STATE CHARITABLE CONTRIBUTIONS PROGRAM

To begin, visit the Georgia State Charitable Contributions Program (GA SCCP) website, https://gasccp.causecast.com/ and click the "Give Now" button.

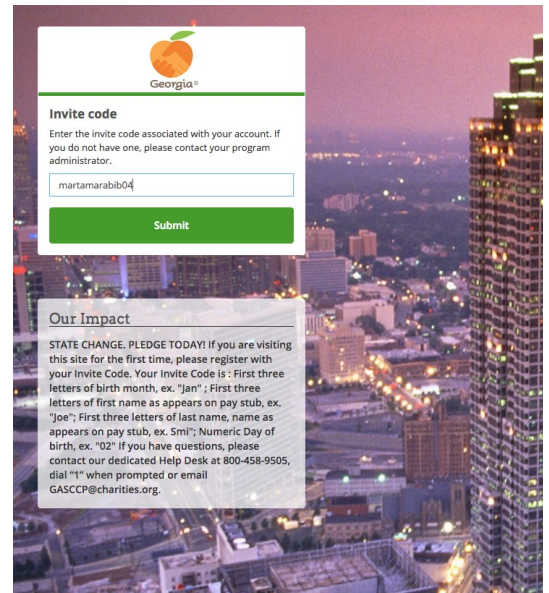**First-time users must create an account to donate online.**

Click on the "Create Account" button. Once you click on the "Create Account" button, you will be prompted for your "Invite Code."
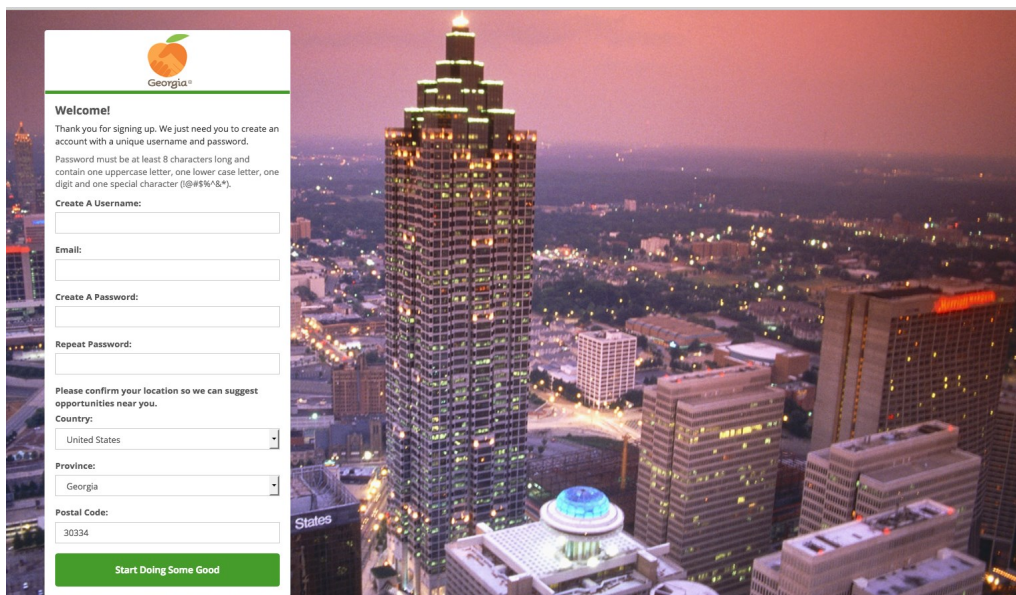
Your "Invite Code" is:

- **First three letters** of **birth month**, ex. "mar"
- **First name** as appears on pay stub, ex. "tamara"
- **First three letters** of **last name** as appears on pay stub, ex. "bib"
- **Numeric Day of birth**, ex. "04"

So, if your name is Tamara Bibby and you were born on March 4th, your "Invite Code" would be:

martamarabib04

Invite code

Enter the invite code associated with your account. If you do not have one, please contact your program administrator.

martamarabib04

Submit

Our Impact

STATE CHANGE. PLEDGE TODAY! If you are visiting this site for the first time, please register with your Invite Code. Your Invite Code is : First three letters of birth month, ex. "Jan" ; First three letters of first name as appears on pay stub, ex. "Joe"; First three letters of last name, name as appears on pay stub, ex. Smi"; Numeric Day of birth, ex. "02" If you have questions, please contact our dedicated Help Desk at 800-458-9505, dial "1" when prompted or email GASCCP@charities.org.

Once you provide your Invite Code, you will be brought to a welcome screen where you will be prompted to create a username and password. Once you have created your username and password, click "Start Doing Some Good" to enter the GA SCCP giving site. You may log back into the site at any time during the campaign with the username and password that was created. ***Please note:*** *if you wish to receive email notifications from the giving site, you must include a valid email address when setting up your account.*

Welcome!

Thank you for signing up. We just need you to create an account with a unique username and password.

Password must be at least 8 characters long and contain one uppercase letter, one lower case letter, one digit and one special character (!@#$%^&*).

Create A Username:

Email:

Create A Password:

Repeat Password:

Please confirm your location so we can suggest opportunities near you.

Country:

United States

Province:

Georgia

Postal Code:

30334

Start Doing Some Good

STATE CHARITABLE CONTRIBUTIONS PROGRAM

Guide to Donating Online:
Existing Users

To begin, visit the Georgia State Charitable Contributions Program (GA SCCP) website, https://gasccp.causecast.com/ and click the "Give Now" button.

Existing Account

Enter the username and password that you created when you first logged into the giving site and click the "Start Doing Some Good" button.

> **If you have forgotten your username and password, click the "Forgot Password" link and enter the information requested. For additional assistance recovering your password, email: help@charities.org, call (800) 458-9505, (dial "1" when prompted), or visit www.charities.org/support.**

Georgia®

Username:

Username or Email

Password:

Forgot Password?

Start Doing Some Good

First-Time User?
If you're a first-time user, please select the button below to begin your registration process.

Create Account

The following steps and feature highlights will show you how to create a campaign specific to your Georgia State Agency.
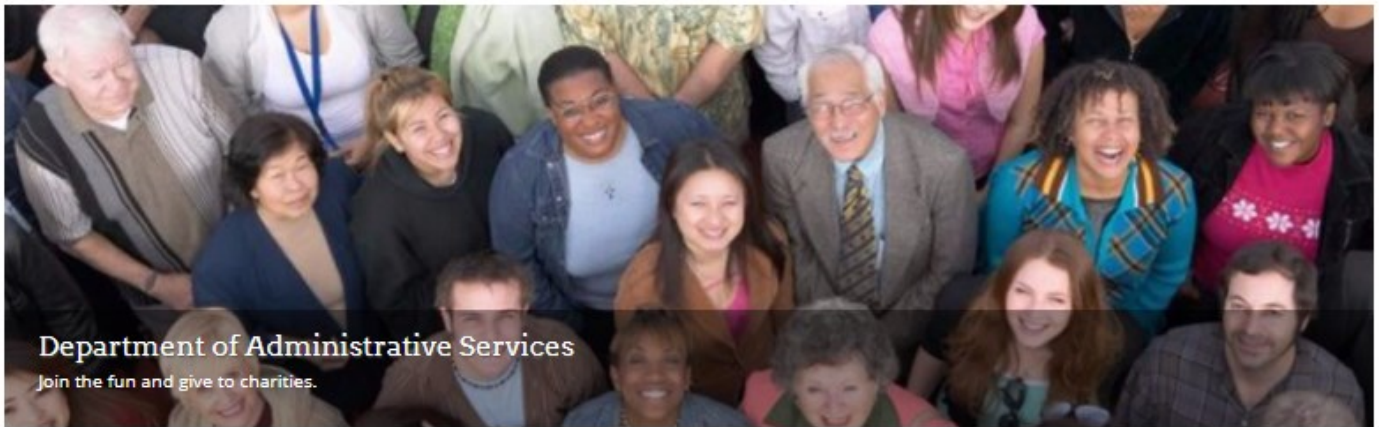
Department of Administrative Services
Join the fun and give to charities.

Goal: $50,000.00 Total amount raised (in dollars)

$3,120.00 Total amount raised (in dollars)

0%   50%   100%

25 Days Left

Welcome to the SCCP for Admin

Let's get ready to give!

Donate Today!

Find A Nonprofit & Give

Share This Campaign:

🇫 🇹 🇬 🇮 ✉ 1

🕐 Campaign Period
June 21, 2017 9:00 AM EDT – August 20, 2017 5:00 PM EDT
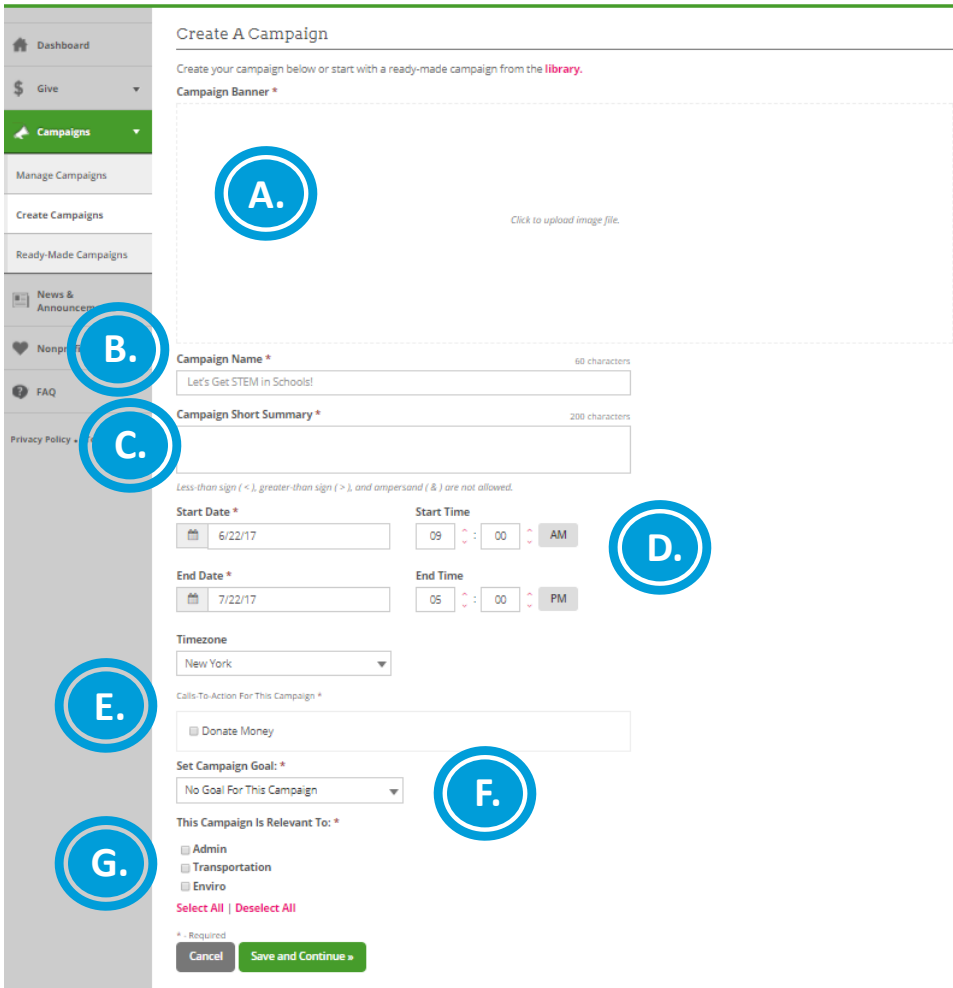
Who We're Supporting
All nonprofits available to this platform.

Who's Participating?

Step 1:

In order to create and manage campaigns, you must be assigned the "Community Leader" (State Coordinator) role. Once you're logged into the site as a "Community Leader" (State Coordinator), click the "Campaigns" tab from the navigation menu on the left and select "Create Campaign." The following screen will appear with six key sections, which we'll address on the following pages by referencing the blue A-F circles shown here:

Required Fields: (A.) Photo, (B.) Campaign Name ,(C.) Campaign Short Summary, (D.) Start/End Date,   (E.) Calls-to-Action for Campaign, (F.) Campaign Goal, and (G.) Campaign is Relevant to.

**STATE
CHARITABLE
CONTRIBUTIONS
PROGRAM**

Guide to:
Creating Campaigns

Step 2:

First, you need to upload a photo for your campaign (A).

Campaign Banner *

A.

Required:
Click or drag and drop to upload a jpeg, jpg, png file.
Max file size: 200 KB

To upload a photo, either drag and drop the photo into space "A" or click the text in space "a" to open a folder on your computer that contains the image you wish to use.

If you receive the message, "Invalid image dimensions," one of two things could be the problem:
1. Your photo file size is too large (photo file size MUST be no larger than 200KB), or
2. Your photo dimensions need to be adjusted (photo must be 940 px wide by 298px high).

If you don't have access to a graphic editing tool like Photoshop, there are some basic editing tools in Word that you can try. Please reference the **"Using Word to Edit Photos"** guide. You can click on the placeholder graphic below and save it as a picture on your computer to use until your team has an official photo for you to upload.

America's Charities' team is also able to assist you with creation of graphics.

Campaign Placeholder Graphic
(Save this image on your computer and upload it
as a placeholder until your team provides you
with the official campaign graphic.)

Step 3:

Type-in your campaign name (B) and a short campaign summary (C.), keeping in mind the character limitations indicated. Lastly, enter your campaign start and end dates (D). Depending on your campaign goal, the campaign could be a month-long effort or a year-long initiative.

Campaign Name *   23 characters

B. | Department of Administrative Services |

Campaign Short Summary *   164 characters

C. | Join the fun and give to charities. |

Less-than sign (<), greater-than sign (>), and ampersand (&) are not allowed.

Start Date *   **Start Time**

D. | 📅 6/21/17 | | 09 | : | 00 | AM |

End Date *   **End Time**

| 📅 8/20/17 | | 05 | : | 00 | PM |

Once you have saved the campaign, the campaign name and summary will overlay the bottom of the photo you uploaded, as show in the following screenshot:

Department of Administrative Services
Join the fun and give to charities.
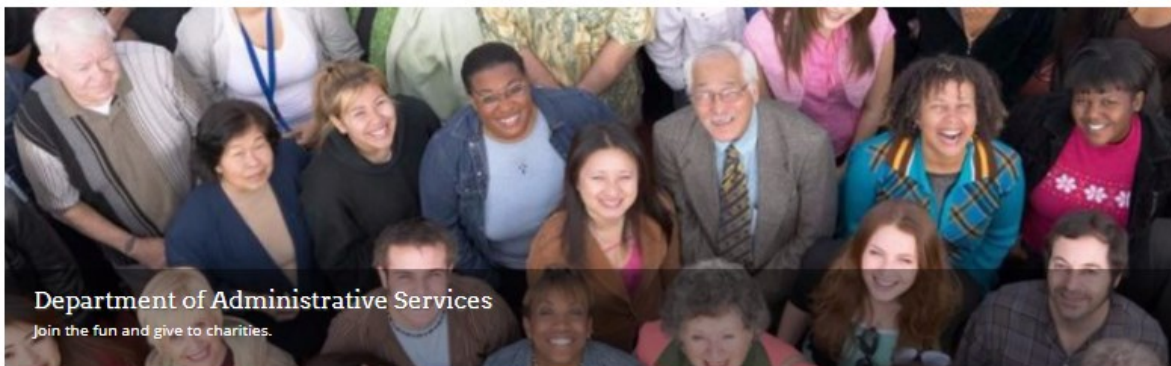
Step 4:

Select "Donate Money" as your campaign's call-to-action.

NOTE: Calls-to-Action are not modifiable once your campaign has started.

Calls-To-Action For This Campaign *

E. ☐ Donate Money

Step 5:

Now select your campaign goal (what you hope to accomplish by the end of the campaign period). There are three goals from which you can choose:

1. No goal for this campaign
2. Volunteering (this option is not applicable for the GASCCP)
3. Donating Money

Set Campaign Goal: *

No Goal For This Campaign

While you are not required to set a goal for your campaign, goals help energize campaigns and motivate employees to contribute towards helping your team succeed.

For the GASCCP, you should choose: "Donating Money"

When you select "Donating Money," the following options will display:

Set Campaign Goal: *

Donating Money

○ Number of Donors
● Total amount raised (in dollars) $ 50000   USD

Pick A Progress Bar Color:

0%   50%   100%

Step 6:

Now select your Agency.

This Campaign Is Relevant To: *

☑ Department of Administrative Services
☐ Department of Education
☐ Department of Natural Resources

Select All | Deselect All

G.

NOTE: There will be a full list of Agencies to choose from once you log in. The list shown to the left is merely an example.

Click the "Save and Continue" button when you have finished entering all required information.

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PROGRAM**

Guide to:
Creating Campaigns

Step 7:

In this next step, all the information requested in steps 2-5 will appear (like shown here). Now you will be prompted to provide a more detailed description of your campaign and the nonprofit(s) you're supporting:

Department of Administrative Services
Join the fun and give to charities.

Goal: $50,000.00 Total amount raised (in dollars)

0%   50%   100%
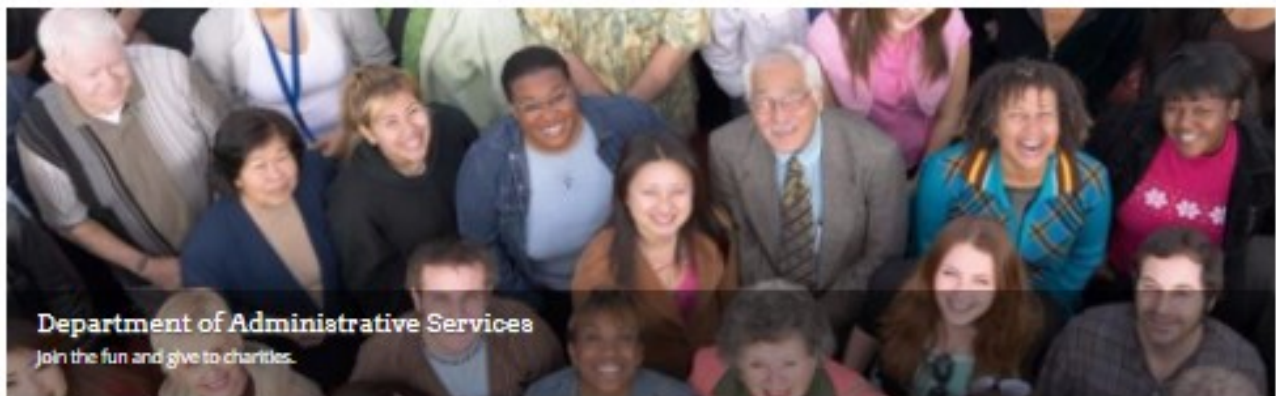
24 Days Left

Welcome to the Dept. of Administrative Services Campaign!

Description Header: 3 characters

Welcome to the Dept. of Administrative Services Campaign!

(H.)

Description Text:

(I.)

Plain Text ▾ **B** *I* U ⸜ ▣ ▤ ▤ ▦

Let's get ready to give!

ρ

Upload Required Files

Click to upload a
jpg, png, doc, docx, or pdf file.

Attach File

Save and Continue

🕐 **Campaign Period**
June 21, 2017 9:00 AM EDT – August 20, 2017 5:00 PM EDT

Who We're Supporting
All nonprofits available to this platform.

(J.)

Prizes
This section was skipped and will not show up on the opportunity detail page. Click the Edit icon to add. Click the Edit icon to add.

STATE
CHARITABLE
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Guide to:
Creating Campaigns

Step 8:

Use the "Description Header" (H) as a section header for your campaign description.

"Description Text" (I):
Use the description text section to share details and background information about the cause and nonprofit(s) your campaign is supporting.

Description Header: 3 characters

H.

Welcome to the Dept. of Administrative Services Campaign!

Description Text:

Plain Text ▾ **B** *I* U ✎ ▣ ≣ ≣ ▣   I.

Place your cursor in the yellow section and type the information, or if you already have something drafted in Word, you can copy and paste that copy into the body.

The icons above the text section represent different formatting and media tools you can use: To format your text, highlight what you would like formatted and select the format feature you would like applied to that copy.

FORMATTING FEATURES:	
¶	Allows you to set copy as regular body font or as a section header
B	Makes copy bold
I	Italicizes copy
≣	Applies bullet points to selected copy
≣	Adds numbers in front of selected copy
co	Use to hyperlink text to a specific URL (i.e. the landing page for the team fundraiser your company has setup on the site)

MEDIA TOOLS:	
▣	Click this icon to insert photos within the body. These photos can be any dimensions, as long as the maximum file size does not exceed 2MB. If you have photos of employees participating in past company giving campaign events, this is a great place to display those photos.
▣	Click this icon to insert a YouTube or Vimeo Video link. The video will display so employees can watch the video directly from your post.
⌀	Click this icon to attach a document to your post. For example, if your post is campaign involves matching gifts and your company has a PDF that addresses its matching gift policies, you could upload that PDF and include it in your post for easy employee access.

Step 9:

Click "Save and Continue" and then add a call -to-action (i.e. Donate now)

Click "Save and Continue" to move on to the next step.

Title For This Section: 47 characters

Donate Today!

e.g. "Make A Donation!"

Save and Continue

Step 10:

Since your campaign is not supporting any particular nonprofit, check the "Support all nonprofits available to this platform" box.

Who We're Supporting

Search Nonprofits

☑ Support all nonprofits available to this platform

J.

Save and Continue

NOTE:

Since your campaign is not offering donation matching or prizes, select "Skip" to ensure these features do not show up in live campaign detail page.

Prizes
This section is optional

Prize Title 60 characters

Team Prize, 1st Place, etc.

Prize Description 255 characters

Prize Description ("iPad Mini")

Cancel   Add Prize

Skip   **Save and Continue**

Once you have entered all information requested in steps 7-10, click the "Preview Campaign" button (displayed at the top of your screen). A preview of your campaign (like the one on the following page) will display, allowing you to "Go back to edit" or "Publish campaign."

Completion Meter

100% complete   Preview Campaign

Department of Administrative Services
Join the fun and give to charities.

Goal: $50,000.00 Total amount raised (in dollars)

0%   50%   100%

25 Days Left

Welcome to the SCCP for Admin
Let's get ready to give!

Campaign Period
June 21, 2017 9:00 AM EDT – August 20, 2017 5:00 PM EDT

Donate Today!

Title For This Section: 47 characters

Donate Today!

e.g. "Make A Donation!"

Save and Continue

Who We're Supporting
All nonprofits available to this platform.

Prizes
This section was skipped and will not show up on the opportunity detail page. Click the Edit icon to add. Click the Edit icon to add.

Once the campaign is published, it will be featured on your site dashboard along with your news and other featured items. The dashboard is the landing page all employees first see when they log-in and will look similar to this (depending on what site features are enabled):

Online Giving Made Easy
The GA SCCP makes giving convenient with multiple donation options!

Give Now!
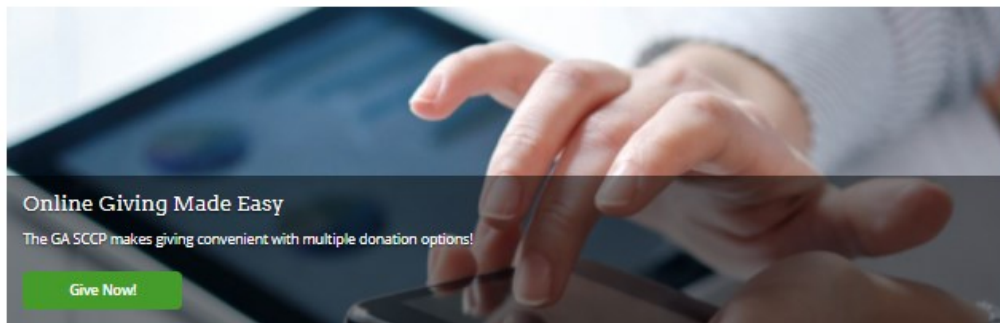
Get Involved

VIEW ALL CAMPAIGNS →

CAMPAIGN
Department of Administrative Services

June 21, 2017 – August 20, 2017 | 25 days left!
Join the fun and give to charities.

Goal: $50,000.00 Donating Amount Raised

0%   50%   100%

2 PEOPLE HAVE PARTICIPATED IN THIS CAMPAIGN

Get Involved

Things To Do, Just For You
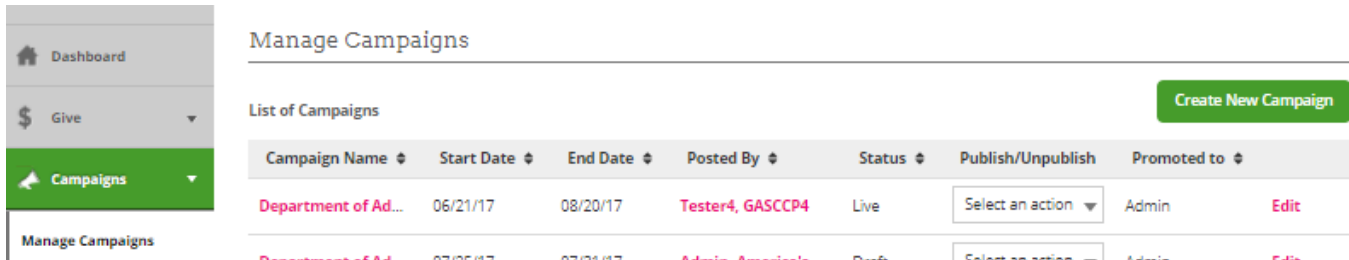
$ **Give Now**
FIND A NONPROFIT AND GIVE »

Your Impact

Managing Campaigns:

Campaign Coordinators, who are assigned the role of "Community Leader", can manage their site campaigns by clicking on "Campaigns" and selecting "Manage Campaigns" from the navigation menu on the left.

From the list of campaigns you can see the campaign status (draft, live, ended, upcoming), and you can easily select campaigns to publish/unpublish and edit. When you unpublish a campaign, it will no longer be active or visible to employees, and no new activity will be recorded. If you choose to "Remove" a campaign, all activity associated with that campaign will be deleted.