

## How to Register a Non-Profit Organization

**IMPORTANT:** Print and read the Terms of Agreement before you register.

1. Click on "Directory of Agencies" on the left menu bar.
2. Click on the Category that best fits your agency's mission. (You will have an opportunity to enter two additional categories later in the registration process.)
3. Click on the "Add your listing here" link on the right.
4. Fill in all the fields in the registration form. **IMPORTANT:** When typing a list of items, separate your list with commas. Never use the "return" key to go to the next line.
5. If you want to include your logo or a photo, you can upload a JPEG file (72 resolution). If you want to send us a hard copy of your photo, we can upload the photo for you. To make arrangements, email Sarah Blenner, our site administrator, at Sarah.Blenner@hhs.gov.
6. Proofread all your entries.
7. Click "Submit" at the bottom of the form.
8. We will review your listing and post it ASAP.

**IMPORTANT!** In addition to registering on this website, you must also register your agency on the National Women's Health Week website.

1. Click on "Register Events and Proclamations".
2. Log-in if you have an existing account or Create a new account.
3. Once logged in, click on "Add an Event or Check-Up Day".
4. Enter the requested information on your organization.

Activity Title: "Help Women and Girls: Do Your Part!"

Activity Description: "We are connecting our agency with donors who want to support our work by donating personal care items or volunteer hours."

Start date: May 1, 2008. End date: May 31, 2008.

Activity category: Community Outreach/Promotion/Information Dissemination

Goal/Expected Outcome: 'Raising general awareness about health issues' or 'Disseminate information'.