



How to Setup Your Causecast for Nonprofits Profile

Step 1: Register

Register and create a password on Causecast for Nonprofits. To do that, visit <https://my.causecastfornonprofits.com/NonprofitUsers/signup>

You will need to provide the following information:

- First name
- Last name
- Email address
- Organization name
- EIN

Click “Sign up.” Once your account has been approved for access, you will get an email notification with your temporary password.

Step 2: Review Your Profile for Accuracy & Update Where Needed

Once you are logged into the system, select:

- **“Edit Profile”** - to update your logo, organization’s name, website URL, description, contact information, and causes your organization addresses.
- **“Organization Settings”** – to update your EIN, organization address, address for mailing checks, GuideStar and Form 990 URLs, and opt-in or out of receiving email alerts when your organization receives a donation or volunteer RSVP.
- **“Account Settings”** – to update your site login credentials

Step 3: Regularly Promote Your Volunteer Opportunities

By selecting **“Volunteering”** from the menu, you can promote volunteer opportunities to let companies and their employees know about key events where donors can make a deeper connection with your organization. Opportunities can be more traditional in-person volunteer activities or remote/virtual opportunities that can be completed from the convenience of one’s home or place of work.

As employees sign up for your volunteer activities, you can use the “Manage Opportunities” and “Volunteer Report” features to track number of participants and collect information about the volunteers interested in contributing to your work.