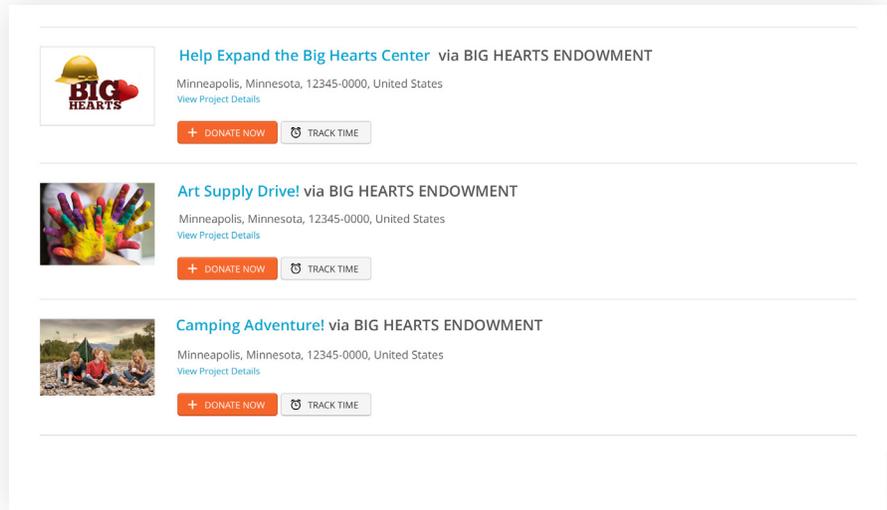# Create a Project at the Benevity Causes Portal

Enable donors and volunteers using Benevity to support a specific fundraising initiative by creating Projects.

You might set up a Project around a disaster relief effort ("Hurricane Recovery", "Dealing with the Ebola Outbreak"), or as an appeal for help with a specific issue under your larger mandate ("Help us build a new school").
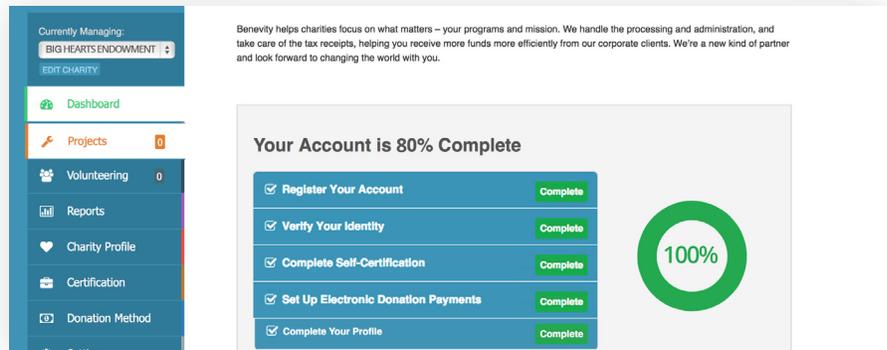
People using Benevity find Projects in their Search Results as separate instances of your organization.

When people donate to a Project, you receive the funds as usual in your monthly disbursement, with details indicating the Project the donation is intended for itemized in your Donation Source Summary report.
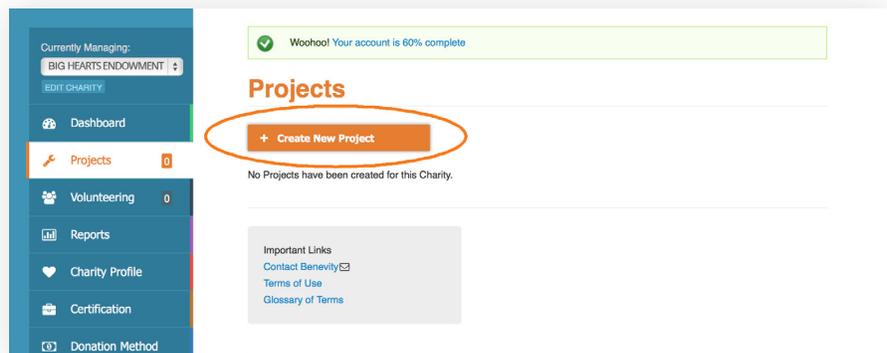
Here's how it works:

Help Expand the Big Hearts Center via BIG HEARTS ENDOWMENT
Minneapolis, Minnesota, 12345-0000, United States
View Project Details
+ DONATE NOW   ⏱ TRACK TIME

Art Supply Drive! via BIG HEARTS ENDOWMENT
Minneapolis, Minnesota, 12345-0000, United States
View Project Details
+ DONATE NOW   ⏱ TRACK TIME

Camping Adventure! via BIG HEARTS ENDOWMENT
Minneapolis, Minnesota, 12345-0000, United States
View Project Details
+ DONATE NOW   ⏱ TRACK TIME

A Sign in to the Benevity Causes Portal and click **Projects** in the left navigation of your Dashboard page.

B Click **Create New Project**.

C Complete the form provided by filling in the fields with information about your Project:

- Include the Project Name. If you anticipate creating multiple projects, consider a standardized nomenclature (i.e. "Disaster Relief - Zika Virus" or "AHS - Wisconsin Chapter")

- Add a Description of the Project – the goals you're trying to achieve, and the impacts that you've achieved.

- Upload a Logo.

- You have the option to add an External ID. If you have your own internal naming convention for projects, for example, or an existing reference number for the project in your system, you can enter it here. If this field is left blank, we will generate a random ID number for the Project.

- If the Project has a deadline or fixed time period, you can add an Expiry Date. The project will no longer be visible to Benevity's users after this point.

- If you have a fundraising goal, add it as the Goal Amount.

D Use the Published checkbox to set the visibility of your Project. Once it's Published, it will appear as part of your Charity Profile, and in search results for Benevity users. You can uncheck the box to save an Unpublished draft of your Project that will only be visible to you.

E Review the information you've entered and when you're satisfied, click **Save**.

Your new Project will now appear on your Charity Profile under "Projects". You can edit a Project at any time by clicking the **Edit** button.

Currently Managing:
BIG HEARTS ENDOWMENT ⇕
EDIT CHARITY

- 🚗 Dashboard
- 🔧 Projects **2**
- 👥 Volunteering **0**
- 📊 Reports
- 💜 Charity Profile
- 💼 Certification
- 💳 Donation Method
- ⚙ Settings
- ‹

Projects

+ **Create New Project**

Project Title	Created	Aut
Big Hearts Endowment - Milwaukee Chapter View Edit	2015-03-18	jsmi
Help Expand the Big Hearts Center View Edit	2015-03-18	jsmi

Important Links
Contact Benevity ✉
Terms of Use
Glossary of Terms

F Benevity Users will find your project listed under the Projects tab when they click on your public Charity Profile. They will also find it in relevant search results. Your project will be eligible to receive donations up until you decide to take it down.

Help Expand the Big Hearts Center via BIG HEARTS ENDOWMENT

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We're Here to Help

Any questions? Email us at **charities@benevity.com** and we'll give you a hand.

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