
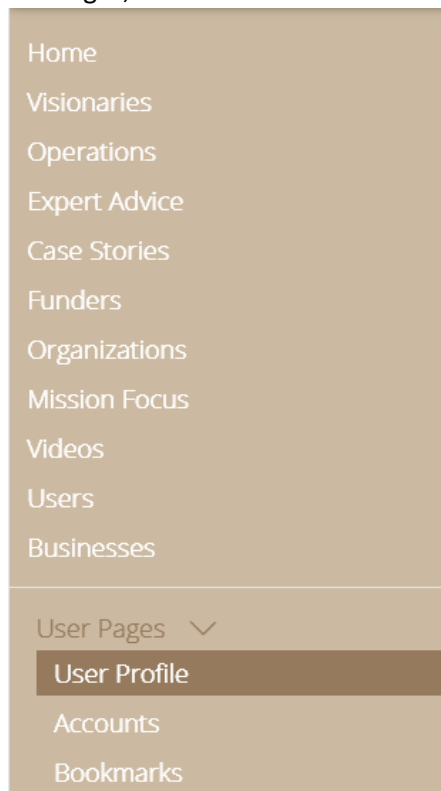


## Create a MissionBox User Account

1. Click the tan 'Become a Mission Box Nonprofit MissionBox Member' button at the top right near the MissionBox logo.
2. Click the blue 'Sign Up' button under Nonprofits.
3. Enter your Email and click 'Next'.
4. Enter your Full Name and Password, confirm your Password, and click 'Sign up'
5. When the sign up confirmation appears, click Close


## Add Profile Information

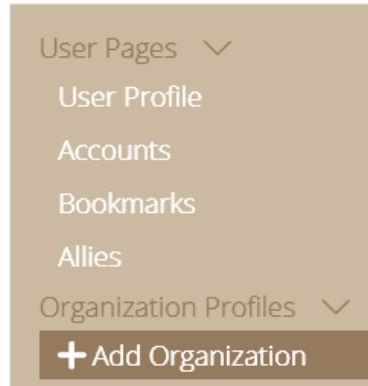
1. Click the Sections  button at the top left to open the Sections menu.
2. Under User Pages, click 'User Profile'



3. When your profile opens, click 'Edit' in the upper right corner.
4. Customize your profile by adding (required fields have asterisks):
  - \*Profile Image (5mb or less)
  - Any additional information you wish

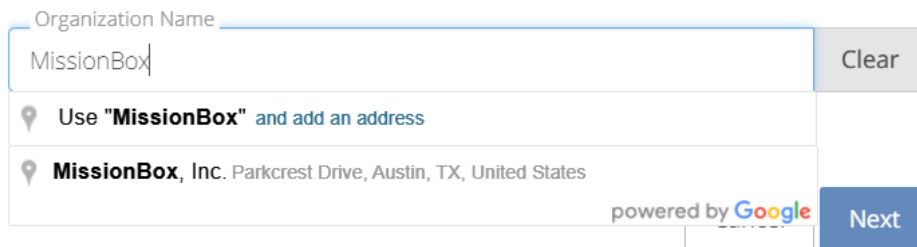
## Create your Organization in Mission Box

1. Click the Sections  button at the top left to open the Sections menu.
2. Under Organization Profiles, click '+Add Organization'



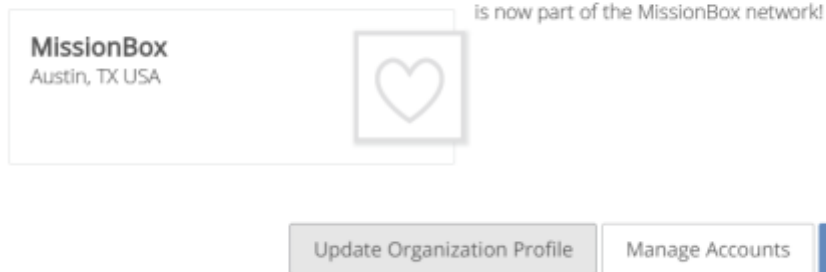
3. Enter your Organization Name. *As you start typing, the site will suggest possible matches based on Google Maps™.*

## Register Your Organization on MissionBox

A screenshot of a web form for registering an organization. The form has a title 'Register Your Organization on MissionBox'. Below the title is a text input field labeled 'Organization Name' containing the text 'MissionBox'. To the right of the input field is a 'Clear' button. Below the input field are two suggestions, each preceded by a location pin icon. The first suggestion is 'Use "MissionBox" and add an address'. The second suggestion is 'MissionBox, Inc. Parkcrest Drive, Austin, TX, United States'. At the bottom right of the suggestions is a 'powered by Google' logo and a 'Next' button.

4. If your organization's name and address appear together as an option, click on the name.
5. If your organization is not found, click the 'Use [Organization] and add an address' option
  - a. Enter the address for your organization in the new Organization Address field that appears
  - b. NOTE: for best results, use a physical street address instead of a PO box. If your address is not found or you have questions or an issue, please contact us at [info@missionbox.com](mailto:info@missionbox.com) and we'll provide assistance.
6. Once the organization name and address are correctly entered, click 'Next'
7. In the Organization Type drop-down menu, choose the type for your organization.
8. Click 'Save' to create your Organization Profile.
9. In the confirmation window, click 'Update Profile' to add more required information for your organization.

## Register Your Organization on MissionBox



### Add Organization Profile Information

1. When the Organization Profile opens, click 'Edit' in the upper right corner
2. Customize your profile by adding (required fields have asterisks):
  - **\*Profile image**
    - Cover Image (if desired)
    - Description (if desired)
    - Gallery (if desired)
  - **\*Mission Focus – please select at least 1 mission focus option**
  - Target Populations (if desired)
  - Contact
    - Provide contact info not filled in by google maps if desired
  - Details
    - **\*Organization Size**
  - Any additional information you wish
3. When finished editing, click 'View' in the upper right corner of your Organization Profile to review your entries. *If changes need to happen, click 'Edit'. You can also use the Sections menu to access your Organization Profile and edit it later.*

### Add your Organization Affiliation

1. On the Organization Profile, click 'Edit' in the upper right corner
2. Scroll down to the bottom of the profile
3. Click the blue Add History

[Your  
Have experience with Organization]?



4. In the Organization History window, add the following information (required fields have asterisks):

- \*Your Role
- \*Overview
- \*Start Date
- End Date (if applicable)

5. Click 'Save'

**Congratulations, you've completed your organization and profile information!**