

How to Register

- 1. Click <u>HERE</u> or paste the following URL in your browser's address bar <u>https://washington.igivecatholic.org/register</u>.
- 2. Search for your parish. **Search Tip: If your parish is St. Michael, search for "Michael."
- 3. Find your parish and select 'Participate.'

Find Your 1 and participate in #i	Ministry ^{GiveCatholic}
demo seminary	
You can search by ministry name or EIN (Employer Identification Number)
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4. Confirm the admin name. If it is not you, select 'No,' add your name, and select 'Request Access.'

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dmins: Jane Admin	Joe Admin		
> request access to St. P our First and Last Name	eter Chanel Catholic Church,	, we just need your name and email: Your Email	
Jane Doe	5	jane.doe@givegab.com	





5. Answer the survey questions on the screen and click "Register" at the bottom

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6. You will be directed to your Admin Dashboard, and your status will appear as "Pending" until our office approves your application. *The approval process should only take a few business days.*

	Donation Status: Incomplete Please provide your organization's information and welfy you can collect donations in your state <u>term</u> .
	Participation Approval Status
n #iGiveCatholic.	Pending

7. Select 'Copy This Profile.' This will copy your profile from the previous year, so you don't have to start from scratch.





- 8. While you are waiting for your profile to be approved to participate, you can update your administrators and contact information. If you provided your bank information last year, please confirm that the information is correct. If your bank account has changed, please contact Darlene.
- 9. Once your organization has been approved to participate, your dashboard status will change to show an "Approved" status like the example below:



NOTE: If you have questions or problems at ANY stage of the approval/registration process, the quickest resolution will be for you to click on the blue chat bubble in the bottom-right hand corner of the site/screen and enter your question or issue, or send an email to Darlene Cruz, at cruzd@adw.org

The GiveGab Customer Success Team will be able to assist you and are on call Mon-Fri, 8 am to 6 pm Eastern!

