

# Update your GuideStar Nonprofit Profile

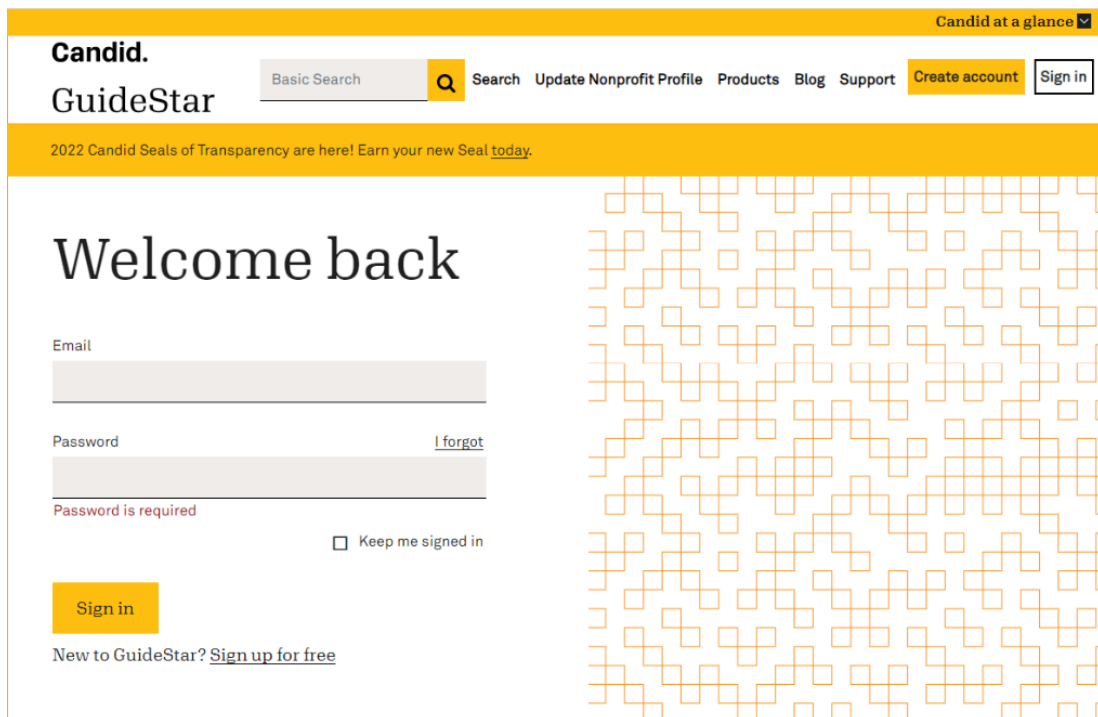
## Overview:

GuideStar is a philanthropic research database by Candid used to log and search for nonprofits all over the country. GuideStar can be accessed by individuals and foundations that award grants, like the IRCF. A GuideStar profile can help put your nonprofit on the map so your actions can be rewarded through grants and exposure.

## How to Set-up and Use:

Candid uses a tiered seal system: Bronze, Silver, Gold and Platinum. These seals are placed on your profile based on transparency. The more information that you display, the more traction your profile gets on site.

First, log in to GuideStar [here](#).



Candid at a glance

**Candid.**  
**GuideStar**

Basic Search   Search [Update Nonprofit Profile](#) [Products](#) [Blog](#) [Support](#) [Create account](#)

2022 Candid Seals of Transparency are here! Earn your new Seal [today](#).

# Welcome back

Email

Password  [I forgot](#)

Password is required

Keep me signed in

New to GuideStar? [Sign up for free](#)

Next, go to **Update Nonprofit Profile** at the top of the screen.

Candid at a glance

**Candid.**  
GuideStar

Update Nonprofit Profile Products Blog Support Hi

Search GuideStar Pro

Organizations People

Enter organization name or keyword Search

Geography Organization Financials

STATE -

Enter state

ZIP CODE +

METRO STATISTICAL AREA (MSA) +

CITY +

COUNTY +

0 selected

Save search Download all Create cohort Tools

Sort by Relevance

Discover nonprofits by using the search field above and/or filters on the left.

You can then click **Edit** to add or change your profile information.

**Candid.** Pro Search Search Update Nonprofit Profile Products

GuideStar

# Your organizations on GuideStar

1 organization



Indian River Community Foundation

EIN: 20-1729243

Edit Assign managers Benefits



Click on **Step 1. Update** at the top.

# Update Nonprofit Profile

Indian River Community Foundation Platinum

**Step 1: Update**      Step 2: Publish      Step 3: Benefits

+ Add managers      Publish      View profile

Published info shows on profile in <15 min



## Indian River Community Foundation



### Seals of transparency

#### Bronze

- ✓ [Contact info](#)
- ✓ [Donation info](#)
- ✓ [Mission](#)
- ✓ [Leader](#)

#### Silver

- ✓ [Programs](#)
- ✓ [Grantmaker Info](#)
- ✓ [Brand](#)

#### Gold

- ✓ [Financials](#)
- ✓ [People](#)
- ✓ [Leader Demographics](#)

#### Platinum

- ✓ [Strategy](#)
- ✓ [Metrics](#)

From here you can click on any of the different links like contact info or programs and start filling out your information. A description of all the information you can enter is listed below.

### Bronze:

- Organization Name (registered with IRS)
- Main Mailing Address
- Organization's Main Phone Number
- Website
- Primary Contact
- Where to send donations
  - Legal Name and EIN for Payable Organization
- Mission Statement
  - Brief Mission Statements
  - Subject Areas
  - Target Populations
  - Additional Keywords

- Leadership and Staff
  - Information, LinkedIn, Title, Brief Biography

**Silver:**

- Mission
  - Geographic area served, population served, description.
- Community Capital
  - Description of what you use donated money for and how it serves the community.
  - This is a good place to include some data on what has been done with funds you have been given.
- Community Knowledge and Resources
  - Description of the information about the Community that you use or publish to help your mission.
  - Any publications or information elsewhere can be put here.
- Logo
  - Upload a picture of your logo.
  - Tagline or slogan
- Social Medias
  - Facebook, Twitter, LinkedIn, YouTube, Instagram
- Photos and Videos
  - Any photos and videos you would like to upload.

**Gold:**

- Financial Statement
  - You will need to upload your latest audited financial statement.
- Name your board chair(s)

**Platinum:**

- Upload a strategic plan that was adopted within the past 5 years and applies to this year. You can also fill out the Charting Impact questions.
  - What is your organization aiming to accomplish?
  - What are your strategies for making this happen?
  - Describe your organization's capabilities for meeting your goals.
  - Describe your organization's progress.
- Share at least one metric from 2023.
  - Any sort of metric about your organization will do.
- External Evaluations of your organization

## Optional Additions to your Nonprofit Profile:

- IRS Documents
- Founding information
- Board Practices
- A How we Listen Section.
- Awards and Memberships
- DEI Information
  - Leader, Board Members, Senior Staff, Staff and Equity strategies
- Other documents and Notes

When you are done entering your information and want to finish your profile (you can always come back and add more), click the **Publish** tab at the top.

**Candid.**  
GuideStar

Search GuideStar Pro

Search Update Nonprofit Profile Products Blog Support

# Update Nonprofit Profile

Indian River Community Foundation **Platinum**

Summary **Step 1: Update** **Step 2: Publish** Step 3: Benefits

## Confirm and Publish

Review the terms and options below, and then click to publish. You're almost there!

### Program Terms

I certify that the information is accurate and up to date

I represent this organization and can make changes on its GuideStar Nonprofit profile

I accept the [Terms of Use](#).

### Donation Permissions

Do you want to receive donations through GuideStar's partners? Our partners include Facebook, AmazonSmile, Network for Good, Salesforce, and [over 200 others](#).

**OFF** Allow donors to give to your organization through GuideStar's partners

Giving your permission is a critical first step to receiving donations. You still need to work with individual platforms of your choice to fundraise on their websites.

Then you just agree that the information is accurate and up to date and confirm that you represent the organization. To add a **Donate Button**, check off the three boxes at the top of the web page.

Under the Donation Permissions section, toggle “on” the option to allow your organization to receive donations.

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Search GuideStar Pro  
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# Update Nonprofit Profile

Indian River Community Foundation Platinum

Summary **Step 1: Update** **Step 2: Publish** Step 3: Benefits

SEAL OF TRANSPARENCY

BRONZE +  
SILVER +  
GOLD +  
PLATINUM +

DEMOGRAPHICS +  
BOARD PRACTICES  
HOW WE LISTEN  
ADDITIONAL INFO & DOCS +

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Allow donors to give to your organization through GuideStar's partners  
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Select the **Add Donate Button** option.

Summary **Step 1: Update** **Step 2: Publish** Step 3: Benefits

GOLD +  
PLATINUM +

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Add a Donate Button to my GuideStar Nonprofit Profile  
By adding a Donate Button you agree:

A. To NFG's [Terms of Use](#)  
The Terms of Use include a transaction fee and outline NFG's processes for distributing donations as a Donor Advised Fund.

B. To use this donation functionality only on [www.guidestar.org](#).  
You will not copy, adapt, transcribe, or merge the Donate Button or use the Donate Button on any other website or property, including your website. Your violation of these terms or the NFG Terms of Use may result in the revocation of your access to and use of the Donate Button and the associated functionality.

Uh Oh. Please Give Your Permission

A Donate Button on your GuideStar Nonprofit Profile appears only if you also give your permission to receiving donations through our partners. NFG is one of our [many partners](#) and relies on this setting to process donations.

Summary    Step 1: Update    **Step 2: Publish**    Step 3: Benefits

GOLD +  
PLATINUM +

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HOW WE LISTEN  
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Click **Publish Now** to finalize your changes.

Summary    Step 1: Update    **Step 2: Publish**    Step 3: Benefits

ADDITIONAL INFO & DOCS +

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**Congratulations!**  
You're about to earn a 2022 Platinum Seal of Transparency

[Publish now](#)    [Go Back](#)

[Publish now](#)

**Candid.**  
Candid is a 501(c)(3) nonprofit organization, EIN 13-1637418. Donations are tax-deductible. ©2022 Candid. All rights reserved. [Terms of service](#).

COLLECTION CENTER    GUIDE STAR  
Foundation Center and GuideStar are Candid.

Congrats! Your Nonprofit profile is now live.

# Update Nonprofit Profile

Indian River Community Foundation Platinum

Step 1: Update

Step 2: Publish

Step 3: Benefits

## SEAL OF TRANSPARENCY

BRONZE	+
SILVER	+
GOLD	+
PLATINUM	+

DEMOGRAPHICS +

BOARD PRACTICES

EQUITY STRATEGIES

HOW WE LISTEN

ADDITIONAL INFO & DOCS +

## Thanks for Updating!

Thank you for updating your organization's profile on GuideStar and for your commitment to nonprofit transparency. Your information will appear on GuideStar within 24 hours.

Have you submitted all the information required for the Bronze, Silver, Gold, or Platinum participation level? Find out more about the [Requirements and Benefits](#) for each profile level.

When you've reached the Bronze, Silver, Gold, or Platinum participation level, the "Benefits" link will be available on your [Update Nonprofit Profile](#) page. The Benefits page gives you access to a tool kit to promote your profile, and many more benefits. We'll be adding more to this page, so visit often!



Updates will appear on your profile within 24 hours after publishing.