CALGARY FOUNDATION
Community Knowledge Centre

HOW TO:

Update Your Profile

**Calgary Foundation's
Community Knowledge Centre**

Login

1. Login in to your account.

Login

1. Enter the email address and password you used to create your profile.

2. If you forgot your password, click the "Forgot Password" link.

3. The new CKC website has a Member's Corner that multiple members of your team may want to access. Please note that if you share login information with multiple team members, **only one email can be associated with your account to login and reset your password if needed.**

3.

CALGARY FOUNDATION
Community Knowledge Centre

Explore the Directory   Events   Create a Profile

👤 Member Login

🔍

Member's Corner

Welcome

The Community Knowledge Centre Member's Corner is a place for Calgary's charitable and non-profit communities to connect, learn and share. Have a question for the community? Post it in the Discussion Forums. Looking for a specific resource? Check out hundreds of charity-specific articles and resources from Equity and Anti-Racism to Fundraising in the Resource Library. Wondering what's happening at Calgary Foundation? See the latest news, events, webinars, workshops, initiatives, and granting deadlines in the Calgary Foundation News section.

1.

Email:

Password:

Login

2.

Forgot Password?

Edit Profile

1. To edit your profile, click "Edit Profile."

1.

Members Corner 👤 CharityUser Edit Profile Logout

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Member's Corner

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💬 **Discussion Forums**   📰 **Calgary Foundation News**   📄 **Resources**

CALGARY FOUNDATION
FOR COMMUNITY, FOREVER

About 🔗   Contact 🔗   Resources 🔗

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Edit Profile

1. Under your organization's name, click "Edit."

Updating your profile

Edit the form fields to update your profile.

Organization name.

Update your profile picture. Resist the urge to use your logo. Use an image of the people your organization helps and something that is specific to the need you are **fundraising for.**

Shortened profiles showcase only your organization's most pressing needs, with a progress bar to track towards your fundraising goal. The old CKC site required more than one field, but your new profile can fit in one form field and **should only highlight your organization's most pressing need(s)**. How will donation dollars create impact in our community? What are your funding priorities for the year ahead? Break down your ask for a donor to understand where their money will go.

Choose charity or non profit, and highlight if your organization is Indigenous-led or Black-led.

Select whether you need a monetary donation or other here. Add the dollar amount or type in what you need.

Update the population your organization serves by choosing up to 5 checkboxes. Make sure that these reflect the need you are fundraising for, and not all areas of your organization's operations.

Update what type of help you are offering by choosing up to 5 checkboxes. Make sure that these reflect the need you are fundraising for, and not all areas of your organization's operations.

Use this slider to update your donation progress (as a percentage) and update it frequently as you move closer to your fundraising goal.

Organization name and CRA registration number (if your organization is a **registered charity**).

Region served.

Website URL.

Social media links, board member lists, annual reports and financial statements are no longer displayed.

Contact information.

Donation link.

Updating your profile

Edit the form fields to update your profile.

1. When done, make sure to click "Update."

Add / Edit Events

1. To edit an event, click "Events". To add a new event, select "Add New."

2. To edit an event, click "Edit" under the event name.

Add / Edit Events

1. Add the Event title, description, hosted by, date, populations served, and URL.
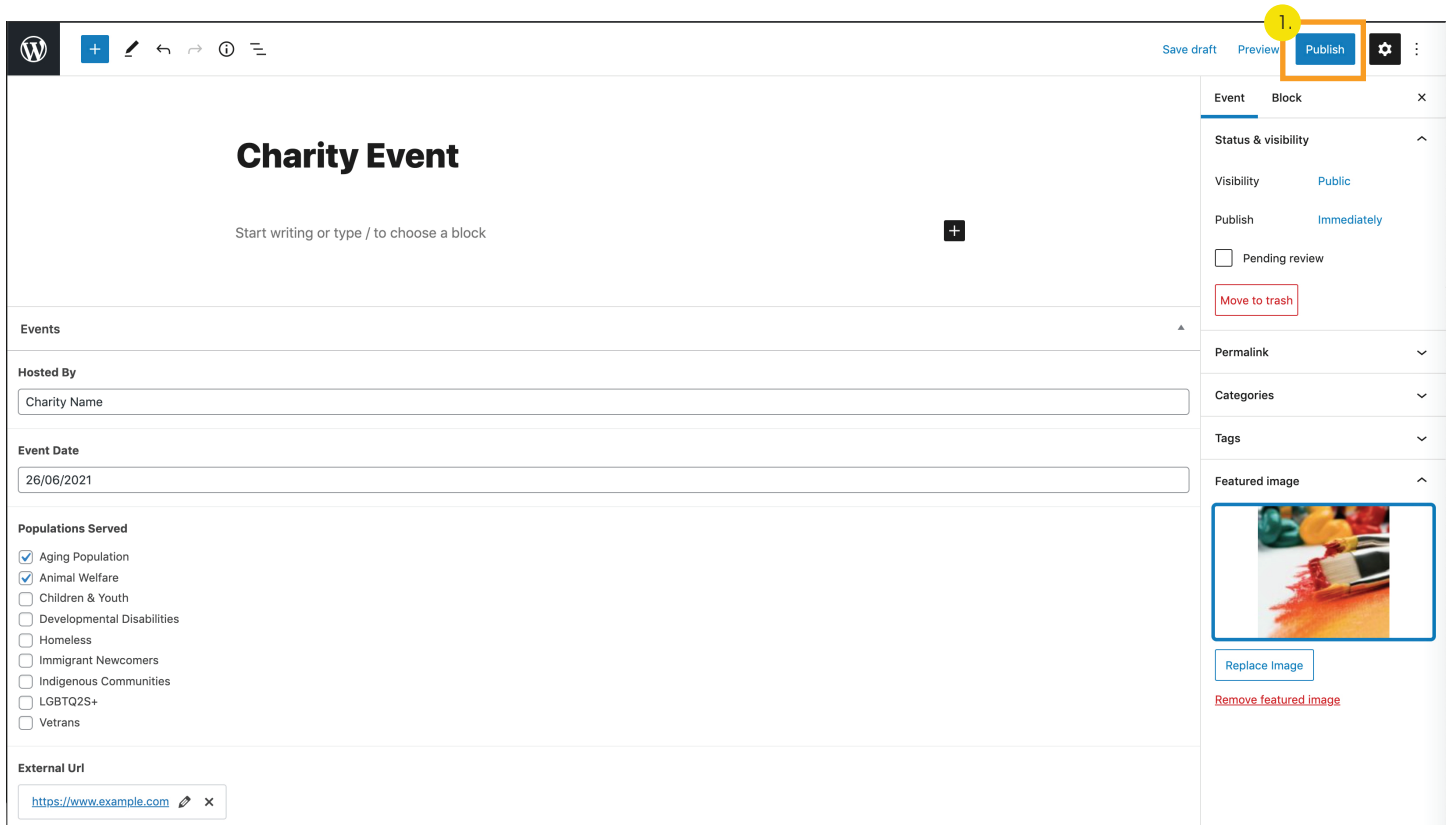
2. Use this area to select an image from your uploads, or upload a new image.

Add / Edit Events

1. Once your event information has been entered, you can publish your event. You will be asked to confirm your event - remember to push publish twice or your event won't publish.