

Guilford Nonprofit Consortium Member Guide – October 2023



Welcome to the Guilford Nonprofit Consortium! You have joined a network of local nonprofit organizations focused on making Guilford County a better place to live, work, learn and play. This guide shares information about how to use the Consortium’s technology to help you achieve your mission, plus tips for making the most of your membership.

Take These Steps Right Away

- 1. Make sure the organization’s profile and primary contact are correct and the way you want it to be displayed in the public Membership Directory at www.GuilfordNonprofits.org.** When you join, you will be prompted to add organizational information (address, phone number, mission, logo, website URL, etc.) and choose the individual who will be the primary contact (typically the Executive Director/CEO). Organizations may add social media links, pictures, and more under their profiles. Please keep this information updated!
- 2. Add contacts (users) to your profile.** Decide which organization members can sign up for Consortium trainings and events through the organization’s account.
To add a contact:
 - Login using the Primary Contact’s username and password.
 - Add the Additional Contact in the Additional Tab.
 - Let your colleague know that they have been added as a New Contact and that they need to take a few steps to have access under their email address. (See below.)
 - The New Contact needs to visit the Consortium’s website at www.GuilfordNonprofits.org, click Login, enter their email address and “Request Password.”
 - They will then receive a password that lets them login. They can then reset the password, if desired.
- 3. Get familiar with the Consortium’s website.** A few features that can help the organization achieve its mission:
 - **Events.** The events page shows programs and workshops offered by the Consortium and partners. Most are offered at no cost/low cost to members.

PASSWORDS

Each user of the Consortium member portal creates a unique username (email) and password. This password is your gateway to everything you will want to do with the Consortium.

To register for events, post a job, add an event to the Planning Calendar, you will need your password, so please select a password you will remember. (It’s also easy to reset your password. See the FAQs.)

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- [Membership directory](#), available to the public, which helps community members understand the landscape of the nonprofit sector in Guilford County. You can use it in a variety of ways, including seeking partners for your work. The directory includes information provided by each organization through the member portal, so please keep it updated.
 - [Jobs Board](#). Members can post a job at no cost on the Careers Page of the website. (Check the “How To” section in this guide.)
 - [Planning calendar](#). Members can post an event on the Planning Calendar at the website. The purpose is to help coordinate events with other nonprofit members; this is also a public calendar that can be searched by interested community members. (Check the “How To” section in this guide.)
4. **Attend an orientation session.** The Consortium provides a monthly orientation so members can learn more about what is available to them. Visit the [Events](#) page to register.

Register for Trainings/Events

The best way to stay on top of the Consortium’s events is to check the website at www.GuilfordNonprofits.org. This is where you will also register for events.

Registration is required for Consortium events unless otherwise indicated. To register on the website:

1. Click on the event.
2. Log into the member portal (if requested)
3. Complete the required information.

After registering, you will receive an email confirmation. If the event requires a Zoom link, you will receive that via email prior to the event.

There are two other ways to learn about upcoming training opportunities provided by the Consortium: (1) the Consortium’s monthly e-newsletter; and (2) an occasional email from the Director with updates. Both will come from the Director’s email account.

Consortium Member Announcements

One function of the Consortium is to share information between and among nonprofit organizations using our Google Group (800+ emails to nonprofit colleagues). Members may submit emails to be published to the larger group – typical emails include event information,

WHAT DO YOU WANT/NEED TO LEARN?

Your time is valuable and not every workshop or training opportunity offered by the Consortium is right for everyone. How can the Consortium help the organization achieve its goals?

Some nonprofit leaders are seeking to build a network. Others are looking for specific training on topics like fundraising. Others want to have a pulse on what’s happening across our community.

Consortium staff can help you build a tailored learning agenda for yourself and your team.

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requests for help, etc. Send emails that you would like forwarded to the larger group to guilfordnonprofits@gmail.com

1. Make sure the body of the email contains all pertinent information.
2. Watch the dates on events, activities, and announcements. The Consortium will not publish out of date material to the email group.
3. We will not publish the following via the Google Group: Full organizational e-newsletters from member organizations, job postings, information about fundraisers, etc.

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How Do I...

Reset my password?

1. Visit the Consortium’s website at guilfordnonprofits.org.
2. Click “Login” on the home page where you will be prompted to enter the username and password.
3. Click the button in front of the words “Request Password”, enter your email, and click on the “Request Password” button. A new password will be sent you via email:



The screenshot shows the Guilford Nonprofit Consortium website. At the top left is the logo. To the right are navigation links: About, Events, For Members, Programs, and Careers. Below the navigation is the heading "Welcome to the Guilford Nonprofit Consortium". Underneath is a paragraph of text: "All established nonprofit organizations in Guilford County, NC and in our surrounding area are encouraged to join the Consortium. Your organization must be a member of the Consortium to attend most Consortium workshops and events. Individuals and businesses serving nonprofit organizations are welcome to join our Consultant Network and enjoy the same benefits of nonprofit members. Consultant members donate at least three hours of pro bono service each year." Below this text are two radio button options: "Sign In with your email and password" (unselected) and "Request Password We will email you a new password so you can access your account." (selected). Below the "Request Password" option is an input field labeled "Email" with the placeholder text "primary contact's email address". Below the input field is a blue button labeled "REQUEST PASSWORD".

Add new contacts to the organization’s record?

Members may have multiple users with different login credentials. The primary contact can:

1. Login with credentials on our website.
2. Add the Additional Contact in the Additional Tab.
3. Send an email to the New Contact letting them know that that they have been added and need to take a few additional steps.
4. New Contact should go to the Consortium website, click Login, enter their email address and “Request Password.”
5. They will then receive a password that lets them login. They can then reset the password, if desired.



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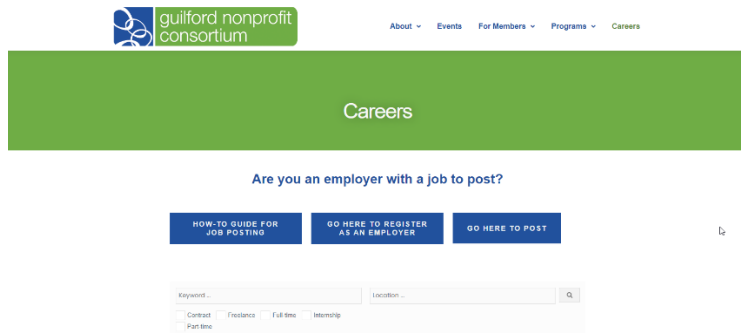
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Add job announcement to the Consortium’s website (Careers Section)?

The Consortium maintains a free job openings list for its member organizations on its website. Member organizations may post openings. To take this action:

1. Visit the [Careers section](#) on the Consortium’s website
2. Click on the “How-to Guide for Posting” for a step-by-step guide to add a job.

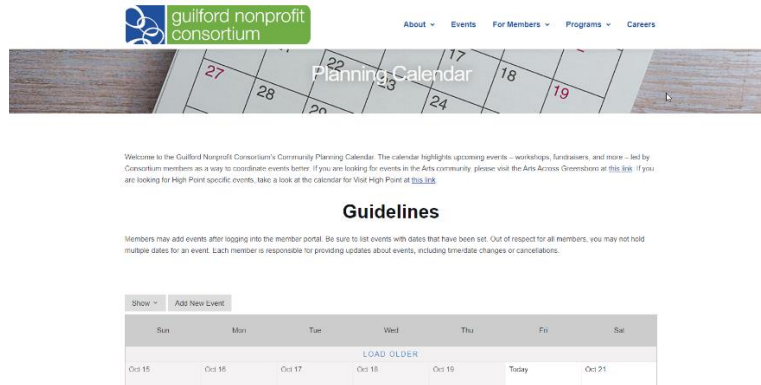
Once you have posted the job, Consortium staff will be notified and will activate the job on the Consortium’s website.



Add an event to the Planning Calendar

Members can add events to the Planning Calendar on the Consortium’s website. To take this action:

1. Members login to the website and go to Planning Calendar. Here you can post an event. This is connected to Membership Works. The assistant will receive an email that a member has posted an event and will approve and make the event on the website.

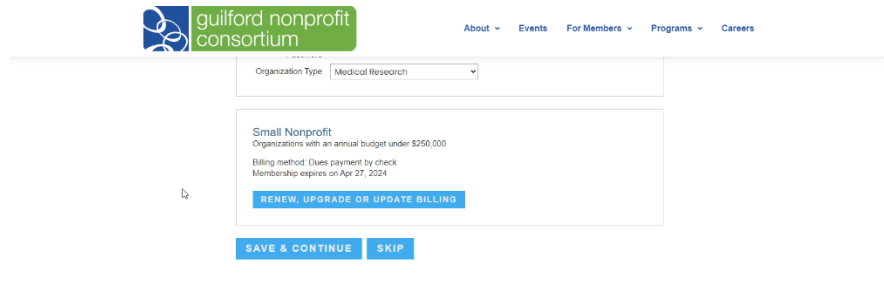


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Renew my membership?

Your membership in the Consortium will last for one year. A few weeks before your membership expires, you will receive email notifications indicating it is time for renewal. To renew:

1. Login to the member database with your credentials
2. Go to the “Join” page
3. Select “Renew”



The screenshot displays the Guilford Nonprofit Consortium website interface. At the top left is the logo, and at the top right are navigation links: About, Events, For Members, Programs, and Careers. Below the navigation is a form with a dropdown menu for "Organization Type" set to "Medical Research". A section titled "Small Nonprofit" provides details: "Organizations with an annual budget under \$250,000", "Billing method: Dues payment by check", and "Membership expires on Apr 27, 2024". A blue button labeled "RENEW, UPGRADE OR UPDATE BILLING" is visible. At the bottom of the form are two buttons: "SAVE & CONTINUE" and "SKIP".