

Webpage Guide – Non-profit Organizations

Welcome to the Donations Desk webpage guide for non-profit organizations



TABLE OF CONTENTS

Navigation: Getting Around	3
Navigation: Logging In	4
Navigation: Registering	5
Navigation: Account Activation	6
Navigation: My Account.....	7
Navigation: Making a Campaign.....	8
Navigation: Modifying a Campaign	9

NAVIGATION: GETTING AROUND

The screenshot displays the Donations Desk website interface. At the top, there are navigation tabs: Campaigns, Non-For Profit Organizations, Resources, and Login. Below the navigation bar, there are two main sections: Campaigns and Non-For Profit Organizations. The Campaigns section features a filter by category (Agricultural) and a search bar. The Non-For Profit Organizations section features a search bar and a table of organizations.

Campaigns Section:

- Filter by: Agricultural OR Search by Campaign Details: Search for... Go!
- Campaign Type: Sports, Campaign Type: Federal, Campaign Type: Technology
- No Logo Provided
- Description: I don't need much. Donated: \$0 Goal: \$50 End Date: 2014-12-29
- PayPal
- Description: The Federal Government wants dough nugal. Donated: \$1500 Goal: \$12000 End Date: 2014-12-30
- PayPal
- Description: We need \$100 so that AFC can get the development of ICS Application done. Donated: \$0 Goal: \$100 End Date: 2014-12-31
- PayPal
- Campaign Type: Education
- No Logo

Non-For Profit Organizations Section:

- Sort by: Organization Name OR Search by Organization Name: Search for... Go!
- Org. Name Logo Municipality Category Inc. Date Target Population Population Impact Supporters Rating
- Academia Cristiana Logos de Yareh Caguas Education 0000-00-00 Children 0
- Academia Santa Maria del Camino 0000-00-00 0
- Accion Educativa Pro desarrollo Humano Culebra, Inc. 0000-00-00 0
- Accion Social Puerto Rico 0000-00-00 0
- Acres, Inc. No Logo Provided 0000-00-00 0
- Alianza de Comunidades de Fe Unidas de Emergencia (ACUFE) No Logo Provided 0000-00-00 0







Search Results for 'academia':

- 2 result(s) for your search: 'academia'
- Academia Cristiana Logos de Yareh Caguas Education 0000-00-00 Children 0
- Academia Santa Maria del Camino 0000-00-00 0

Donations Desk © Copyright 2014 Asesores Financieros Comunitarios

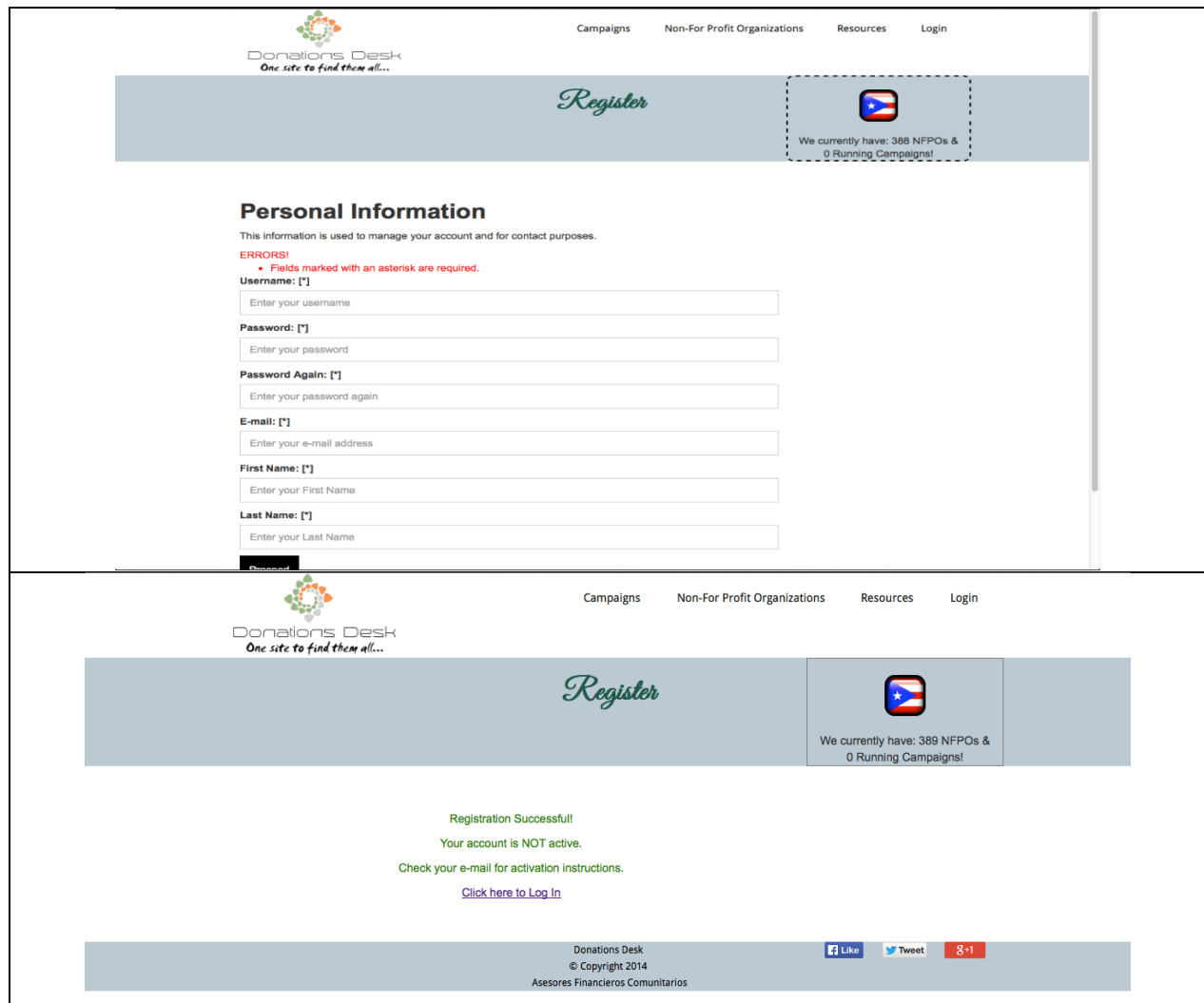
This is your home screen. To search for any campaigns being held, you may filter through categories of search by campaign details. The same can be done with non-profit organizations.

NAVIGATION: LOGGING IN

	<div>  <div> Campaigns Non-For Profit Organizations Resources Login </div> </div> <div> <div>   </div> <div> <p>We currently have: 388 NFPOs & 0 Running Campaigns!</p> </div> </div> <div> <p>This Section is only for Non-For Profit Organizations</p> <p>Within My Account you can:</p> <ul style="list-style-type: none"> • Manage your Account Information • Manage your Non-For Profit Organization's information • Manage your Organization's Campaigns <p>You have to Register before you can use these features. If you haven't registered yet, just click Register to create your Non-For Profit Organization's account.</p> <p>If you have already registered at Donations Desk just Login to continue.</p> </div> <div> <p>Hello, Visitor!</p> <p>Login</p> <p>Username:</p> <input type="text"/> <p>Password:</p> <input type="password"/> <p>Log In Register</p> <p>You need to enter both: a username and a password.</p> </div> <div> <p>Donations Desk © Copyright 2014 Asesores Financieros Comunitarios</p> <p> f Like t Tweet g +1 </p> </div>	
	<div>  <div> Campaigns Non-For Profit Organizations Resources Login </div> </div> <div> <div>   </div> <div> <p>We currently have: 388 NFPOs & 0 Running Campaigns!</p> </div> </div> <div> <p>This Section is only for Non-For Profit Organizations</p> <p>Within My Account you can:</p> <ul style="list-style-type: none"> • Manage your Account Information • Manage your Non-For Profit Organization's information • Manage your Organization's Campaigns <p>You have to Register before you can use these features. If you haven't registered yet, just click Register to create your Non-For Profit Organization's account.</p> <p>If you have already registered at Donations Desk just Login to continue.</p> </div> <div> <p>Hello, Visitor!</p> <p>Login</p> <p>Username:</p> <input type="text" value="asdasd"/> <p>Password:</p> <input type="password" value="*****"/> <p>Log In Register</p> <p>Invalid Information. Please register.</p> </div> <div> <p>Donations Desk © Copyright 2014 Asesores Financieros Comunitarios</p> <p> f Like t Tweet g +1 </p> </div>	

If you are a non-profit organization, you will have to login to view your account details using the login screen. If you haven't registered, please subscribe by clicking the register button.

NAVIGATION: REGISTERING



Donations Desk
One site to find them all...

Campaigns Non-For Profit Organizations Resources Login

Register

We currently have: 388 NFPOs & 0 Running Campaigns!

Personal Information

This information is used to manage your account and for contact purposes.

ERRORS!

- Fields marked with an asterisk are required.

Username: [*]

Enter your username

Password: [*]

Enter your password

Password Again: [*]

Enter your password again

E-mail: [*]

Enter your e-mail address

First Name: [*]

Enter your First Name

Last Name: [*]

Enter your Last Name

Registration Successful!

Your account is NOT active.

Check your e-mail for activation instructions.

[Click here to Log In](#)

Donations Desk
© Copyright 2014
Asesores Financieros Comunitarios

Like Tweet +1

When going through the registration process, some important information will be asked of your non-profit organization. Please make sure to fill in all the required fields. Once registered, view the e-mail you just registered your account with.

There should be an activation e-mail waiting for you.

NAVIGATION: ACCOUNT ACTIVATION



Donations Desk
One site to find them all...

[Campaigns](#)
[Non-For Profit Organizations](#)
[Resources](#)
[My Account](#)

Activate your NFPO



We currently have: 4 active NFPOs & 6 Running Campaigns!

Your Non For Profit Organization will not appear in our listing until you provide the required information to participate in Donations Desk.

The following documentation/information has been determined to be missing from your Organization's Profile:

- * Good Standing Document
- * Dpt. Of State Inscription Document

Please, make sure you fill out the information or provide the requested documents. Once the information has been submitted successfully you can come back to this page and submit a request for activation by clicking on the activation link that will appear.

Hello, Jorge!

Account Settings

My NFPO:

- Basic Information
- Representative Information
- Donation Information
- Purpose Information
- Social Media Information
- Official Documentation

My Campaigns:

[Activate](#)

[Log out](#)



Donations Desk
One site to find them all...

[Campaigns](#)
[Non-For Profit Organizations](#)
[Resources](#)
[My Account](#)

Activate your NFPO



We currently have: 4 active NFPOs & 6 Running Campaigns!

Your NFPO is now active.
Now you can create Campaigns and your Organization will appear in the listing.

Hello, Jorge!

Account Settings

My NFPO:

- Basic Information
- Representative Information
- Donation Information
- Purpose Information
- Social Media Information
- Official Documentation

My Campaigns:

- [Create a Campaign](#)
- [Manage Campaigns](#)

[Log out](#)

When activating your account, some vital information may still be missing. You must provide the required information for the activation to be completed. Once the requested information is complete, your account will be successfully activated.

NAVIGATION: MY ACCOUNT

The screenshot shows the 'My Account Information' page on the Donations Desk website. The page has a header with the logo and navigation links: Campaigns, Non-For Profit Organizations, Resources, and My Account. Below the header is a banner with the text 'My Account Information' and a small flag icon. To the right of the banner, it says 'We currently have: 389 NFPOs & 4 Running Campaigns!'. The main content area is divided into two columns. The left column contains a form for updating account information, with fields for Username, New Password, Validate New Password, Current Password, E-mail, First Name, and Last Name. The right column contains a list of account settings and a 'Log out' button. A red box highlights the 'Hello, Jorge!' section, which includes links to Account Settings, My NFPO, Basic Information, Representative Information, Donation Information, Purpose Information, Social Media Information, Official Documentation, My Campaigns, Manage Campaigns, Create New Campaign, and Log out. An error message is displayed at the top left: 'ERRORS! A valid e-mail address is required.'

Donations Desk
One site to find them all...

Campaigns Non-For Profit Organizations Resources My Account

My Account Information

We currently have: 389 NFPOs & 4 Running Campaigns!

ERRORS!
• A valid e-mail address is required.

My Account Information

You need to provide your current password to be able to change the allowed fields.
Your Username cannot be changed.
Your Password will only be changed if you type a new password.

Username: test

New Password: Enter your new password

Validate New Password: Enter your new password

Current Password: [*] Enter your current password

E-mail: pianistapr@hotmail.com

First Name: Jorge

Last Name: Pabon

Hello, Jorge!

Account Settings

My NFPO:

Basic Information

Representative Information

Donation Information

Purpose Information

Social Media Information

Official Documentation

My Campaigns:

Manage Campaigns

Create New Campaign

Log out

Update Successful!
Your Account Information has been updated.

My Account Information

We currently have: 389 NFPOs & 4 Running Campaigns!

Hello, Jorge!

Account Settings

My NFPO:

Basic Information

Representative Information

Donation Information

Purpose Information

Social Media Information

Official Documentation

My Campaigns:

Manage Campaigns

Create New Campaign

Log out

Once logged in your account, you will notice different categories in your navigation hub. Here you can edit information of your organization, edit information of a current campaign, and change account settings.

NAVIGATION: MAKING A CAMPAIGN

Create a Campaign

We currently have: 389 NFPOs & 6 Running Campaigns!

Please wait for the upload to complete once you click SUBMIT. It may seem unresponsive but it is actually working.
Fields marked with [*] are required!

Campaign Logo

Choose File no file selected

Campaign Goal [*]

Ex: 7250.75 (NO \$ SIGN)

Campaign Description (Info) [*]

Enter information about this campaign. (Purpose, who benefits from it) MAX 250 Characters

PayPal Address [*]

Enter PayPal Address

End Date [*]
FORMAT YYYY-MM-DD

yyyy-mm-dd

Category [*]

☐Agricultural ☐Animal ☐Art & Culture ☐Children ☐Climate Change
☐Disaster Relief ☐Economic Development ☐Education ☐Environment
☐Federal ☐Health ☐Humanitarian Help ☐Human Rights ☐Labor
☐Literacy ☐Political ☐Scientific ☐Social & Recreational ☐Religious
☐Sports ☐Technology ☐Veteran ☐Women & Girls

Create!

Hello, Jorge!

- Account Settings
- My NFPO:
 - Basic Information
 - Representative Information
 - Donation Information
 - Purpose Information
 - Social Media Information
 - Official Documentation
- My Campaigns:
 - Manage Campaigns
 - Create New Campaign
- Log out

Donations Desk
One site to find them all...

[Campaigns](#)
[Non-For Profit Organizations](#)
[Resources](#)
[My Account](#)

Create a Campaign

We currently have: 389 NFPOs & 6 Running Campaigns!

Please wait for the upload to complete once you click SUBMIT. It may seem unresponsive but it is actually working.

Campaign Created!

Campaign Logo

Choose File no file selected

Campaign Goal [*]

Ex: 7250.75 (NO \$ SIGN)

Campaign Description (Info) [*]

Enter information about this campaign. (Purpose, who benefits from it) MAX 250 Characters

PayPal Address [*]

Enter PayPal Address

End Date [*]
FORMAT YYYY-MM-DD

yyyy-mm-dd

Category [*]

☐Agricultural ☐Animal ☐Art & Culture ☐Children ☐Climate Change
☐Disaster Relief ☐Economic Development ☐Education ☐Environment
☐Federal ☐Health ☐Humanitarian Help ☐Human Rights ☐Labor
☐Literacy ☐Political ☐Scientific ☐Social & Recreational ☐Religious
☐Sports ☐Technology ☐Veteran ☐Women & Girls

Create!

Hello, Jorge!

- Account Settings
- My NFPO:
 - Basic Information
 - Representative Information
 - Donation Information
 - Purpose Information
 - Social Media Information
 - Official Documentation
- My Campaigns:
 - Manage Campaigns
 - Create New Campaign
- Log out

In order to create a campaign, choose the option 'create new campaign' in your navigation hub. Please fill in all the required information to create you campaign.

NAVIGATION: MODIFYING A CAMPAIGN

Modify a Campaign

We currently have: 389 NFPOs & 6 Running Campaigns!

Please wait for the upload to complete once you click SUBMIT. It may seem unresponsive but it is actually working.
Fields marked with [*] are required!

Hello, Jorge!

- Account Settings
- My NFPO:
 - Basic Information
 - Representative Information
 - Donation Information
 - Purpose Information
 - Social Media Information
 - Official Documentation
- My Campaigns:
 - Manage Campaigns
 - Create New Campaign
- Log out

Campaign Logo



Choose File no file selected

Campaign Goal [*] Ex: 7250.75 (NO \$ SIGN)

Campaign Description (Info) [*] Just testing modifications to the campaign.

PayPal Address [*] pianistapr@hotmail.com

End Date [*] 2014-09-27
FORMAT YYYY-MM-DD

Category [*]

☐Agricultural
☐Animal
☐Art & Culture
☐Children
☐Climate Change
☐Disaster Relief
☐Economic Development
☐Education
☐Environment
☐Federal
☐Health
☐Humanitarian Help
☐Human Rights
☐Labor
☐Literacy
☐Political
☐Scientific
☐Social & Recreational
☐Religious
☐Sports
☐Technology
☐Veteran
☐Women & Girls

Save Changes!

Modify a Campaign

We currently have: 389 NFPOs & 6 Running Campaigns!

Please wait for the upload to complete once you click SUBMIT. It may seem unresponsive but it is actually working.
Campaign Updated!

Hello, Jorge!

- Account Settings
- My NFPO:
 - Basic Information
 - Representative Information
 - Donation Information
 - Purpose Information
 - Social Media Information
 - Official Documentation
- My Campaigns:
 - Manage Campaigns
 - Create New Campaign
- Log out

Campaign Logo



Choose File no file selected

Campaign Goal [*] 50

Campaign Description (Info) [*] Just testing modifications to the campaign.

PayPal Address [*] pianistapr@hotmail.com

End Date [*] 2014-09-27
FORMAT YYYY-MM-DD

Category [*]

☐Agricultural
☐Animal
☐Art & Culture
☐Children
☐Climate Change
☐Disaster Relief
☒Economic Development
☐Education
☐Environment
☐Federal
☐Health
☐Humanitarian Help
☐Human Rights
☐Labor
☐Literacy
☐Political
☐Scientific
☐Social & Recreational
☐Religious
☐Sports
☐Technology
☐Veteran
☐Women & Girls

Save Changes!

To edit information on your campaign, click the 'manage campaigns' link on your navigation hub. This will display your information and you may edit the fields.