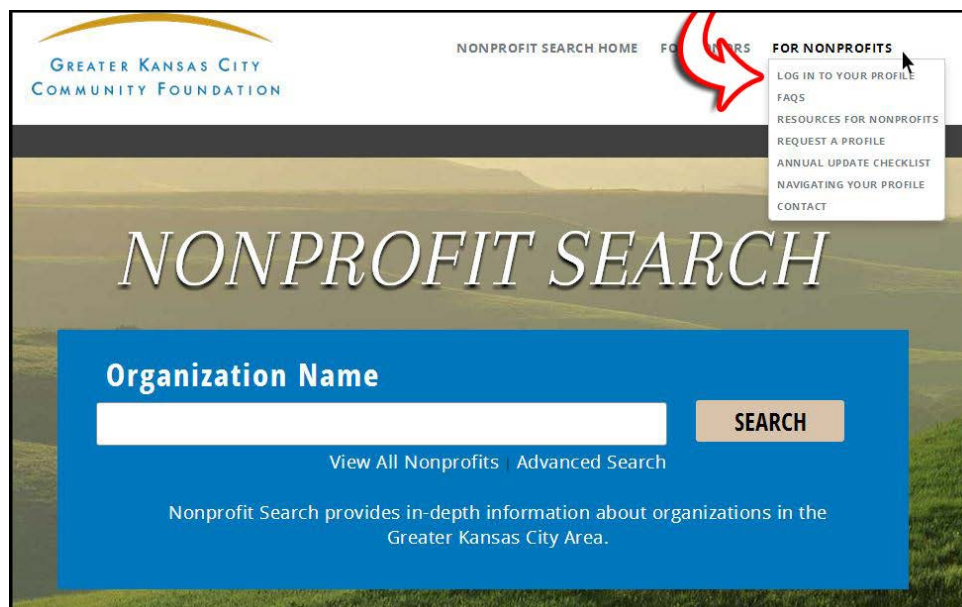
Navigating Your Profile

Part 1: Profile Login

1. Start at the Greater Kansas City Community Foundation's home page, www.growyourgiving.org. Select "Nonprofit Search."



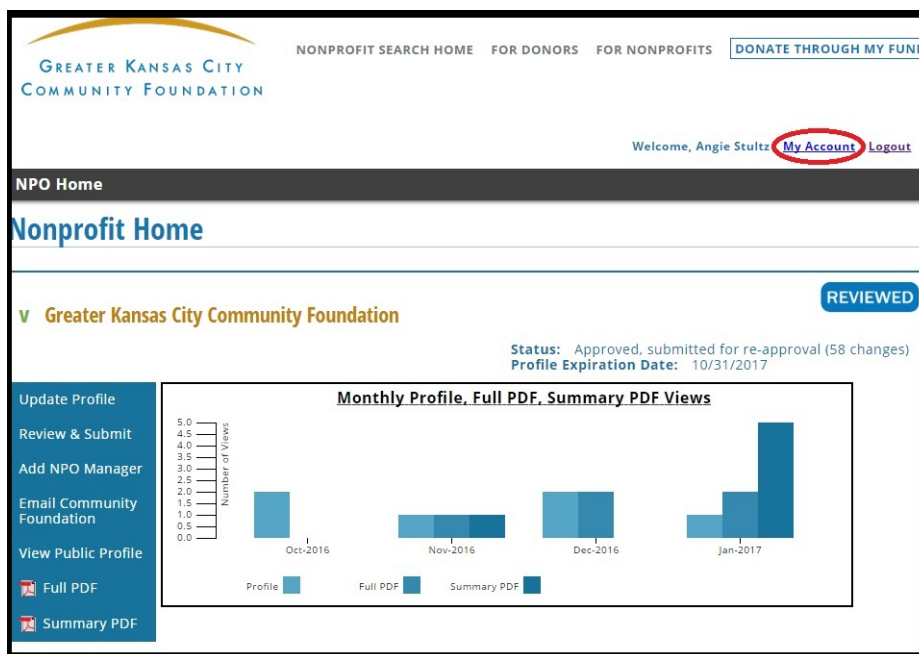
2. This is the Nonprofit Search home page. To edit your profile, mouse over "For Nonprofits" and select "Log In to Your Profile" from the drop-down menu.
3. To view your profile or view other organizations' profiles, enter the organization's name in the search field. To search by keyword or other criteria, click "Advanced Search" below the search field.



- Enter your email address and password. If you have forgotten your password, click “Forgot Password” and you will receive a new password via email. Contact the Nonprofit Search help desk at nonprofitsearch@growyourgiving.org or 816.842.0388 to update your email address.

Part 2: Nonprofit Home Page

Upon logging in, you will see your nonprofit home page. You may update your password and other account information by clicking “My Account.”



GREATER KANSAS CITY COMMUNITY FOUNDATION

NONPROFIT SEARCH HOME FOR DONORS FOR NONPROFITS [DONATE THROUGH MY FUND](#)

Welcome, Angie Stultz [My Account](#) [Logout](#)

NPO Home

Nonprofit Home

Greater Kansas City Community Foundation REVIEWED

Status: Approved, submitted for re-approval (58 changes)
Profile Expiration Date: 10/31/2017

Monthly Profile, Full PDF, Summary PDF Views

Month	Profile	Full PDF	Summary PDF
Oct-2016	2.0	0.0	0.0
Nov-2016	1.0	1.0	0.0
Dec-2016	2.0	1.0	0.0
Jan-2017	1.0	2.0	4.5

Update Profile
Review & Submit
Add NPO Manager
Email Community Foundation
View Public Profile
Full PDF
Summary PDF

This page includes:

- The profile's "Reviewed" or "Declined to Update" status
- Submission status (Submitted or Approved)
- Profile expiration date
- Graphs indicating the number of views the profile, full PDF and summary PDF received in the last six months. This includes views by the profile manager and Community Foundation staff but "Previews" are excluded. Mouse over the graph for more detail.

You may navigate the profile using the blue menu on the left side of the page:

- **Update Profile:** Opens the data entry pages.
- **Review & Submit:** Opens the Review Changes page where you can review profile edits and submit edits to the Community Foundation.
- **Add NPO Manager:** Allows you to grant profile access to new users.
- **Email Community Foundation:** Opens your email application so you can send a message to the Nonprofit Search help desk.
- **View Public Profile:** Opens the profile's public page in a new tab or browser window.
- **Full PDF:** Opens or downloads the profile's full PDF in a new tab or browser window.
- **Summary PDF:** Opens or downloads the profile's summary PDF in a new tab or browser window.

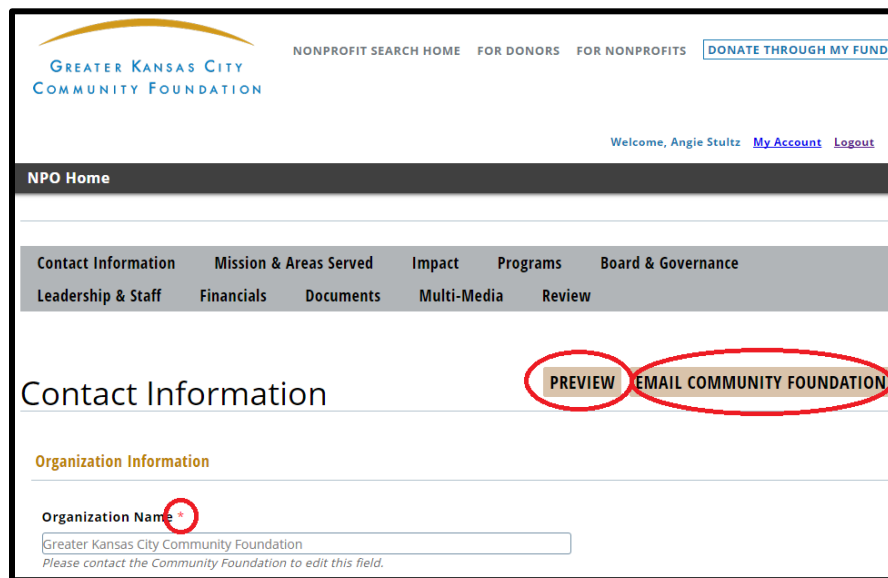
Part 3: Updating Profile

To edit a profile, select “Update Profile” on the nonprofit home page.

Navigation

Navigate your profile using the gray menu.

- After saving your changes, select “Preview” to see how your profile will look on the public side after your edits have been published.
- Have a question? Select “Email Community Foundation” to contact the Nonprofit Search help desk.



The following buttons are at the bottom of each page:



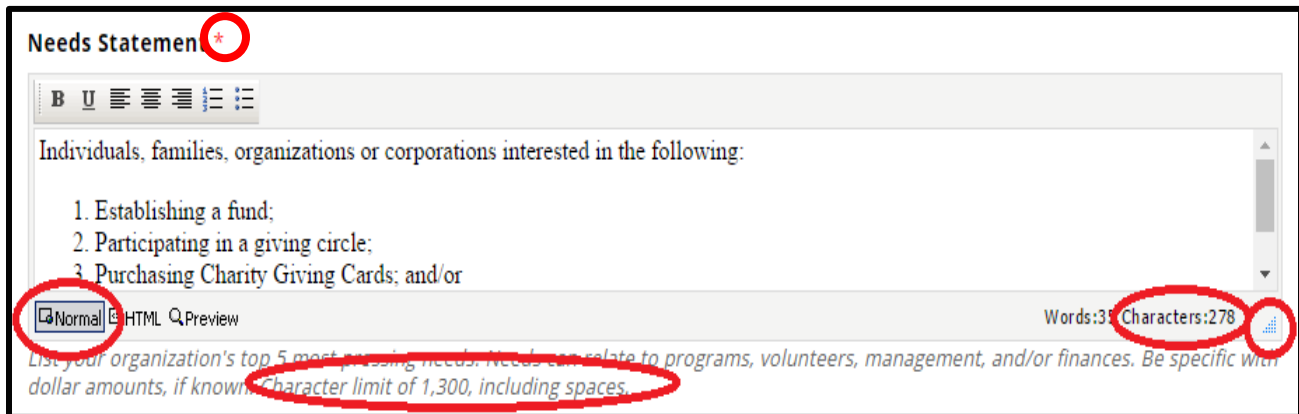
- **Save:** Stores the data on the current page.
- **Save and Continue:** Stores the data on the current page and advances to the next page.
- **Skip:** Advances to the next page without saving.
- **Confirm and Submit:** Stores the data on the current page and jumps to the Review Changes page. Select “Send to Foundation” and then click “OK” on the pop-up window to send your changes to the Community Foundation to review and publish.

Important: The system times out after 60 minutes of inactivity. Please save your work frequently. Activity only includes clicks. Keystrokes are not considered activity. You will see an on-screen warning message when your session is about to expire.

Editing Your Profile

All required fields are noted by a small red ‘*’ to the right of the field name. Please note character limits are listed below each text box. A character counter is provided below each text box on the right. You may temporarily resize the typing area by clicking and dragging the blue triangle on the lower right corner of the text editor. If you are copying text from a different source (i.e. Microsoft Word, website), make sure to copy the text and paste it into Notepad first, then paste it into your profile field.

There are several ways to edit your profile using the text editor.



Normal: Most users will edit text in this mode.

HTML: Allows users to view the profile’s HTML code. Users familiar with HTML code can customize their profiles. Other users may experience problems with character limits while copying text from Microsoft Word to the text editors. Frequently, unnecessary HTML code is embedded into text, which counts toward character limits. HTML code can be identified and unnecessary code can be deleted in this view. Remember to check the character count in the HTML view to make sure it does not exceed the character limits.

Preview: Sometimes extra blank lines or spacing is displayed on your profile’s public view. Although users cannot edit in preview, it’s possible to see how text will look on the public side of the profile once changes have been published.

File Uploads

To upload files, logos, and images, select “Choose File.” Browse to find the file on your computer and add the file. Please note the help text below. You can also delete the file and/or edit the corresponding information. To add a YouTube video, please send the video link to nonprofitsearch@growyourgiving.org.

The screenshot shows a web interface for uploading multimedia. At the top, there is a navigation menu with the following items: Contact Information, Mission & Areas Served, Impact, Programs, Board & Governance, Leadership & Staff, Financials, Documents, Multi-Media, and Review. Below the navigation is a header for the 'Multimedia' section, with 'PREVIEW' and 'EMAIL COMMUNITY FOUNDATION' on the right. The main content area is divided into two sections: 'Logo' and 'Picture'.
The 'Logo' section has a table with two columns: 'Logo' and 'Actions'. The first row shows 'GKCCF Logo' and a small image icon. The 'Actions' column contains 'Edit' and 'Delete' buttons, both of which are circled in red. Below this table is a note: 'Enter in .jpg or .gif format. File should be 150 pixels wide by 150 pixels high. The image will be distorted if it does not meet these specifications and may cause the PDF version of the page to not function properly or be printable.'
The 'Picture' section has a table with four columns: 'Picture', 'Image', 'Caption', and 'Actions'. The 'Image' column contains a 'Choose File' button, which is circled in red, followed by the text 'no file chosen'. The 'Caption' column contains an empty text input field. The 'Actions' column contains an 'Add' button. Below this table is a note: 'Enter in .jpg or .gif format. File should be 320 pixels wide by 240 pixels high. The photo should be wider than it is tall with an aspect ratio of 4:3 roughly. The image will be distorted if it does not meet these specifications. Only one photo will be viewable at a time.'

Grid Features

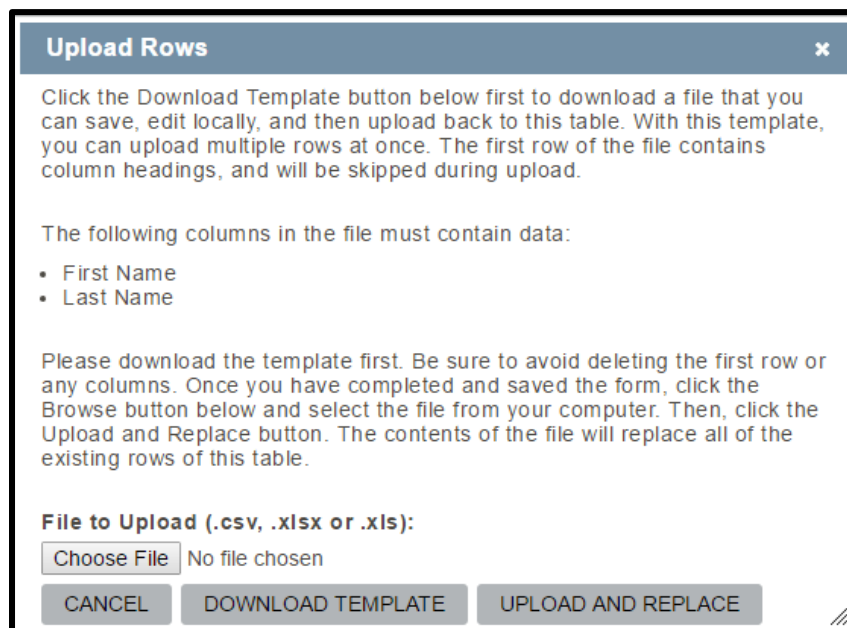
There are two ways to add/remove/replace board members, programs and senior staff.

Option 1: Spreadsheet (Excel) Upload

1. Select “Upload” located below the grid. The “Upload Rows” dialog box appears-as shown below. The dialog box provides instructions on how to download a template spreadsheet and lists the columns that must contain data for a row to be successfully uploaded. If the grid currently contains data, that data will appear in the template for potential updates or removal.
2. Once the template is updated, select “Choose File” to upload the updated spreadsheet and then select “Upload and Replace” to populate the new data.

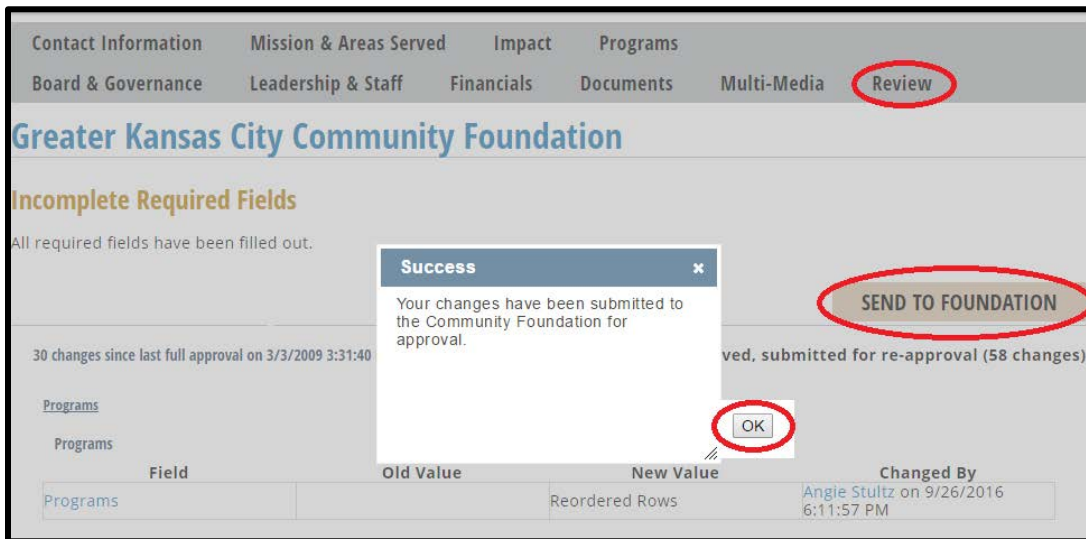
Option 2: Reordering Rows

1. By default, new board member, programs and senior staff appear at the bottom of the grid. Selecting “Reorder” will display a new window where you can drag and drop the rows into the desired order.
2. Select “Save” to make the resulting change.



Submitting a Profile

1. To submit profile edits to the Community Foundation for review and publishing, select “Review.” Any required fields without data, will be listed in the “Incomplete Required Fields” section. Each missing field contains a link directing you to the exact page where the update is required. All updates since your last approval are listed.
2. Select “Send to Foundation” to notify the Community Foundation that edits are available for review.
3. A pop-up box will indicate if you are successful. Click OK.



Part 4: Tips and Other Important Information

- **Keywords in Mission & Areas Served:** It is important to include all possible variations of your organization’s name in your profile’s keywords, including misspellings. Please make sure you separate each word or phrase with a comma. When determining keywords, start by thinking about how someone would find your organization in a Google search without knowing your organization’s name.
- **Comments in Programs, Board & Governance, Leadership & Staff, and Financials:** The comment fields at the bottom of each section allow you to provide additional details to the public, beyond what the standard profile fields cover. Please ensure your comments are relevant to the section. For example, adding that your organization refers clients to other nonprofit agencies would be relevant to the Programs section.
- **Update Deadline:** Your profile has an annual update deadline, however, you may edit your profile at any time throughout the year. Contact the Nonprofit Search help desk at nonprofitsearch@growyourgiving.org or 816.842.0388 if you do not know your profile’s update deadline.

- **GuideStar Data Exchange:** When you update your profile, the updated information transfers to your GuideStar profile once a month, usually the second week of the month following the updates. The GuideStar data exchange is a one-way transfer of updated information from your profile here on Nonprofit Search to your profile on GuideStar. If you have updated your GuideStar profile more recently than your Nonprofit Search profile, the data will not transfer.
- **Competitive Grant Opportunities:** To see a list of competitive grant opportunities available through the Community Foundation, visit our website, www.growyourgiving.org, and click “Resources” on the main navigation. Then click “Grant Opportunities.” If you have questions or want to ensure your organization is eligible for a grant, please call or email the contact listed on the grant’s page before applying. We will send you an email every other month with upcoming grant application deadlines.