

## How do I register as an advertiser?

These instructions can be found online at:

[http://www.charityvillage.com/cv/faq/faq\\_adv\\_16.html](http://www.charityvillage.com/cv/faq/faq_adv_16.html)

1. Go to the Advertiser Registration page at:  
<http://www.charityvillage.com/client/index.asp>
2. Check to see if your organization is already registered by **clicking on the first letter of your organization's name** and scrolling down the list.
  - 3a. If your organization **is** listed, **highlight the name** with your mouse and **click the "Select" button** below the window.
  - 3b. If your organization **is not** listed, **click the link named "REGISTER HERE"**.
4. On the **Advertiser Registration Step 2** page, fill out the fields with your username, CharityVillage contact, billing, and public contact information. If you are registering a new organization, you will also see several fields where you can enter information about your organization.
5. **Click the "Register Me" button** at the bottom of the page.
6. You will receive a message that your registration has been submitted. If you registered a new organization, you will also be presented with the option to create an Organization Profile. You may do so immediately by clicking the link - or you can wait and create your Organization Profile at a later time. If you need help creating your Organization Profile, see the "How to Create an Organization Profile" instructions at:  
[http://www.charityvillage.com/cv/faq/faq\\_adv\\_29.html](http://www.charityvillage.com/cv/faq/faq_adv_29.html)

That's all there is to it! You will receive a confirmation e-mail from us within 24 hours reminding you of your username and password.

If you have any questions about registering as an advertiser, please contact the **Help Desk** at 1-800-610-8134 or e-mail [help@charityvillage.com](mailto:help@charityvillage.com)