

MCC giving registry – Set-up instructions



If creating a SALT giving registry, please ignore the instructions below and use the detailed instructions provided to you by the SALT support staff.

An MCC giving registry is a personalized webpage that enables your friends and family to donate toward your MCC fundraising event/occasion (birthday, bike ride, anniversary, memorial, etc). You have the option to post a photo and write a brief description. Examples can be found [here](#).

It is important to create this page because it is the primary place to check your support fundraising progress. The online profile only includes the total raised and does not include the names of donors. All contributions, whether donated by check or online, are included in the tally on your page after they have been processed by MCC. ***Expect up to 5 days of processing time before your online total increases.***

1. How to create your page:

Go to <https://donate.mcccanada.ca/user/register> , and enter a username and email address.

You will receive an email instructing you how to setup a password.

Once you have saved your new password and are logged in, select “**Create a registry**” on the left side menu.

2. Overview of the items to complete on the form:

A screenshot of a web form titled "1 Setup". The form has a tab labeled "Registry basics". Under this tab, there are three sections: "Select registry type" with a dropdown menu showing "SALT"; a text area with the placeholder "Whatever message you'd like when someone selects this type of registry. Add more specific instructions and more."; and "Select giving projects" with a dropdown menu showing "Serving and Learning Together (SALT)".

Registry basics:

- **Select “Registry type”** – The new giving registry set up form will look something like the screenshot below. Under the Select Registry Type drop-down, you will notice that there is a preset list of types you can choose from. Choose the registry type that fits your fundraising effort. Some examples are bike ride, wedding, support for you as an MCC worker, etc.
- **Select “Giving projects”** –Choose which project you are interested in supporting. For Centennial projects, pick from the [six centennial categories](#) and type the title into the

search bar. (If you do not see a giving project that matches your interest, please call 1-888-622-6337 for further assistance.)

Your information:

- **Your address** – enter your email address, phone number and home postal address in case MCC has a question about your registry.

Registry information:

- **Registry title** – This is the title for your Giving registry. This will make it easier to identify for people searching for your registry. The name will also determine the URL for your page so you won't want it to be too long.
- **Location** – this is an optional field if you want to include where the event will happen. The location you enter will show up in the top right-hand corner of the large photo in your gift registry.
- **Registry goal** – We encourage you to enter a goal for how much you would like to raise. This can encourage your supporters. When you enter a goal here, this page will track the amount of donations received against the goal. The donation graph may not update right away, but the donation was received and processed, and the graph will be updated once this process is complete.
- **Suggested end date** – enter a date 3 months after the event ends.

Registry information

Registry title
Great Lakes Quilt Bash

Location or service country/region (optional)
Kidron, Ohio

Registry goal (optional)
\$ 10000

Suggested end date
Invalid date

2 Create

Great Lakes Quilt Bash Fundraiser

Kidron, Ohio

Optionally replace this photo with your own by dragging a photo from the collection panel.

Drag a photo from the collection panel

\$10,000 goal
No progress yet.
0 supporters

Write a description of your registry so people know what you're raising

- **Photo** – You now have some options as far as uploading a personal photo in the square space in your giving registry, including direct upload from your phone or computer. The default larger photo is based on the giving project you selected. You can opt to change this photo as well.
- **Description** – This appears under your photo. Type a brief summary about why you are choosing to do this fundraising event and/or a statement of gratitude for people’s donations. It can be as short or long as you’d like. This is a way for you to personalize the page. You can now embed videos and/or photos in this field.

3 Thank

Write a short thank you note that will be emailed to anyone who makes a donation to your registry.

- **Thank you note** – What you include here appears on the confirmation email each donor receives after they make a donation. This is an opportunity to say thank you.

Click “**Submit for approval**”

Once you submit, MCC staff will receive an email that notifies them to review and publish your registry. Please allow 1 – 2 days for your registry to be published.

Once published, your registry is now created and public. You can copy and paste the URL of your page into an email or share the link on Facebook, Twitter or Google+ via the corresponding links in the upper right corner of your page.

3. Making edits once your page is published:

Go to <https://donate.mcccanada.ca/find-a-registry#!>

Enter the Username or email address and password you selected when you set up your registry under the Donor login located to the left of the screen.

Donor login

Access your giving history, manage your giving registries, or update your donor profile.

Login is not required to make a donation.

Username or e-mail *

Password *

- [Create new account](#)
- [Request new password](#)

[Log in](#)

Once you are logged in, you can make changes to your “Description”, “Thank you note”, or upload a new photo, as desired.

[Home](#) » [Donate](#) » [Giving Registries](#) » Grant's Birthday Party

[View](#) [Edit](#)

[Edit registry](#) This giving registry is: Published.

Once you click “Submit for approval”, MCC staff will receive an email that notifies them of the changes and will review it, as necessary.

If you have any questions about creating a new registry, feel free to call the Donor Relations team in the Winnipeg office for further assistance. 1-888-622-6337.