

## Step 1: Login to your profile:

- Visit [www.solagivingday.org](http://www.solagivingday.org)
- Select “Login” at top right corner, then choose “Nonprofit”
- Click “Log in as a returning organization”
- Enter the email/password used to set up your profile. If you forgot your password, click “Forgot your password?” to reset via email notification (**image #1**)
- Once logged in, you will land on your organization’s Gives Day Dashboard (**image #2**)

NEON Giving Days

### Log in to your Account

**SOLA GIVING DAY**

Email Address  
lcoffin@cfacadiana.org

Password  
[REDACTED]

[Forgot your password?](#)

[Log In](#)

# 1

SOLA GIVING DAY | Giving Days | SOLA Giving Day

[Giving Day Performance](#) [My Public Profile](#) [My Donations](#) [My Users](#) [Resource Center](#)

Welcome to your Gives Day Dashboard!

**ANNOUNCEMENTS**

[Raise](#)

**New Features!**

Your donations and Peer-to-Peer fundraisers have been improved and moved to Neon Raise! Use the navigation icon in the top right to toggle between your Giving Day Admin and Neon Raise.

[Go to Neon Raise](#)

**IMPORTANT EVENT DATES**

Event Milestone

Jan 26 Nonprofit Registration Opens! | Mar 09 Giving Day | May 06 | Feb 11 Early Bird Registration Deadline | Apr 29 | Mar 04 Nonprofit Registration Closes | May 03 | Mar 04 | Mar 09 | Mar 04 | Feb 11 | Jan 26 | [Reset](#)

**YOUR EVENT GOAL PROGRESS**

Dollars Raised	Donations Received
Goal: \$1,000	Goal: 0
<a href="#">Update Goals</a>	

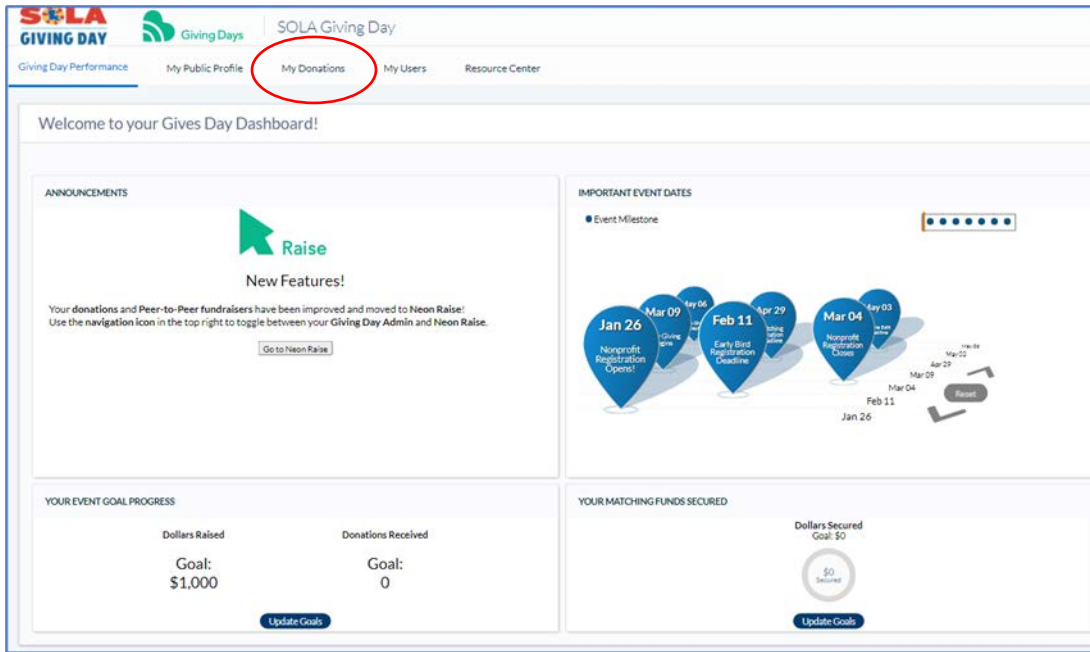
**YOUR MATCHING FUNDS SECURED**

Dollars Secured	Goal: \$0
\$0 Secured	
<a href="#">Update Goals</a>	

# 2

## Step 2: Export ALL donations

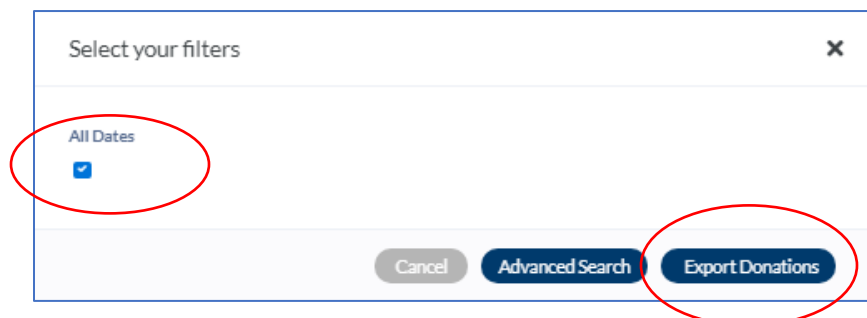
- From the Dashboard, choose the “My Donations” tab in the top navigation bar (*image #3*)
- Click the “Donation Export – Date Range” button (*image #4*)
- Check the “All Dates” box and then “Export Donations” (*image #5*)
- Once the file is downloaded, be sure to open and save it in an accessible place



# 3



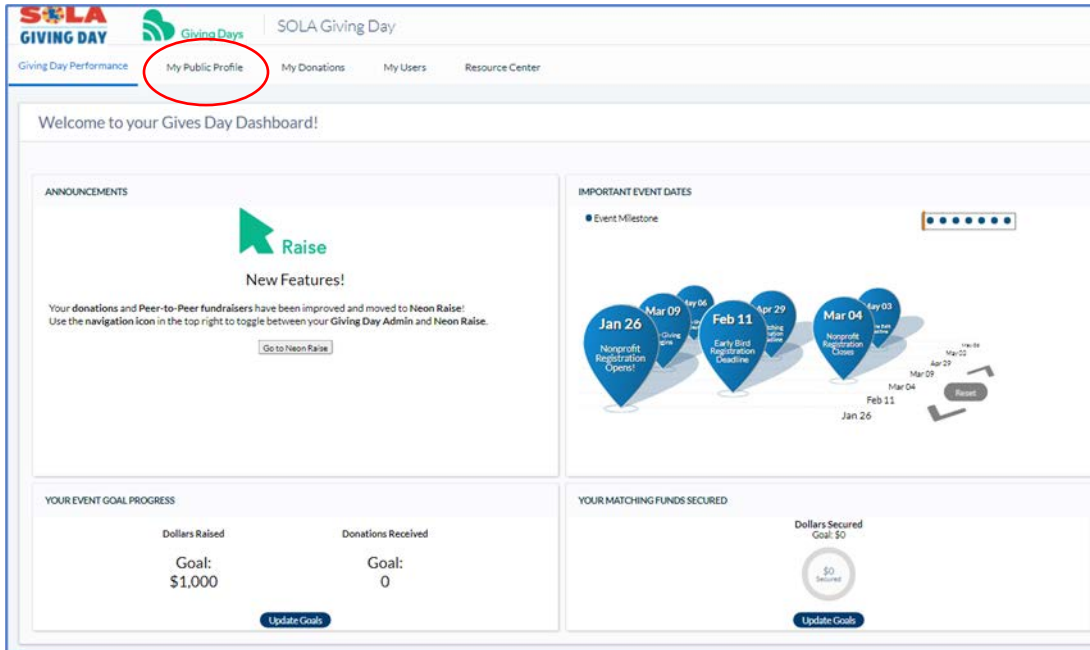
# 4



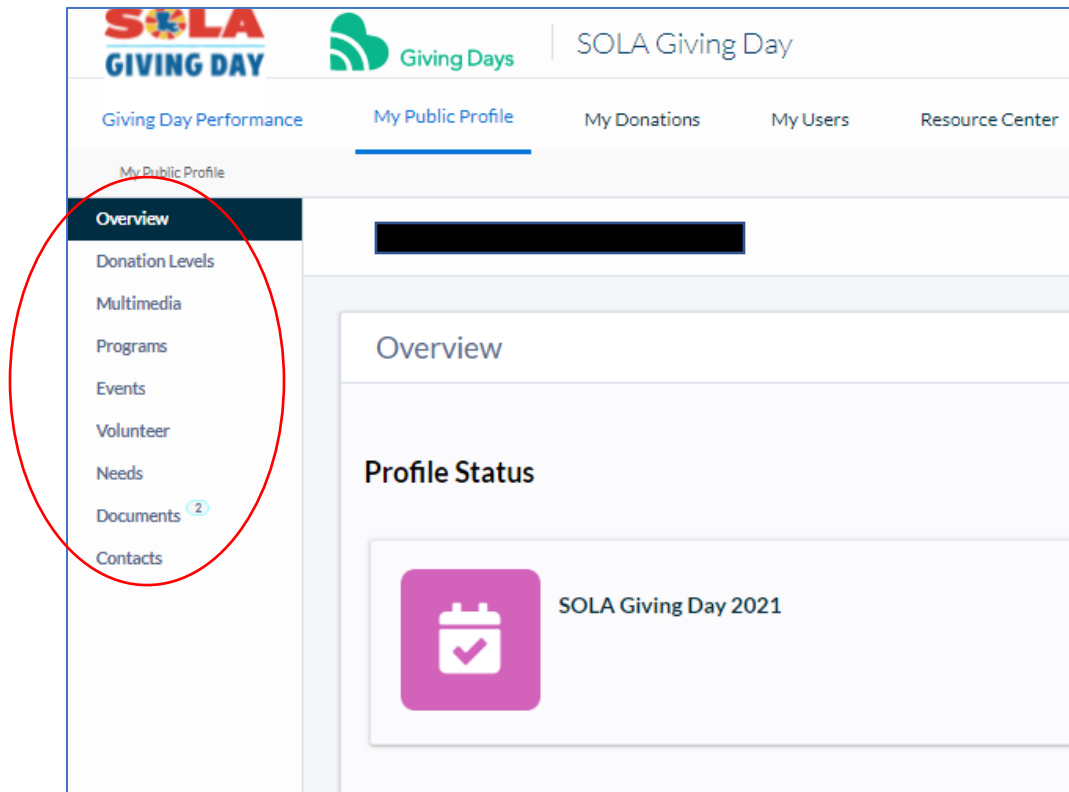
# 5

Step 3: Save your profile data:

- Choose the “My Public Profile” tab in the top navigation bar (**image #6**)
- Use the navigation bar on left-hand side to see profile “Overview,” “Donation Levels,” “Multimedia,” and other information that was provided for the profile (**image #7**)
- Screenshot or copy/paste any profile details you would like to save or re-use during SOLA Giving Day registration in the Spring of 2022



# 6



# 7