



**CALGARY  
FOUNDATION**


Community Knowledge Centre

**HOW TO:**


# **Update Your Profile**

**Calgary Foundation's  
Community Knowledge Centre**

1. Login in to your account.

[Explore the Directory](#) [Events](#) [Create a Profile](#)

1. [Member Login](#)




Calgary Foundation's

## Community Knowledge Centre


connects you to the outstanding charitable organizations who serve our community. Be inspired by compelling stories. Be informed of innovative work. Be connected to the issues. Be responsive to the needs.

[Explore the Directory](#) [Create A Profile](#)



### Events


Jun  
26




#### Fundraising Event

Hosted by:

Charity Name

[Read More](#) 



# 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.**

The screenshot shows the 'Member's Corner' login page of the Calgary Foundation. At the top, a dark navigation bar contains the Calgary Foundation logo, the text 'CALGARY FOUNDATION Community Knowledge Centre', and links for 'Explore the Directory', 'Events', and 'Create a Profile'. A search icon is on the right. A yellow callout '3.' points to a 'Member Login' button in the top right corner. The main content area is titled 'Member's Corner' and 'Welcome'. It includes a paragraph about the Member's Corner and a login form. A yellow callout '1.' points to the login form, which has two input fields labeled 'Email:' and 'Password:', a 'Login' button, and a 'Forgot Password?' link. A yellow callout '2.' points to the 'Forgot Password?' link.

**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.

2. [Forgot Password?](#)

# Edit Profile

1. To edit your profile, click “Edit Profile.”

The screenshot shows the Calgary Foundation website. The top navigation bar is dark blue with the Calgary Foundation logo on the left. On the right, there is a user menu with the text 'Members Corner', a user icon, 'CharityUser', 'Edit Profile', and 'Logout'. A yellow circle with the number '1' is placed over the 'Edit Profile' link, and a white box highlights the entire user menu area. Below the navigation bar, the main content area has a light blue background. It features a 'Member's Corner' section with a 'Welcome' message and a paragraph about the Community Knowledge Centre. Below this, there are three buttons: 'Discussion Forums' (orange), 'Calgary Foundation News' (blue), and 'Resources' (teal). The footer is dark blue and contains the Calgary Foundation logo, links for 'About', 'Contact', and 'Resources', the 'CALGARY'S VitalSigns®' logo, and a copyright notice: '©2021 Calgary Foundation. All rights reserved. Privacy Policy'. A small orange circular icon with a white arrow is in the bottom right corner.

**CALGARY FOUNDATION**  
Community Knowledge Centre


Explore the Directory Events Create a Profile


Members Corner CharityUser Edit Profile Logout


## 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.

 **Discussion Forums**

 **Calgary Foundation News**

 **Resources**

**CALGARY FOUNDATION**  
FOR COMMUNITY, FOREVER

About Contact Resources

**CALGARY'S VitalSigns®**

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## Edit Profile

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

Events

Organization

All Organization Items

Media

Profile

Collapse menu

Organization

Add New

All (574) | Mine (1) | Published (490) | Drafts (79) | Pending (5) | Trash (2)

Bulk actions

Apply

All dates

All Categories

Filter

1.

<input type="checkbox"/>	Title	Categories	Tags	Date
<input type="checkbox"/>	Calgary Charity (Example)	—	—	Published 2021/05/12 at 1:28 am
<input type="checkbox"/>	Title	Categories	Tags	Date

Bulk actions

Apply

Screen Options

Search Item

1 item

1 item

# Updating your profile

Edit the form fields to update your profile.

The screenshot shows a web form for updating a profile. The form is titled 'Calgary Charity (Example)' and has a 'Save' button. The form is divided into several sections: 'Organization Name', 'Update your profile picture', 'Shortened profiles showcase only your organization's most pressing needs', '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', 'Update the population your organization serves by choosing up to 5 checkboxes', 'Update what type of help you are offering by choosing up to 5 checkboxes', 'Use this slider to update your donation progress', 'Organization name and CRA registration number', 'Region served', 'Website URL', 'Social media links, board member lists, annual reports and financial statements', 'Contact information', and 'Donation link'. Each section has a corresponding orange callout line pointing to it.

**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.**

Edit the form fields to update your profile.

1. When done, make sure to click “Update.”

[illegible]

# 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.

The screenshot displays the WordPress Events management interface. On the left sidebar, the 'Events' menu is highlighted, and the 'Add New' option is selected. The main content area shows a list of events with columns for Title, Categories, Tags, and Date. Two events are listed, both titled 'Test Event'. The interface includes filters for bulk actions, dates, and categories, and a search bar.

Community Knowledge Centre 0 + New Howdy, CharityUser

Events Add New

All (481) | Mine (2) | Published (442) | Drafts (39)

Bulk actions Apply All dates All Categories Filter 2 items

<input type="checkbox"/> Title	Categories	Tags	Date
<input type="checkbox"/> Test Event	—	—	Published 2021/05/21 at 7:45 pm
<input type="checkbox"/> Test Event	—	—	Published 2021/05/12 at 1:48 am

Bulk actions Apply 2 items

Thank you for creating with [WordPress](#). Version 5.7.2



# 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 title**

Start writing or type / to choose a block

**Events**

**Hosted By**

**Event Date**

**Populations Served**

- ☐ Aging Population
- ☐ Animal Welfare
- ☐ Children & Youth
- ☐ Developmental Disabilities
- ☐ Homeless
- ☐ Immigrant Newcomers
- ☐ Indigenous Communities
- ☐ LGBTQ2S+
- ☐ Veterans

**External Url**

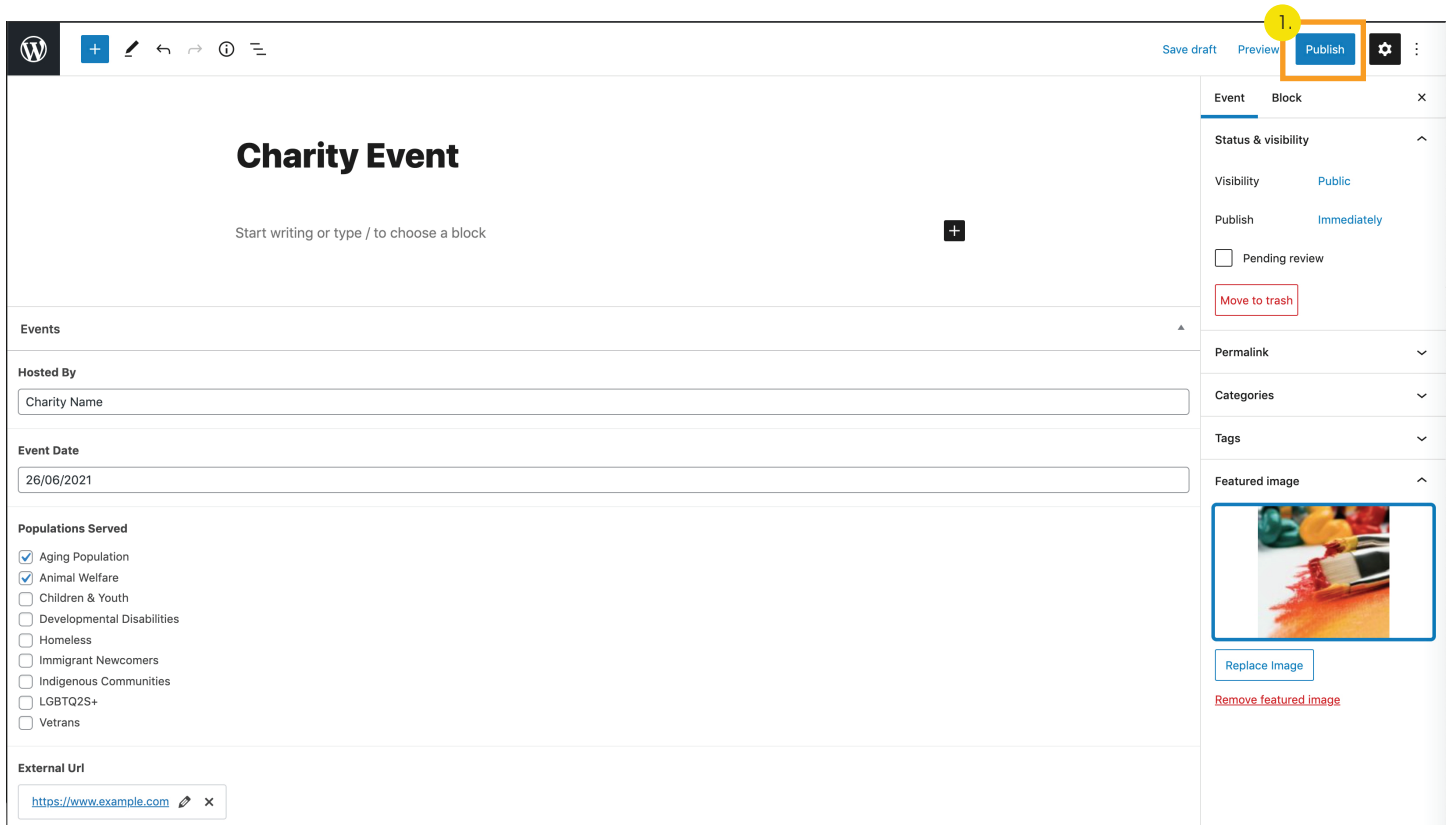
Select Link

**Featured image**

Set featured 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.



WordPress interface showing the "Add / Edit Events" form. The form is titled "Charity Event".

Fields visible:

- Hosted By: Charity Name
- Event Date: 26/06/2021
- Populations Served:
  - ☒ Aging Population
  - ☒ Animal Welfare
  - ☐ Children & Youth
  - ☐ Developmental Disabilities
  - ☐ Homeless
  - ☐ Immigrant Newcomers
  - ☐ Indigenous Communities
  - ☐ LGBTQ2S+
  - ☐ Veterans
- External Uri: <https://www.example.com>

Buttons visible:

- Save draft
- Preview
- Publish** (highlighted with a yellow circle and a red box)
- Move to trash
- Replace Image
- Remove featured image

Right sidebar (Status & visibility):

- Visibility: Public
- Publish: Immediately
- ☐ Pending review

Featured image: A placeholder image showing a close-up of a knife cutting a red pepper.