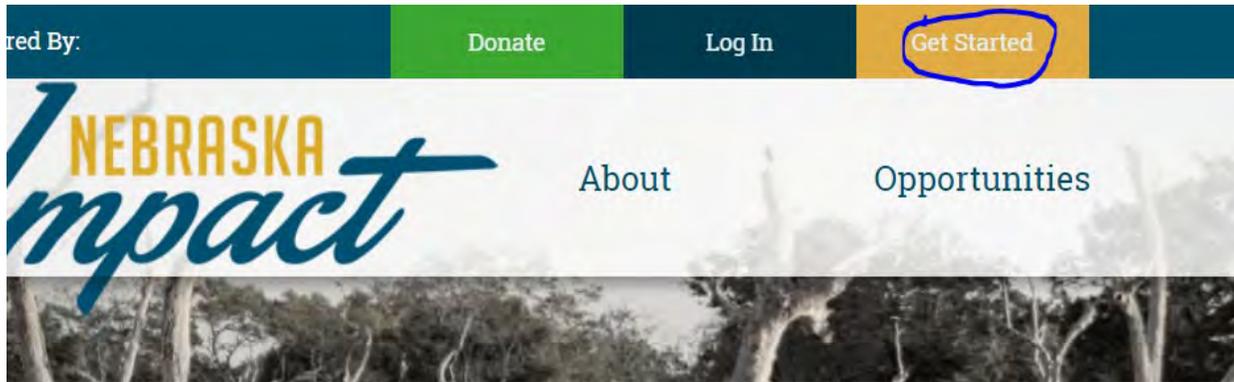# How to Register Your Organization on Impact

There are two major steps you need to take in order to register your organization. First is to create a user account on impact, the second is to register your organization.

1. First, you will need to create a user account. Visit www.nebraskaimpact.com and click on "Get Started" all the way at the top of the page

2. You will enter your email in the field and click the checkbox for "I'm not a robot." You may have to answer some questions in order to get the green checkmark. Next click "create new account"

3. A notification will appear after the website refreshes. Check your email, if you don't see one in your inbox you may need to check your junk/spam folder.

4. You will see an email that looks like one below. Follow the instructions and click the first link

kevinmoser_820,

Thank you for registering at Nebraska Impact. You may now log in by c browser:

https://www.nebraskaimpact.com/user/reset/820/1553745420/S4MJR6

This link can only be used once to log in and will lead you to a page wh

After setting your password, you will be able to log in at https://www.n

username: kevinmoser_820 password: Your password

— Nebraska Impact team

5. You will be brought to the Impact website and a reset password page. Click "Log In"

RESET PASSWORD

This is a one-time login for *kevinmoser_820* and will expire on *March 28, 2019 - 10:57pm*.

Click on this button to log in to the site and change your password.

This login can be used only once.

Log in

6. Go through the form that appears. You can change your display name but keep the email address the same as what you used to register. Choose a password and enter it in the two password fields.

KEVINMOSER

Display name *

Your Username

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

your.email@email.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public a: news or notifications by e-mail.

Password

•••••••••••

Password strength: **Strong**
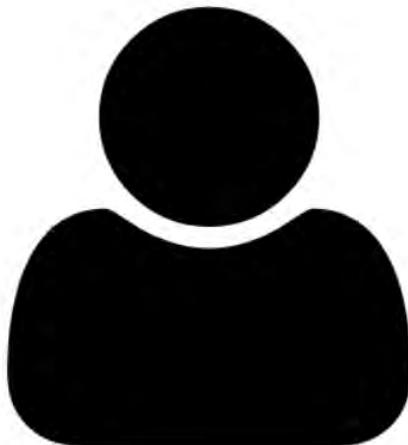
Confirm password

•••••••••••

Passwords match: yes

To change the current user password, enter the new password in both fields.

Picture

7. If you would like to upload a photo feel free to do so, it is not required for your user account.

Picture

Upload picture

Choose File   No file chosen

Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.

8. Central Time will be selected already but feel free to modify that if you live in a separate time zone. When you are finished, click "save"

Time zone

America/Chicago: Wednesday, March 27, 2019 - 10:59pm -0500

Select the desired local time and time zone. Dates and times throughout this site will be displayed using this time zone.

Save

9. You will be brought back to the homepage. Click on Organizations in the main menu.

The changes have been saved.

NEBRASKA *Impact*   About   Opportunities   Organizations

My Information   Edit   My Organizations   My Teams   My Time   Badges

10. On the left hand side of the page, click "Register your organization"

Impact

Explore Organizations

Register An Organization

11. Read through the disclaimer on the page, when you are ready to move forward. Click "Register your organization"

REGISTER YOUR ORGANIZATION

ank you for your interest in registering your organization for the Nebraska Impact Initiative! This is a free tool for organizations like urs to connect with new volunteers throughout the state. We want to give you the tools you need to share your organization and attract w talent.

is site is more of a volunteer directory than a volunteer management tool. As such, volunteers will not sign up for your organization here, t rather we will direct them to you. This site can be as involved or as hands-off as you want it to be. If you simply want to create your ganization page and a general opportunity for volunteers, that's completely fine!

12. First you will need to upload your organization's logo. Click "Choose File" and go through the file selection process.

REGISTER YOUR ORGANIZATION

Company Information

Logo

| Choose File | No file chosen | **Upload** |

add optional company logo
Files must be less than **2 MB**.
Allowed file types: **gif jpg jpeg png**.

13. Your filename should appear next to choose file, click "upload"

REGISTER

Company Information

Logo

| Choose File | achievement-...1493374.jpg | **Upload** |

add optional company logo
Files must be less than **2 MB**.
Allowed file types: **gif jpg jpeg png**.

14. Your filename should appear and the upload button will be replaced by remove. You've successfully uploaded your logo.

15. Scroll down and enter the rest of your organization's information. You will enter the name, a description, and contact information for the individual who will coordinate your volunteers .

16. Read the disclaimer and click "submit." Success! You've registered your organization, you will get a notification and we will review your submission. If approved you will be published on the site and get additional training on how to upload your volunteer opportunities.