

# GUIDE TO GIVING

# HOW TO UPDATE YOUR ONLINE PROFILE



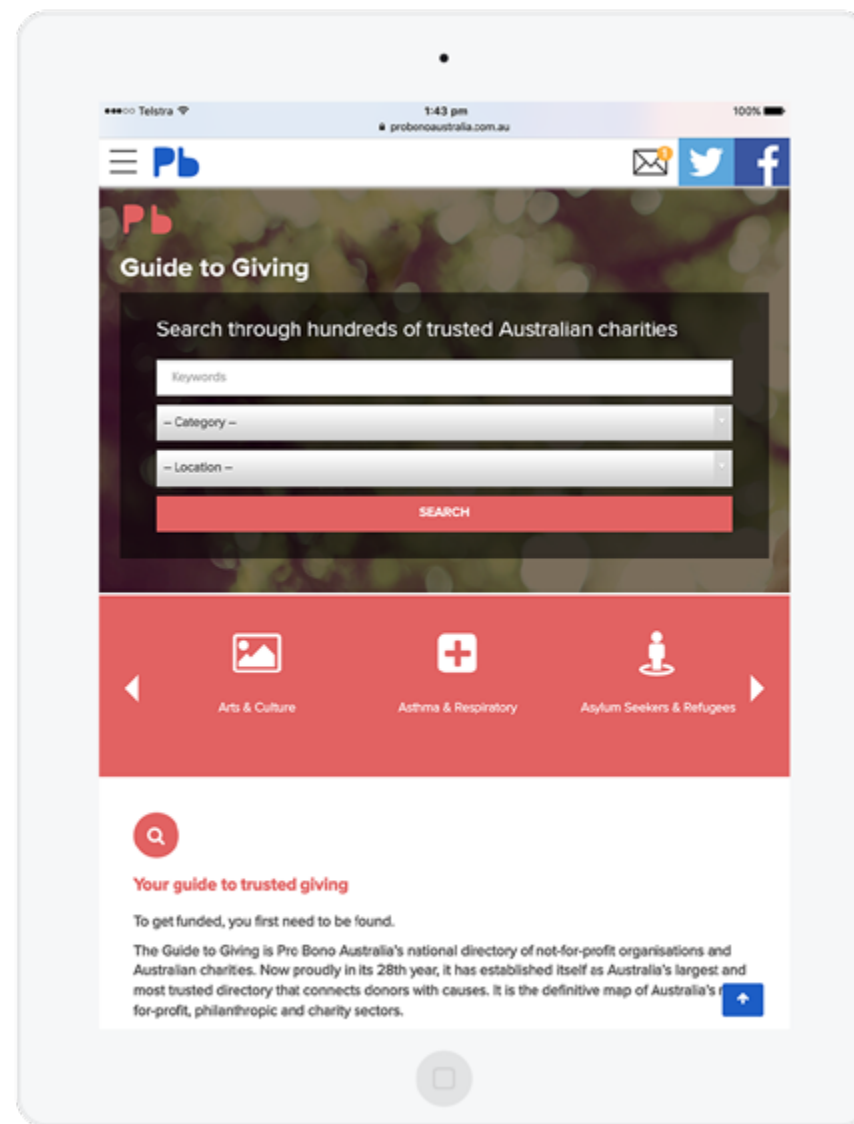
## CONGRATULATIONS!

Congratulations! Your organisation has a profile on the online Guide to Giving directory. A dynamic online profile needs a few things to stay active, successful and happy. This is a guide on how to update your Guide to Giving profile.

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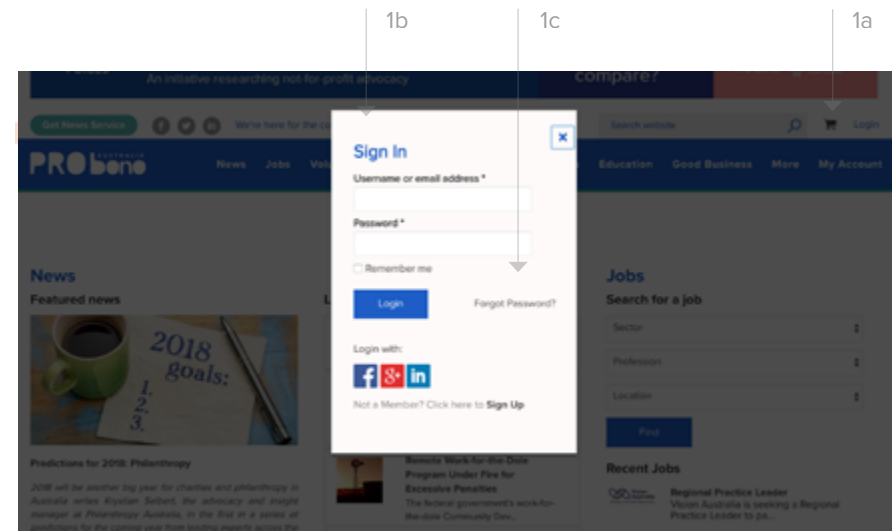


## 1. LOGGING IN

First, you'll need to login to [probonoaustralia.com.au](http://probonoaustralia.com.au).

- Click the Login button at the top right hand corner of the page and the Login page will pop up.
- Enter the details that you have been provided with via email and click Login.
- Click Forgot Password? if you do not know your password.

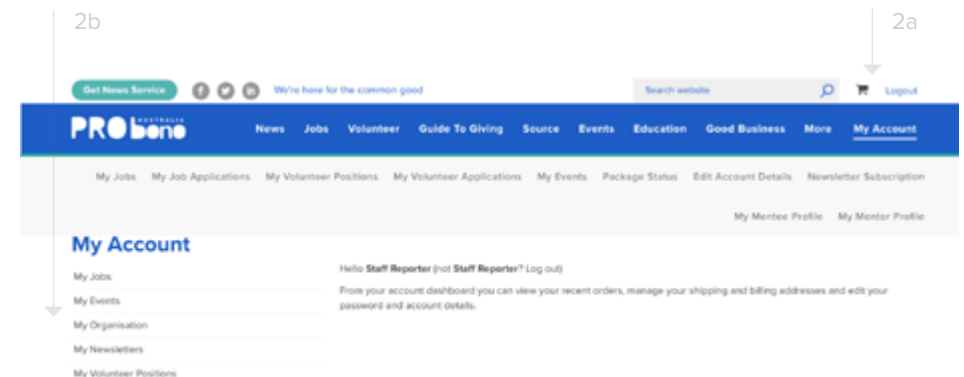
You should now be logged in. If you have had trouble logging in please email [admin@probonoaustralia.com.au](mailto:admin@probonoaustralia.com.au).



## 2. ACCESSING YOUR PROFILE

After logging in,

- Click on 'My Account', at the right of the navigation bar.
- Click on 'My Organisation', on the left hand side of the page. This will take you to your organisation's Guide to Giving profile.



### 3. YOUR PROFILE

After clicking on My Organisation, you will land on the admin side of your Guide to Giving profile. We will now take you through how to update each section of your profile. Click View Profile to see how your profile appears to the public.

Note: You can click the Save button, located at the bottom of each section at anytime to save your work, however this can be disruptive as it navigates you away from the editing process. It's best to wait until you have made all your updates before you click Save. Click cancel to delete your updates.

### 4. CONTACT DETAILS

The first section is your organisation's contact details. This should be the first thing you see after clicking on My Organisation. It is very important that the profile reflects up to date information about your organisation. Ensure you check and update the below:

- a. Address
- b. Website URL
- c. Donation URL
- d. Contact for bequests and donations
- e. Logo.
  - » Click Browse on the left hand side to upload a logo or update the current logo. We recommend square logos.

**My Organisation** ← 3a

Profile Status: Public [VIEW PROFILE](#)

**Pro Bono Australia** ✓

**Address**  
 Level 9, 409 St Kilda Rd  
 Melbourne  
 Melbourne 3004  
 Website:  
<http://probonoaustralia.com.au>

**Contact**  
 Name: Sam  
 Position: Content guy  
 Phone: 03 8080 5654  
 Fax: 03 8080 5649  
 >>  
[sam@probonoaustralia.com.au](mailto:sam@probonoaustralia.com.au)

[Donate](#)

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Pro Bono Australia

**Address** ← 4a

Level 9, 409 St Kilda Rd  
 Melbourne  
 Melbourne  
 3004

**Website** ← 4b

<http://probonoaustralia.com.au>

**Donation URL:** ← 4c

<http://probonoaustralia.com.au>

**Contact** ← 4e

**Name:** ← 4d  
 Sam

**Position:**  
 Content guy

**Phone:**  
 03 8080 5654

**Fax:**  
 03 8080 5649

[sam@probonoaustralia.com.au](mailto:sam@probonoaustralia.com.au)

[Browse...](#)

## 5. MISSION

Now that your contact details, logo and organisation name are up to date, let's have a look at the Mission section, which appears directly below contact details. There are three fields to complete.

### a. Mission/Objective

- » What is your cause? Why is it important? How does your approach differ from similar charities?

### b. Services

- » What services do you provide to those you help? Do you offer services that raise awareness of your cause?

### c. Beneficiary Group

- » Who benefits from your organisation's activities?

## 6. PROJECTS

Next is the Projects section, click Projects on the menu to the left to switch to this section. It will go dark once selected.

### a. List any current, past or future projects

- » Choose projects that are aligned with your cause

The image displays two screenshots of a web-based profile update interface. The first screenshot shows the 'Mission' section. On the left is a navigation menu with 'Mission' selected. The main content area has three text input fields: 'Mission / Objective' (containing 'Jobs, resources, media for the common good.'), 'Services', and 'Beneficiary Group'. Each field has a rich text editor toolbar with options for bold, italic, link, and other formatting. Arrows labeled 5a, 5b, and 5c point to the respective text areas. The second screenshot shows the 'Projects' section, where the 'Projects in Progress' field is empty. An arrow labeled 6a points to this field.

## 7. PEOPLE

To update People, again, click on the People tab on the menu to the left. There are six fields to complete.

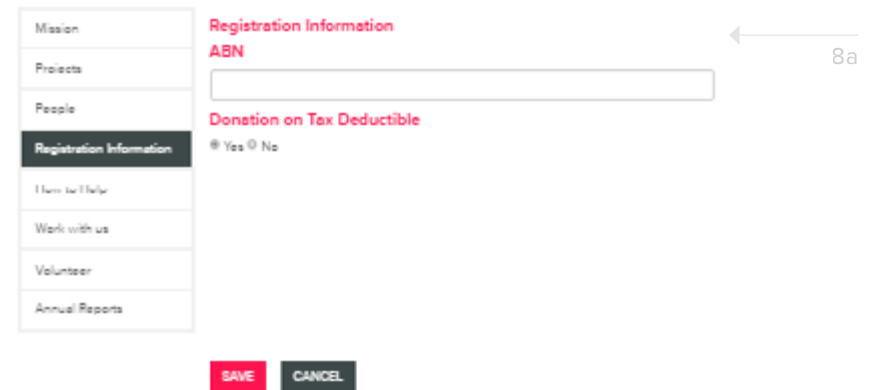
- a. CEO or Equivalent name**
  - » Who is the CEO/Leader of your organisation (this may be a founder or director)?
- b. CEO or Equivalent title**
  - » Is their title chief executive officer? Founder? Director?
- c. Leadership Team**
  - » Use this space to detail the upper management/key roles in your organisation.
  - » You can use brief biographies here.
- d. Names of Board Members**
  - » Who is on your board? You can use brief biographies.
- e. Number of Employees**
  - » How many people does your organisation employ?  
You can enter a range if you are unsure on the exact amount.
- f. Number of Volunteers**
  - » How many volunteers work at your organisation?  
You can enter a range if you are unsure on the exact amount.

The screenshot shows a web interface for updating a profile. On the left is a vertical menu with options: Mission, Projects, People (highlighted), Registration Information, How to Help, Work with us, Volunteer, and Annual Reports. The main content area is divided into sections:

- People** section:
  - Field 7a: **CEO or Equivalent name** (text input)
  - Field 7b: **CEO or Equivalent title** (text input)
  - Field 7c: **Leadership Team** (rich text editor with 'Visual' and 'Text' tabs)
- Names of Board Members** section:
  - Field 7d: Rich text editor with 'Visual' and 'Text' tabs.
- Number of Employees** section:
  - Field 7e: Text input.
- Number of Volunteers** section:
  - Field 7f: Text input.

## 8. REGISTRATION

Click on the Registration Information tab on the menu to the left. Here you simply need to input your Australian Business Number and state your DGR status – Yes or No.



## 9. HOW TO HELP

Click on the How to Help tab on the menu to the left. There are three fields to complete here.

### a. Wills and Bequests

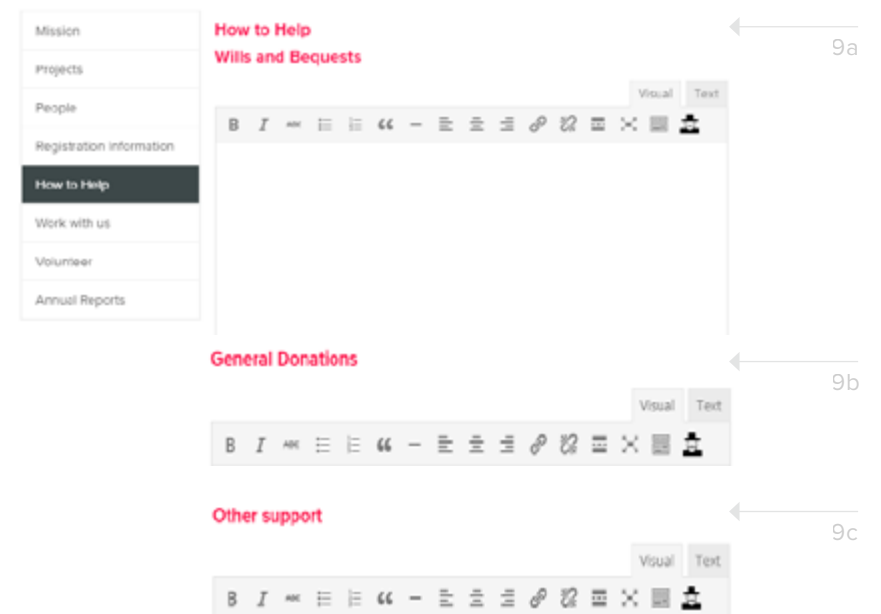
- » Do you have any specific wording a bequester would need to use in their will? Any specific instructions?

### b. General Donations

- » How can individuals donate to your organisation? You may want to use the link to the donation page that you used in the Donation URL field.

### c. Other support

- » Do you accept any form of donations other money? Second hand items, for example.



## 10. WORK WITH US

Click on the Work with us tab on the menu to the left. There is one field to complete here:

### a. Work with us

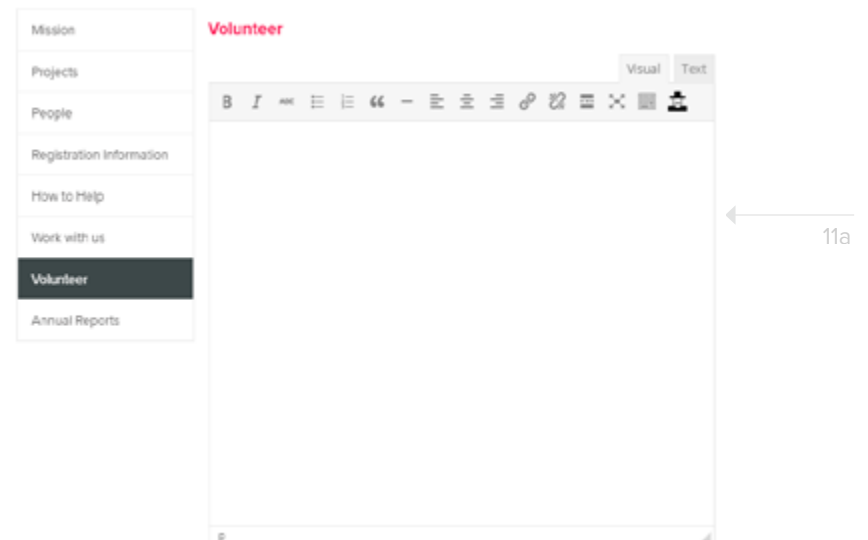
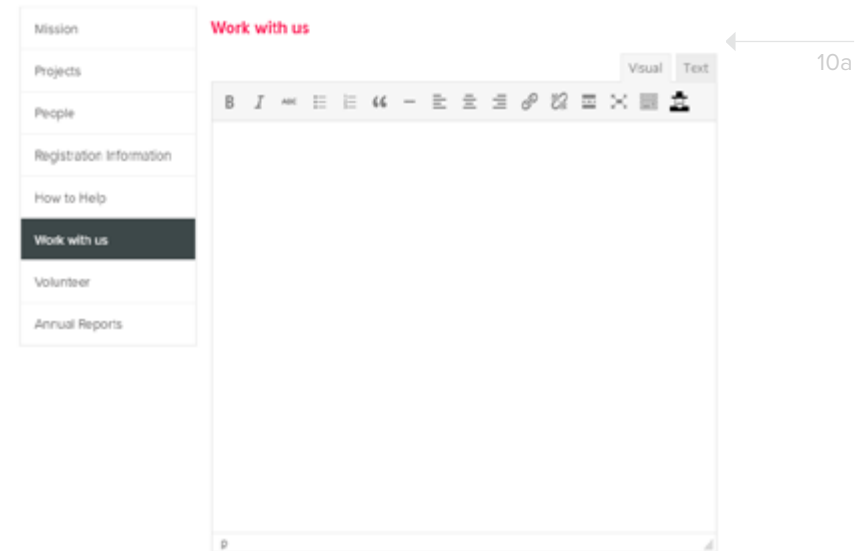
- » What employment opportunities are generally available at your organisation? You may want to put a link to the employment/current vacancies page on your site.

## 11. VOLUNTEER

Click on the Volunteer tab on the menu to the left. There is one field to complete here.

### a. Volunteer

- » What tasks do volunteers generally perform at your organisation? You may want to link to the volunteer/current volunteer vacancies page on your site.





## 12. ANNUAL REPORTS

Finally, click on the Annual Report tab on the menu to the left. Here you can upload your latest financial or general annual report on your organisation. Upload files in PDF format.

## 13. SAVE

When all the information in each section is correct, click Save at the bottom of the page. Now your profile is up to date! After clicking Save, you will be taken back to your profile page and you will view it as it appears on the site.

To make further amendments/corrections, simply click Edit again at the top of the page.

## 14. VIDEOS / IMAGERY

If you would like to include any images or videos in any of the sections mentioned above, please email them to [admin@probonoaustralia.com.au](mailto:admin@probonoaustralia.com.au) with your organisation name and the section of your profile in which you would like the video or image used.

## FINISHED!

