

Step 1: Create a MissionBox User Account

1. Click the blue 'Join Nonprofit Network' button at the top right near the MissionBox logo
2. Enter your Email and click 'Next'
3. Enter your:
 - Full name
 - Password
 - Confirm your password
 - Nonprofit roles (check all that apply)
4. Click 'Sign up'

If your selected role(s) includes **Board member**, **Staff member** or **Executive**, you will be prompted to create an organization connection next.

If your selected role(s) does not prompt to create an organization, click the Sections  button, then select '+Add Organization' under Organization Profiles and continue with Step 2.

Step 2: Create your Organization Connection in MissionBox

1. Enter your Organization Name. *As you start typing, the site will suggest possible matches based on MissionBox and Google Maps™*

Organization Connection

Organization Name

Search for your organization on MissionBox and Google Maps

2. If your organization's name appears, click on the name, otherwise finish typing your organization name
3. Once the organization name is correctly entered, click 'Next'
4. In the Organization Type drop-down menu, choose the type for your organization (**required**)
5. Select your Organization size (**required**)
6. Select one or more Service Regions. *As you start typing, the site will suggest possible matches based on Google Maps™* (**required**)

For example, you can type a zip code, city, state, or country.

7. Click to select your service region when it's displayed in the list
8. Select up to 5 Mission Focus areas (**required**)
9. Click 'Next'

10. Optional - add a brief summary of your organization, address, phone number and website
11. Click 'Next'
12. Type your Role (**required**)
13. Optional - add an overview of your role
14. Type the year you started (**required**)
If you're no longer with the organization, enter the year you left, otherwise leave blank
15. Click 'Next'

Your organization connection is complete!

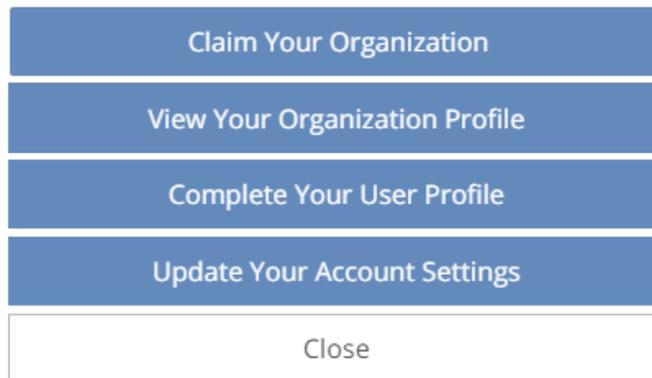
Step 3: Claim your Organization and update your Organization profile

Your **Get Started** menu will be displayed next and options applicable for your role will be available. To return to this menu at any time, click the Sections  button, then select 'Get Started' under User Pages



Welcome to the nonprofit network!

Here are some links to help you get started...



1. Select 'Claim Your Organization' and you'll receive this confirmation (with your own organization name):

Claim Your Organization

You are now an administrator for Better World Charity.

[Edit Organization Profile](#)

[Back](#)

[Close](#)

2. Click 'Edit Organization Profile'
3. Customize your profile by adding:
 - a. Profile Image **(required)**
 - b. Cover Image (if desired)
Show off your hardworking staff by using a team photo as your cover image!
 - c. Description (if desired)
Tell the world about your organization and mission!
 - d. Gallery (if desired)
A picture's worth a thousand words... show off your best images!
 - e. Target Populations (if desired)
 - f. Contact info (if desired)
 - g. Details info (if desired)
 - h. Upload Documents (reports, success stories, etc.)

Congratulations, you've completed your organization profile update!