



Claim Ownership of Your Nonprofit on Razoo

To get started on Razoo, navigate to www.razoo.com/p/for_nonprofits. Create a personal account (by clicking the **green Create an Account button** under #1) with your name, e-mail address and password; then apply for administrative access to your nonprofit's page by clicking the **green Claim Admin Access button** under #2. **We recommend using the e-mail address associated with your nonprofit** – this will help us process your request for administrative access as quickly as possible.

Once approved, log-in to your account by clicking Log In in the upper right corner, enter your email address and password, and click “My Non Profit” from the right side of the website’s header once logged in. The area labeled “Nonprofit Setup” on the right side of the page will walk you through completing your page on Razoo.

Note: if your nonprofit is not listed on Razoo, please e-mail np@razoo.com or fax 866-322-1722 a copy of your EIN issuance letter and IRS letter declaring your public charity status under section 501(c)3.







Customize Your Page with Admin Tools

Razoo’s fundraising tools will help you explain, illustrate, and promote your cause. Use these tools to tell your story, engage donors, and spread your message.

- Edit: Use *Summary* to briefly explain the mission of your nonprofit.

- Update *Tell your Story* to provide more details about what your organization does and why others should support your work.


Tell your story

B I |   |   |   | [HTML](#)

Inspire others to action by telling a good story about the cause you are helping and why you care (~5000 characters)

- *Suggested Donation Amounts* help donors understand the value of their donation – let them know how each contribution will make a difference. Multiple suggested donation amounts, and their respective descriptions, can be entered one at a time by entering the amount and clicking “add another amount”.

Set Your Goals

Suggested donation amounts \$ 

Customize your donation form with pre-determined donor goals and descriptions to let supporters know what impact their contributions can have

[add another amount](#)

- *Custom URL* allows you to customize the web address for your fundraising page. Note the instructions state that this can only be entered once. The custom URL will be a shortcut, in effect, to your nonprofit’s home page.

Custom URL

Custom URL <http://www.razoo.com/>

Customize your nonprofit's web address. You can only do this once, so make sure to get it right! (128 characters)

- Enter appropriate information in First Name, Last Name, Website, Alias 1 and Alias 2 boxes.

Nonprofit Information

EIN	<input type="text" value="261437727"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Website	<input type="text"/>
Alias 1	<input type="text"/>
Alias 2	<input type="text"/>

- Choose appropriate entries from the drop down lists under Category 1, Category 2 and Category 3.

Categories

Category 1	<input type="text" value="- Philanthropy"/>
Category 2	<input type="text" value="All categories"/>
Category 3	<input type="text" value="All categories"/>

- Click the **green Save button** when you are done.
- Images/Video: Bring your story to life by posting images and videos. Show your organization's various programs and the people they benefit. You can even use multiple images and captions to tell a story.
 - To add an image, click Browse under "Upload pictures from your computer to your nonprofit". Browse to the appropriate folder on your computer and click the Open button. Images may be removed by clicking the Remove link next to the image name.

Add Images

Upload pictures from your computer to your nonprofit

<input type="text"/>	<input type="button" value="Browse..."/>
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- To add videos, enter the link provided to you by You Tube or Vimeo in the space provided.

Add Videos

Post videos from YouTube or Vimeo to your nonprofit



For example:
<http://www.youtube.com/watch?v=gilWXZbyT1o>

- Click the **green Save button** when you are done.

- **Thank Donors:**

- Express appreciation by posting a thank you video. To add videos, enter the link provided to you by You Tube or Vimeo in the space provided.

Donation Thank You Video

Show a video to
those who donate



For example: <http://www.youtube.com/watch?v=gilWXZbyT1o>

- You can also write a personal message to be included in the donation receipt sent to your donors. Enter your personal thank you message in the space provided.

Donation Thank You Email

Add a personal message inside
thank you emails to donors

Great news, your donation has been processed successfully!

NEVADAGIVES wants to thank you:

Your message goes here.

To stay updated on the progress of NEVADAGIVES, visit their page and see how your contribution combines with others to make an even greater impact.

- Click the **green Save button** when you are done.

- Share: Link your page to Facebook and Twitter with a simple click, or connect to your e-mail account and share it with friends, family, and supporters.

Social Networks

POST TO **facebook**

SHARE ON **twitter**

SEND AN EMAIL 

You can embed a link to your Razoo page by copying/pasting the link provided in the Link section.

Link

http://www.razoo.com/story/Nevadagives?referral_code=share

Put this link in emails, tweets, newsletters or anywhere else people would be interested in this nonprofit.

- You can embed a *DonationWidget* on any website that accepts external javascript, enabling donors to give right on your website or blog. Click “Customize the Donation Widget”, complete the entries and click “Generate Widget”. Then copy/paste the text into your javascript enabled website.

Donation Widget

Razoo’s Donation Widget is a simple and secure way to accept donations on your web site. Simply fill in the fields below and click “Generate Widget” to see a preview. When you’re happy with what you see you can copy the code below into your web site, your blog, or any place that accepts HTML and JavaScript.

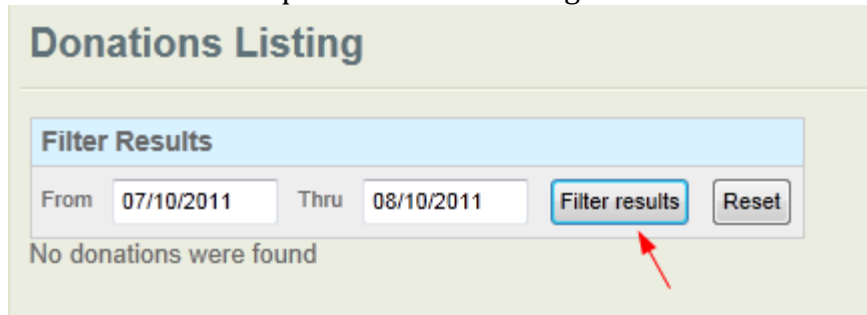
[Customize the Donation Widget](#)

```
href="http://www.razoo.com/story/Nevadagives">Donate to  
NEVADAGIVES</a> at <a  
href="http://www.razoo.com/">Razoo</a></span></div><script
```

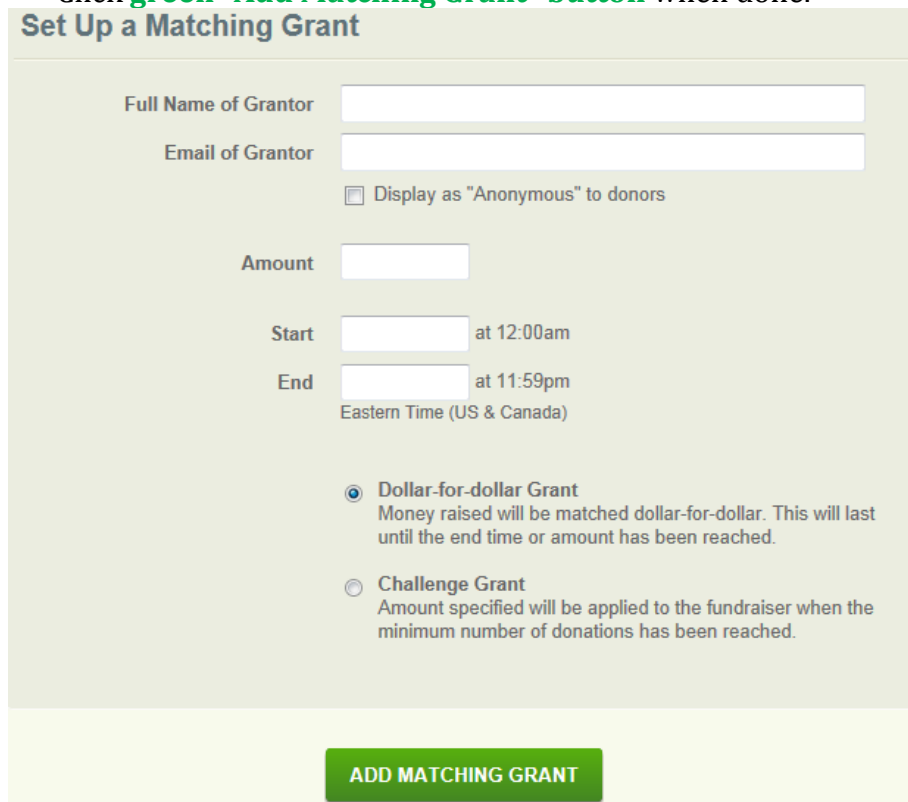
Some blogs and social networking sites do not permit the execution of external JavaScript. Check with your hosting company on their policies. If JavaScript cannot be run on the site where you are embedding the widget, the widget will not appear.

- Use the QR codes section to obtain codes that users can scan in on their smartphones (both iPhone and Android) to get to your page quickly.

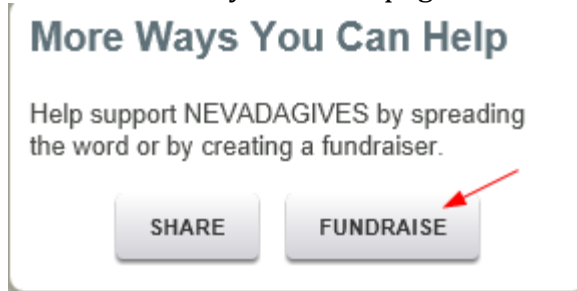
- **Donations:** View donor information, download a donation report, and see disbursement reports. Enter date range and click “Filter Results”.



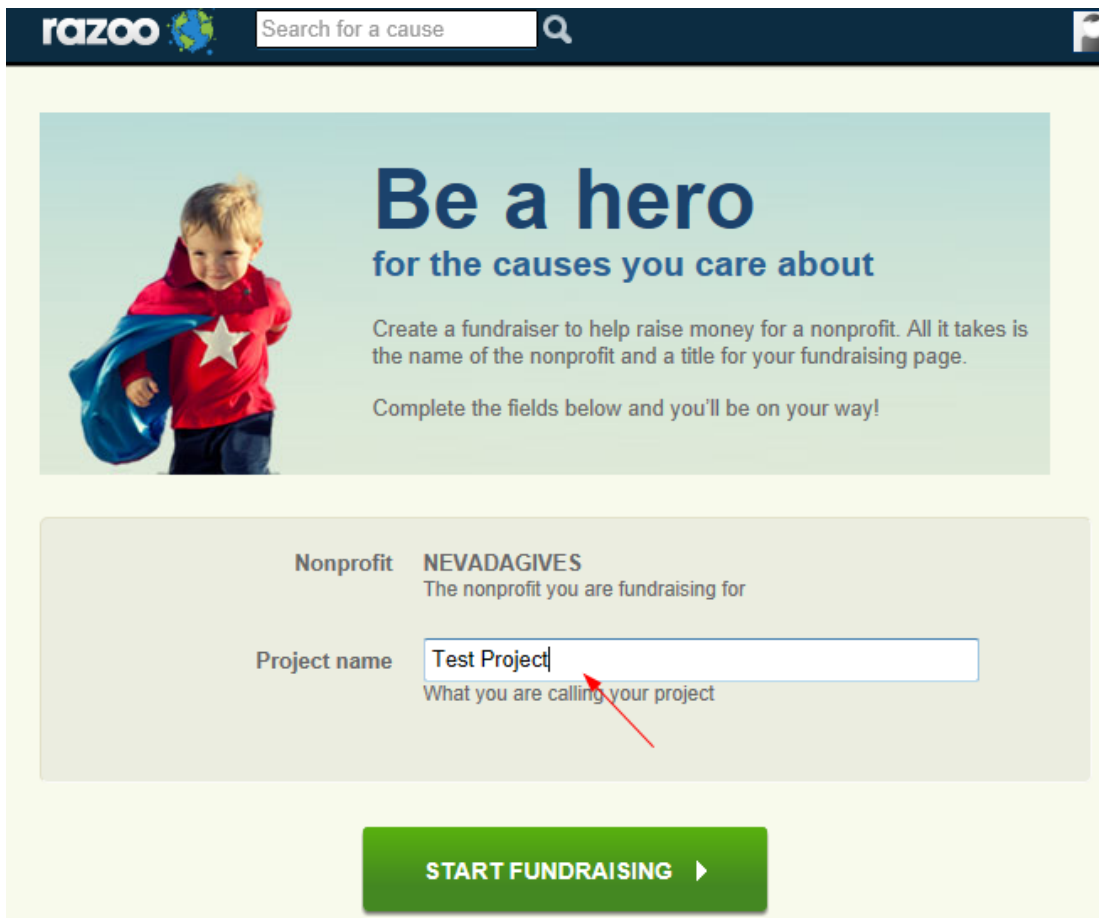
- **Matching Grants:** If a corporation, local business, board member, or generous supporter offers to match donations, you can enter the information and announce the match using *Matching Grants*. See below. Options are (1) “dollar-for-dollar” grant and (2) “challenge grant”. Clicking in Start and End boxes will present you with a calendar from which you can select the appropriate dates.
Note: If you select “challenge grant”, an additional box will open into which you can enter the minimum number of donations.
- Click **green “Add Matching Grant” button** when done.



- Fundraise: Click the *Fundraise* button, located in the white box on the right hand side of your home page under “More Ways You Can Help”.



- This will create an additional page for a specific program or event, which we call *Projects*. Click the **green “Start Fundraising” button** when done. The options you will see, once you have clicked this button, are basically the same as those for your overall nonprofit page. An example of a “project” might be funding for a specific playground. A project can have its own goals, start/end dates, pictures, videos etc.
- Donations to a specific project or to the nonprofit, in general, can be made before the “giving day”. However, such donations will not be reflected in any of the “Big Give” day statistics.



The screenshot shows the Razoo website's fundraising form. At the top is a dark blue header with the Razoo logo, a search bar with the text 'Search for a cause', and a magnifying glass icon. Below the header is a large light blue banner with the text 'Be a hero for the causes you care about'. To the left of the text is an image of a young boy in a red hoodie with a white star, holding a blue cape. To the right of the image, the text reads: 'Create a fundraiser to help raise money for a nonprofit. All it takes is the name of the nonprofit and a title for your fundraising page. Complete the fields below and you'll be on your way!'. Below the banner is a light gray form area. It contains a 'Nonprofit' field with the text 'NEVADAGIVES' and a subtitle 'The nonprofit you are fundraising for'. Below that is a 'Project name' field with the text 'Test Project' and a subtitle 'What you are calling your project'. A red arrow points to the 'Project name' field. At the bottom of the form is a green button with the text 'START FUNDRAISING' and a right-pointing arrow.

- Once your page is created, you can click *Share* to embed a *Status Widget* on your website, in your e-mail signature, or anywhere else that accepts HTML. The status widget acts like a regular image, but it updates to reflect the amount of donations your fundraiser/project has received. Clicking it takes supporters directly to your fundraiser/project where they can donate.
- Your nonprofit's projects will appear at the bottom of your home page.

This nonprofit's projects



- Also appearing on your home page is a box into which nonprofit administrators can post text, links, images and video that will appear on your nonprofit's public page. Donor comments will also appear in this area. To delete a comment, click the X in the upper right corner of the specific comment. Please note that timestamps appearing on each comment are currently on Eastern Time.

Updates and Donor Comments

Attach: [Link](#) [Image](#) [Video](#)



- Involve Others: Empower supporters to raise money on your behalf. They can create their own fundraisers and share them with their networks, ask for donations, spread awareness about your cause, and share their passion. All donations made through a fundraising page are disbursed directly to the nonprofit, and your donation report accounts for the source of each donation.

Track Donations



When a donation is made, Razoo delivers an official tax receipt to the e-mail address provided by the donor. This receipt also appears in the donor's user profile, if they have an account on Razoo. Any member of your organization who has admin access will receive an e-mail notifying them that a donation has been made.

All donations made to a nonprofit through Razoo are batched monthly and disbursed on the 10th of the following month. Payment is made by check and will be sent to the address we have on file for your organization. Please e-mail np@razoo.com with any requests for address updates. To receive disbursements through an electronic funds transfer, sign up here: www.razoo.com/p/eft.

Contact Us

If you have any questions, do not hesitate to contact us. Our friendly customer support team is available Monday – Friday, 9am-6pm EST. We are excited to help you succeed!

Nonprofit support: np@razoo.com

General Support: support@razoo.com

Toll-free: (866) 437-1952