



### **ROC the Day Registration Info**

If you're brand new to ROC the Day, see below for a list of items you'll need to prep in order to register for ROC the Day. If you participated last year, your info will be saved and you'll just need to edit anything you'd like to change for this year.

What you'll need to register (bold = mandatory):

- **Tax ID/EIN number**
- **Name of your not-for-profit and what name you'd like us to use on the site**
- **County or counties where you do your work**
- **The type of work you do (categories are in the toolkit, too)**
- **Your contact information (name, phone, email, mailing address)—note, we'll need two names/contact info**
- **Bank account information to fill out Direct Payment Authorization Form (EFT)**
- Short description of your organization
- Long description of your organization
- Web address
- Logo (.jpg, .gif, or .png format, sized to be under 250kb)
- Social media links (Twitter, Facebook, LinkedIn, Google + or YouTube)
- Charity Navigator and/or GuideStar link so donors can see how your organization is rated
- Matching or challenge grant amount
- A description of your matching or challenge grant



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