**GIVENGAIN FOUNDATION**

**Support Team**
support@givengain.com

# How Causes Register on GivenGain

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1. If you are a) computer literate;
   b) have a computer;
   c) an internet connection; and
   d) your organisation is a verified not-for-profit organization,
   then you can apply for a GivenGain Cause account. GivenGain is an **online platform** that enables non-profit professionals to build powerful online fundraising communities at a fraction of the traditional time and cost.

2. If you meet these above criteria, simply choose the option you would like at www.givengain.com/pricing and click on SIGN UP. You then fill in the details on the online application form. You will need the following details to complete the registration:
   a) The name and contact details of the person who will be the main administrator of your GivenGain Cause account (emails will be sent to this email address)
   b) Your organisation's bank account details
   c) Your organisation's NPO number / not-for-profit registration number
   d) Please make sure the administrator name, email address and telephone number(s) are correct.

3. You will be asked to download a **bank compliance form** (http://tinyurl.com/bank-compliance-form), which you print and take to the bank to fill in. This is to make sure that donations reach *the correct organisation's* account. Please ensure that all fields are completed, including the rubber stamp from your bank. You can then fax the form to +27 (0) 11 507 5482 or any of the fax numbers on the bottom of the form. Alternatively please send a scanned copy to support@givengain.com.

4. Once we have received your bank compliance form, you will be contacted within 2-4 business days. If everything is fine, you will be emailed confirmation that your Cause account has been activated, if not, you will be asked for additional information.

5. You will then be required to complete steps 1-4 to be visible on the site, which you can find at http://tinyurl.com/set-up-profile.

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If you have a question about using GivenGain, please write to support@givengain.com. For further questions, please refer to:

- GivenGain Signup FAQs (www.givengain.com/signup/faq)
- GivenGain Solution Overview (http://tinyurl.com/GivenGain-solution-overview)
- GivenGain Packaged Services (http://tinyurl.com/GivenGain-advisory-services)
- GivenGain Online User Manual for Causes (www.think.givengain.org)
- GivenGain Training Opportunities (www.training.givengain.org)
- How Activists register on GivenGain (http://tinyurl.com/how-Activists-register)

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