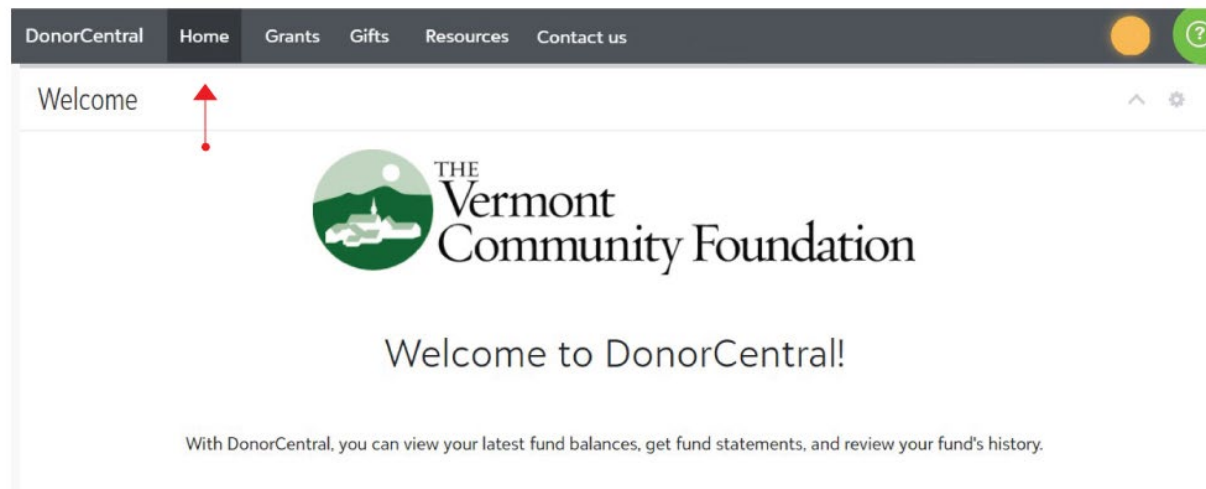


DonorCentral Quick Start Guide

DonorCentral is Vermont Community Foundation’s online fund management system. From here you can access detailed fund information including your fund balance and fund statements.

In DonorCentral, you can view information related to your fund at a glance on your “Home” tab or browse other sections via the additional tabs at the top of your screen.



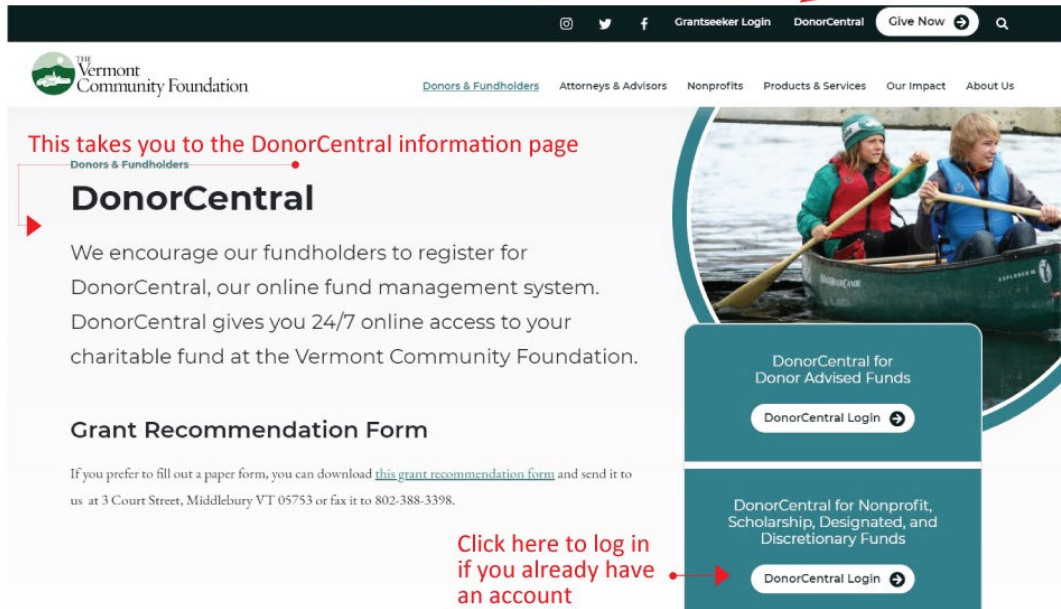
If you need assistance or have any questions, please contact Lydia Brownell at lbrownell@vermontcf.org.

ACCESS DONORCENTRAL

There are two ways to access DonorCentral at any time.

- go to vermontcf-aof.donorcentral.com
- or
- go to vermontcf.org and click on DonorCentral in the top right-hand section of any page on our website. Then click on the login button for **DonorCentral for Nonprofit, Scholarship, Designated, and Discretionary Funds** on the right-hand side of the page (as shown in the screenshot on the following page of this guide).

Click the DonorCentral button at the top of any page on vermontcf.org



SETTING UP YOUR ACCOUNT

You will receive an email from DonorCentral directly. In the email from DonorCentral, you will be asked to create a **Blackbaud ID** so you can access DonorCentral. Your Blackbaud username will be the email that you have given the Community Foundation for your fund. At that time, you will also choose a password.

For security, your password will need to have:

- 8 or more characters
- At least 2 of the following: Capital letters, Numbers, or Special Characters (such as one of these: ! @ # \$ %)

Once you establish your Blackbaud ID, you will receive an email from Blackbaud—the developer of DonorCentral—asking you to confirm your email address.

FORGOTTEN PASSWORD

If you have forgotten your password, click on “Forgot password?” on the DonorCentral login page and **enter the email address associated with your fund**. A temporary password will be emailed to you. It is important that you use the email address that you gave to the Community Foundation to associate with your fund.

If you still cannot log on, please contact Lydia Brownell at lbrownell@vermontcf.org.