

How to Register to Advertise on CharityVillage.com

This tutorial is also available online at:

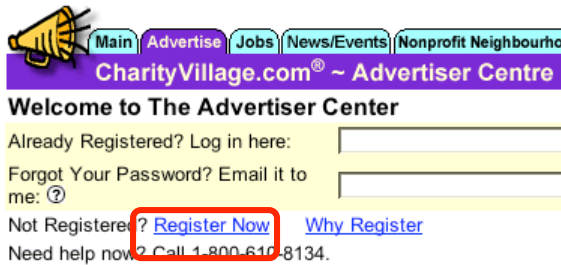
<http://www.charityvillage.com/cv/tutorial/tour.html>

If you need help or have additional questions, call us at 1-800-610-8134 or email help@charityvillage.com.

Step 1



Click the **"Register to advertise"** link on the Main Street.



Or click on the **"Register Now"** link on the Advertiser Centre main page.

Step 2

Advertiser Registration - Step 1

[Why must I register?](#)

Is Your Organization Already Registered?

To find out, click on the first letter of your organization's

[Other](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [!](#)

If you see your organization in the scrollable list below, click on it. Some typical organizations:

1. Organizations with only one office (e.g. A Loving Spoonful)
2. Regional chapters (e.g. Canadian Cancer Society, BC and Yuk)
3. Departments within large organizations (e.g. University of Toro)

Click the first letter of your organization's name to see if your group is already registered.

D & G Dudar Consultants
D&M Research Associates
D. Gary Gibson & Associates Rehabilitation Consultants, Dad4Kids
Daily Bread Food Bank
Dalhousie Non Profit Housing Cooperative
Dalhousie University
Dana Stehr & Associates Inc.
Dance Centre Society
Dance Umbrella of Ontario
DanceArts
Dancemakers
Dancer Transition Resource Centre
D... ..

If your organization's name is listed, highlight the name by clicking on it, then click the "Select" button.

If Your Organization Is NOT Listed, Please [REGISTER HERE.](#)

If your organization is **not listed**, click the "REGISTER HERE" link.

Helpful Hint:

- ❖ Does your organization have offices in different cities? If so, be sure to register your office as a separate organization. For example, if the Heart and Stroke Foundation of Ontario is registered and you're located in the Kingston office, then register your organization as "Heart and Stroke Foundation of Ontario, Kingston office."

Common Mistakes:

- ❖ **Registering an organization that has already been registered.** Be sure to search the list for your organization (and your office, if applicable) before you register as a new organization.

Step 3

Advertiser Registration - Step 2

Register New Organization

Required fields are marked with ●

Organization Information

Organization Name:

Organization Acronym (e.g. CUSO):

My Unit is:

Member of United Way:

Organization Type:

Organization Category:

(Select up to 3 choices)

To select multiple items use:
CTRL+click for PCs and CMD+click for
Macs

Website URL:

The screenshot shows a registration form with several fields. A red box highlights the following fields: Organization Name (containing 'East Side Women's S'), Organization Acronym (empty), My Unit is (containing 'One Location - No'), Member of United Way (with a checked checkbox), Organization Type (with radio buttons for 'Non-Profit' and 'For-Profit'), Organization Category (a dropdown menu with 'Volunteer Centres / United Ways / Cent' selected), and Website URL (containing 'http://www.eastshelk'). Red dots are placed to the left of the Organization Name, My Unit is, and Organization Category fields.

Tell us about your organization.

Required fields are marked with a red dot: ●

Please note, you will only be directed to this step if you are registering a new organization.

If you are registering as part of an existing organization, jump to Step 4.

Helpful Hints:

- ❖ If your organization is a member of the United Way, click the check box beside the "**Member of United Way**" option; this will add the United Way logo to the bottom of all your listings automatically.
- ❖ If your organization works in a number of different program areas, you can select up to three different categories: hold down the "CTRL" key on your keyboard while clicking (Mac users, hold down the CMD/Apple key while clicking).

Common Mistakes:

- ❖ **Typos are the most common mistake** people make when registering. Be sure to double-check the spelling of your organization name, website address and all other information you enter in the registration form.
- ❖ **Use capital letters where appropriate.** For example: enter "East Side Shelter" not "east side shelter" or "EAST SIDE SHELTER." ALL CAPS and all lower case can be difficult to read.

Step 4

Choose User Name and Password

User Name:

Password:

Confirm Password:



Choose a User Name and Password that you'll be able to remember.

Step 5

Client Contact for Charity Village

This is to help the staff from Charity Village reach you

Salutation:

First Name:

Last Name:

Job Title:

Email Address:

Phone Number:

Enter numbers only

Fax Number:

Enter numbers only

Address 1:

Address 2:

Town/City:

Province/State:

Postal Code/Zip:

Country:



Tell us how to reach you. Please use your own name (not your supervisor's or a board member's). That way, if we need to reach you, we can do so quickly.

When entering your phone and fax numbers use numbers only and leave out the dash. For example: enter 2221234, not 222-1234.

Step 6

Billing Contact Information

Billing Contact Name same as Client Contact Name

Billing Contact is Accounts Payable

We will use this information only if you use our paid posting services (Career

Salutation:

First Name:

Last Name:

Job Title:

Email Address:

Phone Number:

Enter numbers only

Fax Number:

Enter numbers only

Billing Address same as Client Contact Address

Address 1:

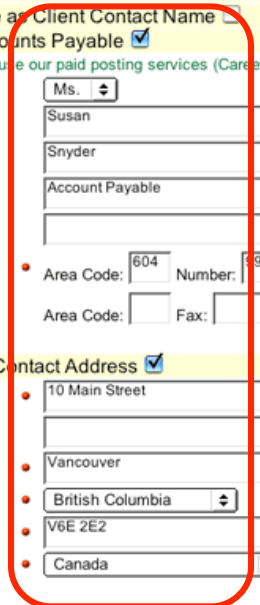
Address 2:

Town/City:

Province/State:

Postal Code/Zip:

Country:



Please provide billing contact information, including the address and phone number.

Although there is no charge for Event Listings or Volunteer Ads, we have a uniform registration system and ask all advertisers to provide billing contact information. You will not receive invoices for Event listings or Volunteer ads.

If you want to receive invoices directly, check the box beside "**Billing Contact Name Same as Client Contact Name.**" Otherwise, select the "**Accounts Payable**" box or enter a different billing contact.

Helpful Hint:

- ❖ If you check "Billing Contact is Accounts Payable," don't forget to include a Billing Contact phone number; it's a required field.

Step 7

Public Contact for Listings

This name will appear by default on your listings published at Charity Village. If you change this information each time you submit a listing.

Public Contact Name Same as Client Contact Name

Salutation:	Ms. <input type="text"/>
First Name:	Melanie
Last Name:	Smith
Job Title:	Volunteer Coordinator
Email Address:	volunteer@eastshelter.org
Phone Number:	Area Code: 604 Number: 999877
Enter numbers only	
Fax Number:	Area Code: 604 Fax: 9998787
Enter numbers only	

Public Contact Address Same as Client Contact Address

Address 1:	10 Main Street
Address 2:	
Town/City:	Vancouver
Province/State:	British Columbia <input type="text"/>
Postal Code/Zip:	V6E 2E2
Country:	Canada <input type="text"/>

Want information about new services and features at CharityVillage.com? Check

You can automatically add default contact details to all of your listings, or change the contact information each time. To create a default Public Contact name, enter the information in fields in this section.

If you plan to change contact details regularly, just leave this section blank.

Once you have finished entering the information you'd like to include, click the "Register Me" button.

Helpful Hint:

- ❖ If the contact information for your listings changes regularly, you can add as much or as little information as you need.

Registration Confirmation



Registration Confirmation

Thank you for registering with CharityVillage.com. Our Coordinator will process your registration within a maximum of 1 business day. You will be notified by e-mail when you have been approved.

If you would like to enter your organization's profile now click [Here](#)

While you're waiting, please take a few minutes to view our helpful [Advertiser Centre](#)

Return to [the Advertiser Centre](#)

We will approve your registration within one business day. Once your registration is approved, you will receive a confirmation email. Then you can start posting your own Event, Volunteer or Job listings by logging in at the Advertiser Centre main page.

The Advertiser Centre main page is located at:

<http://www.charityvillage.com/client/index.asp>

Find more tutorials online at:

<http://www.charityvillage.com/cv/tutorial/tour.html>