
GIVEBERMUDA.ORG

NonProfit User Guide



BERMUDA COMMUNITY
FOUNDATION

APRIL 5, 2018

BERMUDA COMMUNITY FOUNDATION
16 Wesley Street, Fourth Floor, Hamilton HM 11, Bermuda

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Welcome to GiveBermuda.org

GiveBermuda.org provides you with online access to Fund and Nonprofit-specific information.

Nonprofits and BCF Fund Managers can log into GiveBermuda.org to perform the following tasks:

- Create , manage and view profiles

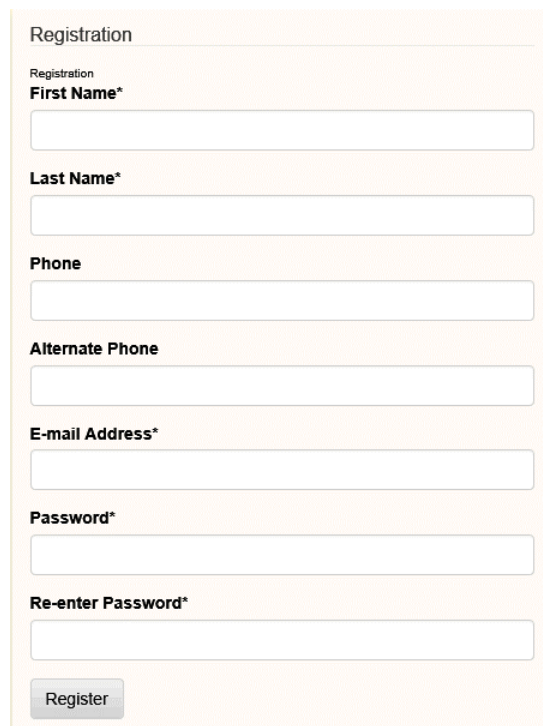
Registration/Creating an Account

If you do not already have your User ID and password, you will need to register.

1. On the Homepage near the top right corner of the page, click on the menu option CREATE ACCOUNT.



2. When the GiveBermuda.org Online Registration form is displayed, fill in the fields listed.

A registration form titled 'Registration' with a light beige background. It contains several input fields: 'First Name*', 'Last Name*', 'Phone', 'Alternate Phone', 'E-mail Address*', 'Password*', and 'Re-enter Password*'. Each field is a simple white rectangle with a thin border. At the bottom left of the form is a grey 'Register' button.

3. Click Register to submit the request.

Please send an email to GiveBermuda@bcf.bm once you have submitted your request and include your organization name and the email address used to sign up. In order to process your request and set up your account our staff will need approximately 24 hours. Please be patient with us during this time.

NOTE: At the completion of this process we will notify you, the registrant, that the account is ready for use.

At this stage the Homepage displays.



Once you have been verified as a Profile Manager for either a Nonprofit Organisation or a BCF Fund, you will receive an email advising of your profile association.

Logging into GiveBermuda.org

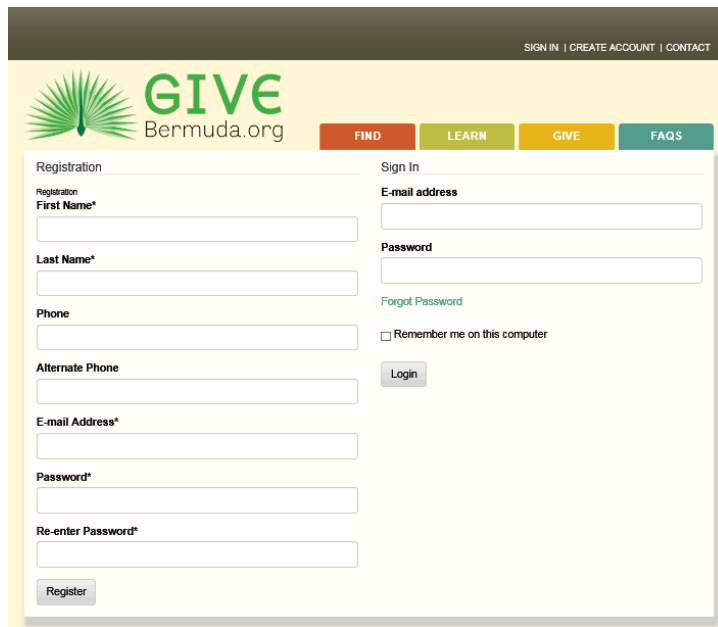
Each user must log in with a unique user name and password. This login information is used to determine which profiles a user can maintain.

To log into GiveBermuda.org:

1. Click the link on the BCF website or type the following into the address bar of your browser:- <https://givebermuda.guidestar.org/Home.aspx>. The Homepage will appear.




2. Click the menu option SIGN IN located near the top right corner of the homepage.



The screenshot shows the GIVE Bermuda.org homepage. At the top, there is a navigation bar with 'SIGN IN', 'CREATE ACCOUNT', and 'CONTACT' links. Below this is the GIVE logo and a navigation menu with 'FIND', 'LEARN', 'GIVE', and 'FAQS' buttons. The main content area is divided into two columns: 'Registration' on the left and 'Sign In' on the right. The registration form includes fields for First Name, Last Name, Phone, Alternate Phone, E-mail Address, Password, and Re-enter Password, with a 'Register' button at the bottom. The sign-in form includes fields for E-mail address and Password, a 'Forgot Password' link, a 'Remember me on this computer' checkbox, and a 'Login' button.

3. On the right under Sign In, enter your E-mail address and Password.

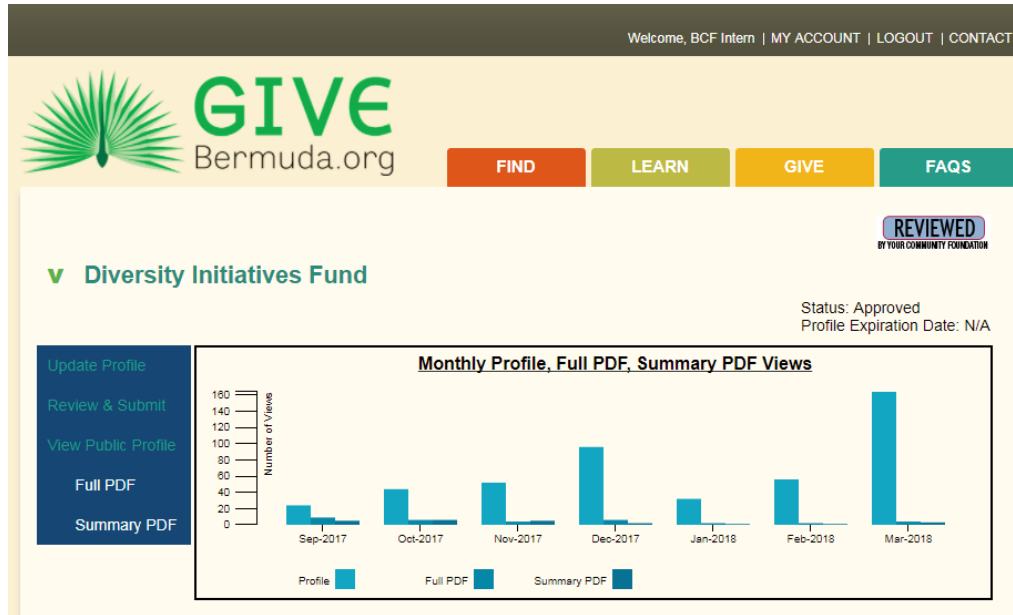


The close-up screenshot shows the 'Sign In' form. The 'E-mail address' field is filled with 'BCFintern@bcf.bm'. The 'Password' field is filled with a series of dots. Below the password field, there is a 'Forgot Password' link, a 'Remember me on this computer' checkbox, and a 'Login' button.

NOTE: The password appears on the screen as a series of dots for security purposes.

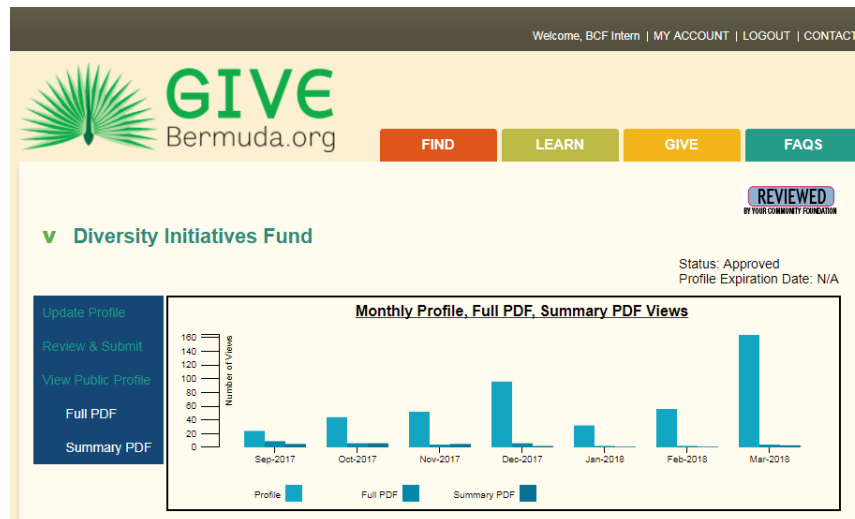
4. Click Login.

The organisation name and menu pane is displayed on the left side of the screen.



NPO Home

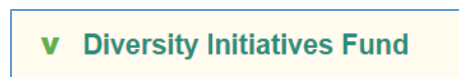
Once your profile has been linked to an organisation profile, when you login you will see the menu pane on the left side.



This page includes the following:

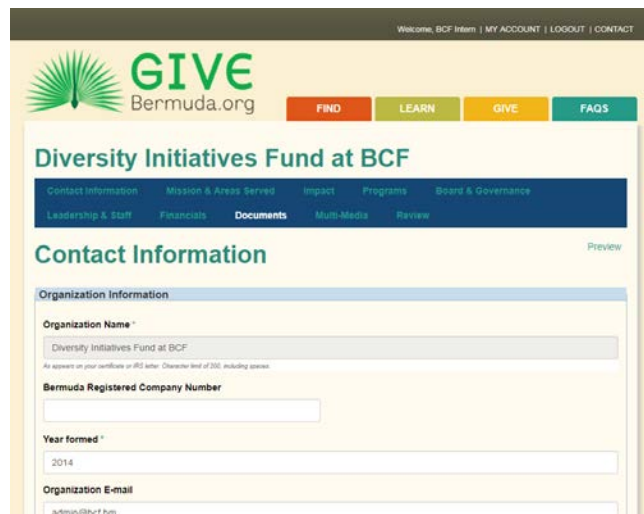
1. Organisations & Fund profiles

This page displays all organisations and fund profiles for the current user.

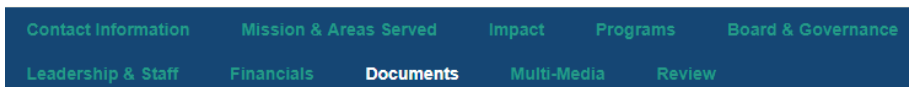


2. Update Profile Dashboard

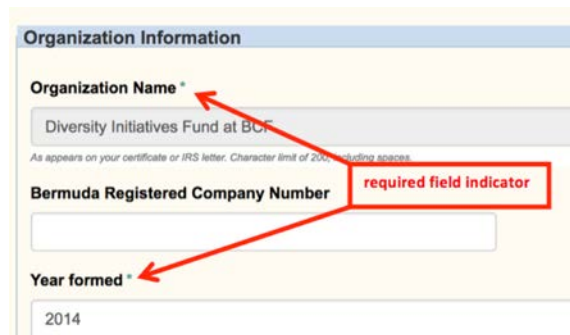
Click on **Update Profile** in the menu pane on the left of the profile and the first section of the profile will be display on a dashboard along with other contents associated with the profile



Choose any profile section to update your organisations information.



Any field marked with a superscript star is a **required field** which means that you must provide a response before the profile can be published online.



3. Review & Submit

Clicking on **Review & Submit** will list all pending unpublished updates.

Diversity Initiatives Fund
1 changes since last full approval on 4/12/2017 1:49:12 PM Status: Approved, edited since last approval (1 changes)

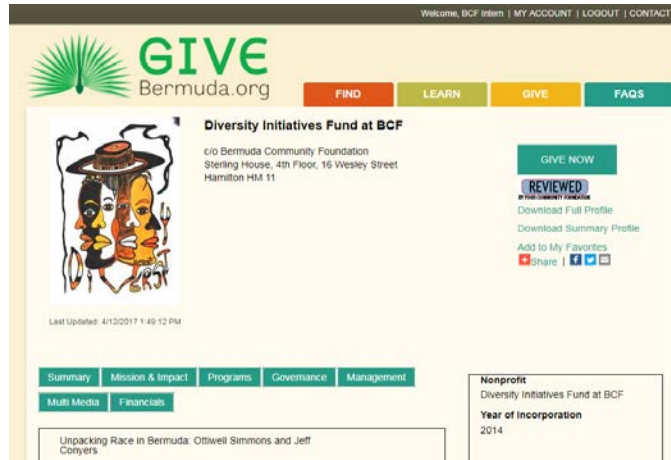
[Contact Information](#)

Contact Information

Field	Old Value	New Value	Changed By
Organization Email	admin@bcf.bm	info@bcf.bm	BCF Intern on 4/5/2018 9:21:43 AM

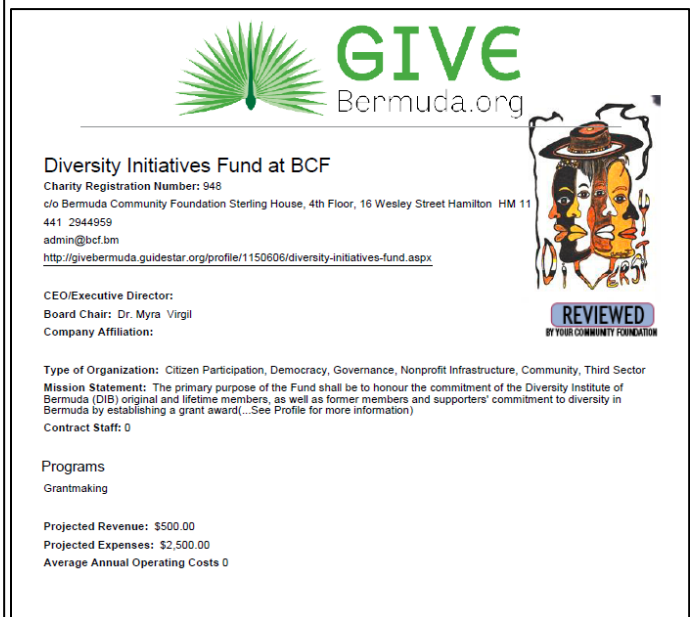
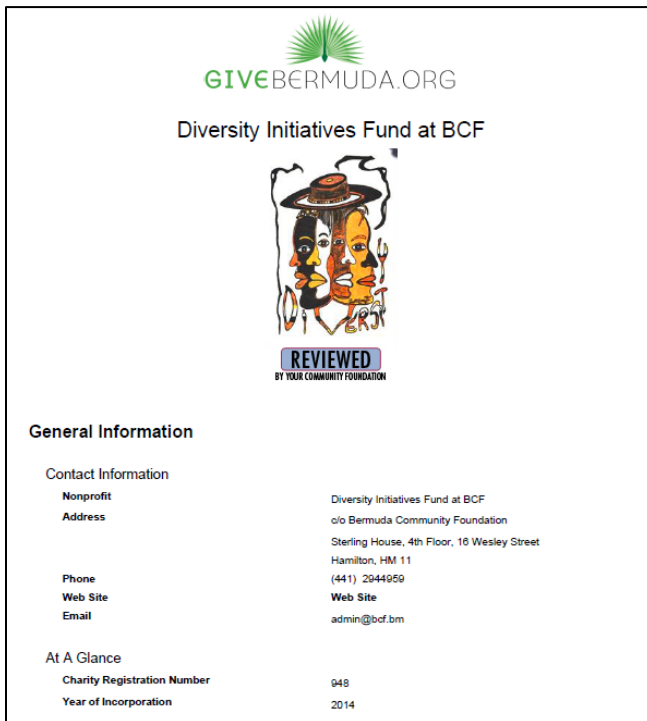
4. View Public Profile

Selecting [View Public Profile](#) will open a display like the one below. It will allow you to view what the public sees as well as navigate through the profile.



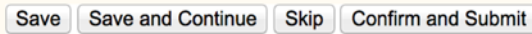
5. Full PDF, Summary PDF

Clicking on [Full PDF](#) and [Summary PDF](#) will allow you to download both PDF reports of the profile.



Edit Functions

This editing toolbar can be found at the bottom of each profile page.



Save will save any changes made without submitting them for approval.

Save & Continue will save any changes made and display the next profile section for edit.

Skip will allow you to navigate to the next profile section.

Confirm and Submit will display a listing of all fields with previous values for verification and submitting for publishing. *All required fields must be complete before a form can be submitted.*

Diversity Initiatives Fund
1 changes since last full approval on 4/12/2017 1:49:12 PM Status: Approved, edited since last approval (1 changes)

Contact Information

Field	Old Value	New Value	Changed By
Organization Email	admin@bcf.bm	info@bcf.bm	BCF Intern on 4/5/2018 9:21:43 AM

Forget Your Password

If you forget your password, you can do the following to have it sent to you via email:

1. *Click Forgot Password on the Login page. The Forgotten Password page appears.*

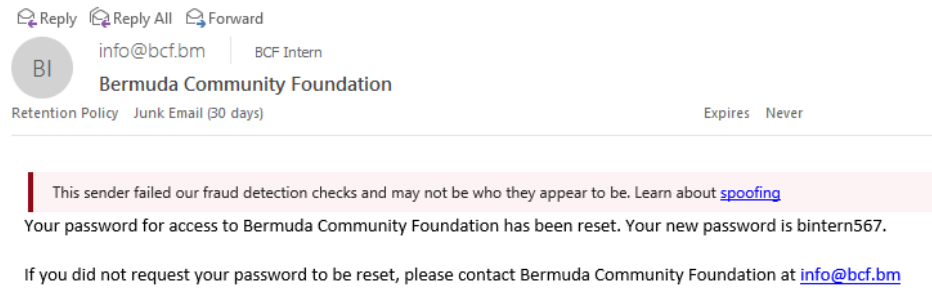
A dialog box titled 'Forgotten Password' with a close button (X) in the top right corner. The text inside reads: 'Please enter your email address. We will reset your password and send it to you.' Below this text are two input fields: 'E-mail Address' and 'Re-enter E-mail Address'. At the bottom right of the dialog box are two buttons: 'OK' and 'Cancel'.

2. *Enter your E-mail Address, and then click OK.*

3. *The Password Reset notification below appears and an email with your new password should be sent directly to your email inbox.*

A notification dialog box titled 'Password Sent' with a close button (X) in the top right corner. The text inside reads: 'Your password has been reset and it has been emailed to your email address'. At the bottom right of the dialog box is one button: 'OK'.

4. If you do not receive a direct email, please check your Junk mail folder before contacting BCF.



Contact Us

Contact GiveBermuda@bcf.bm if you require further assistance with your profile.