



## Registration Guide

Creating a profile on **GiveCentral** allows you to make automatic donations at the time and the frequency you choose. You can enter your payment information once, then leave it alone.

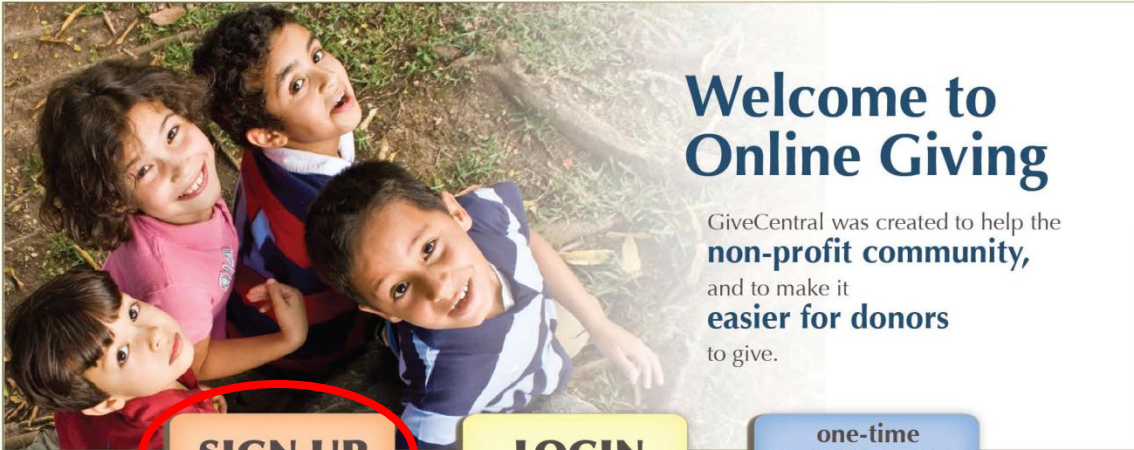
Signing up only takes a few minutes.



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for Donors  
for Non-Profits



# Welcome to Online Giving

GiveCentral was created to help the **non-profit community**, and to make it **easier for donors** to give.

**SIGN UP**

**LOGIN**

one-time  
**GUEST PAY**

## Use GiveCentral to:

- Donate via credit card or electronic check (ACH)
- Make automatically repeating payments
- Pay for school fees and fundraisers
- Buy tickets and merchandise
- Make a one-time gift, anytime

## New features!



Smartphone users can access a mobile web version of GiveCentral to set up and track their donations. Android users can download a [GiveCentral app here](#).



You can now [connect to GiveCentral using your Facebook profile!](#)

## STEP 1

Go to [www.givecentral.org](http://www.givecentral.org) and click on the “Sign Up” button.



Create your  
online giving pro  
with give  
centr



Choose Organization



Select Events



Profile Information

**Organization:**

Please type the organization's name, ZIP code or address to search

**VIEW EVENTS**

## STEP 2

Begin typing the name, street address, or ZIP code of the organization you want to support. Click it when it appears (it may take a moment).

Click “View Events.”

**Organization:**

Please type the organization's name, ZIP code or address to search

**VIEW EVENTS**

### Cardinal Joseph Bernardin Catholic School – Orland Hills, Archdiocese of Chicago

Select	Event Name	Frequency	Start Date	End Date	Minimum/ Suggested Amount	Donation Amount
<input checked="" type="checkbox"/>	Grand Raffle 2012	-- Select --	03 27 2012	03 27 2012	\$35 / \$50	<input type="text" value="\$100"/>
<input checked="" type="checkbox"/>	2012 Spring Event \$100 Sponsorship	Monthly	03 27 2012	03 27 2015	—	<input type="text" value="\$200"/>
<input type="checkbox"/>	2012 Spring Event \$250 Sponsorship	-- Select --	03 27 2012	03 27 2012	—	<input type="text"/>
<input type="checkbox"/>	2012 Spring Event \$500 Sponsorship	-- Select --	03 27 2012	03 27 2012	—	<input type="text"/>
<input type="checkbox"/>	2012 Spring Event \$1000 Sponsorship	-- Select --	03 27 2012	03 27 2012	—	<input type="text"/>
<input type="checkbox"/>	CJB Airbus	-- Select --	03 27 2012	03 27 2012	—	<input type="text"/>

Select your relationship with this organization (optional)

**CONTINUE**



Need a little help signing up? Click here to download a pdf!

## STEP 3

Check the box next to each “Event” to which you want to donate. Enter the frequency, date range and dollar amount for each. Click “Continue.”

**(STEP 3 continued)**

Cardinal Joseph Bernardin Catholic School – Orland Hills, Archdiocese of Chicago						
Select	Event Name	Frequency	Start Date	End Date	Minimum/ Suggested Amount	Donation Amount
<input checked="" type="checkbox"/>	Grand Raffle 2012	-- Select --	03 27 2012	03 27 2012	\$35 / \$50	\$100
<input checked="" type="checkbox"/>	2012 Spring Event \$100 Sponsorship	Monthly	03 27 2012	03 27 2015	—	\$200
<input type="checkbox"/>	2012 Spring Event \$250 Sponsorship	-- Select --	03 27 2012	03 27 2012	—	

Choose how often you want your payment to repeat.

Your first payment will be processed on the **Start Date**.

## Cardinal Joseph Bernardin Catholic School - Orland Hills, Archdiocese of Chicago

Event Name	Frequency	Start Date	End Date	Amount	Memo ?	Dependent ?	
Grand Raffle 2012	One-time	03/27/2012	03/27/2012	\$200	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a> <a href="#">Delete</a>
2012 Spring Event \$100 Sponsorship	Monthly	03/27/2012	03/27/2013	\$100	<input type="text"/>	<input type="text"/>	<a href="#">Edit</a> <a href="#">Delete</a>

Sign up for [MORE EVENTS](#)

### Profile Information

 Connect with your Facebook profile

*Fields marked \* are required*

Desired Username\* (e.g., JSmith)  [Check availability](#)

First Name\*

Last Name\*

Email\*

Password\*

Confirm Password\*

Date of Birth

Gender  Male  Female

Address 1

Address 2

City

State

ZIP

Primary Phone  -  -

Alternate Phone  -  -

[CONTINUE](#)

## STEP 4

Create your profile (the fields marked with asterisks are required).

Click "Continue."

You may enter a **Memo**, as you would on a check. Enter **Dependent Name** only if you are making a payment on behalf of another person, i.e. a student.

Enter your preferred Login Name. Click the "Check Availability" button to see if it has been taken.

## Payment Information

Payment Mode  Credit/Debit Card  Electronic Check

Card Type

Name on Card

Card Number

Expiration Date

CVV

Billing Address  Use profile address

Address 1

Address 2

City

State

ZIP

CONTINUE

### STEP 5

Enter your payment information for your **credit card** or **electronic check**.  
Click "Continue."


"CVV" refers to the three- or four-digit non-embossed security code on your credit card.

### Your Payment Method

Card Type:	VISA
Name on Card:	Joseph Rich
Card Number:	xxxx-xxxx-xxxx-7373
Expiration Date:	04/2015

[Edit your payment method](#)

I agree to GiveCentral's [Terms & Conditions](#)

I authorize the location administrator to process payments on my behalf 

## STEP 6

Check the two boxes at the bottom of the screen. The first one is optional—it will allow the Administrator of this organization to access your payment methods at your request. All credit card and checking account numbers will remain confidential.

Click “Submit” to complete your donation.





**You will receive a confirmation message like this one on your screen, and an e-mail will be sent to the address you entered.**

**You can now log in to GiveCentral to view and edit your Events, payment methods, demographic information, and reports on your donations.**