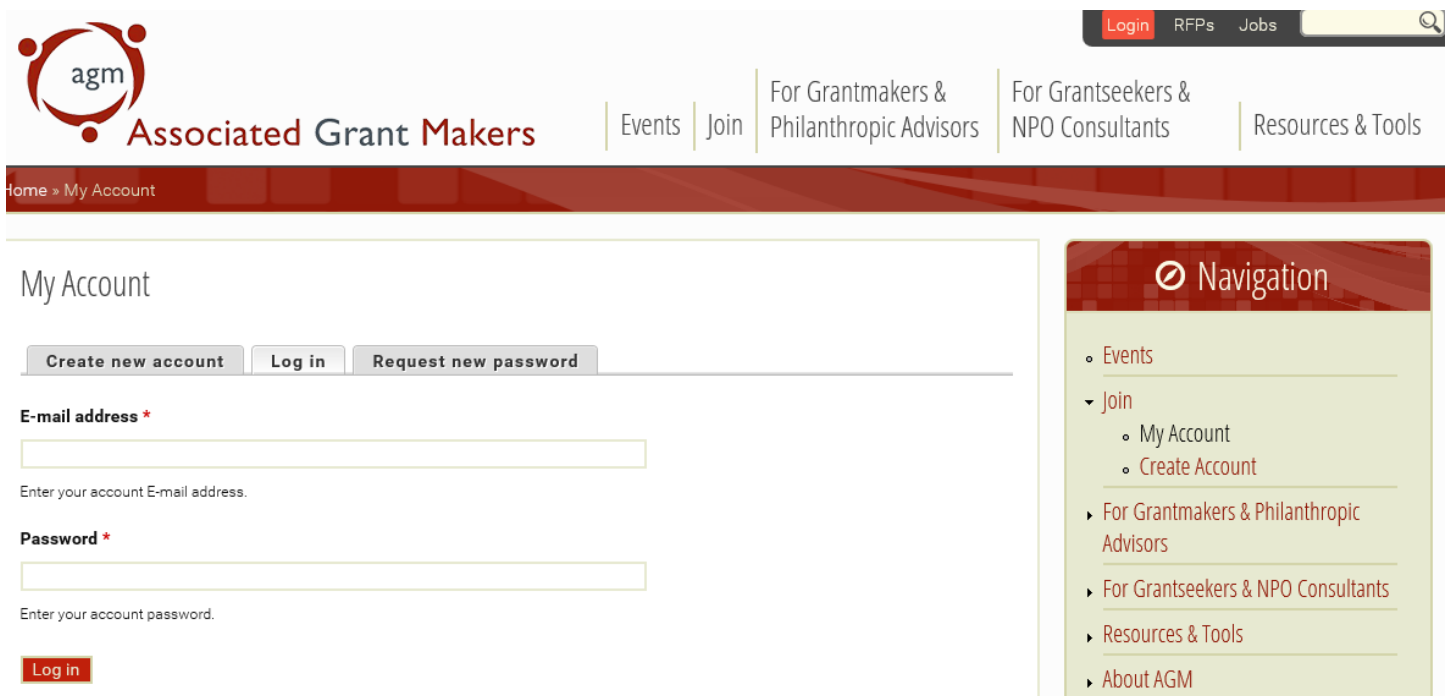


Updating Your Grant Makers Directory Information

As the primary contact for your organization, you have the capability to add and update its contacts and record in the Grant Makers Directory. Updating your information is a simple process!

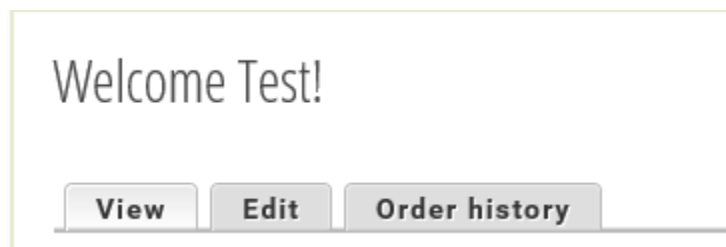
1. Login to agmconnect.org

Go to www.agmconnect.org/user and enter your login information. (You may also click the red 'Login' button at the top right of our website at any time to log in.) If you are having problems with your password, please click the '[Request New Password](#)' Tab. If you have not created an account, please follow the directions found here ([insert link to instructions for creating an account](#)).



2. Update Your Personal Information

After you successfully login, you will be taken to your account page. Please note the *tabs* on the top of the page:



On the second tab, **Edit** you may update your personal information including your name, address, telephone, email, password and other contact information. Please make any necessary changes to your record. The screen should look like this for **Required Information**:

Required information *	General information
-------------------------------	----------------------------

E-mail address *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password * Password strength:

Confirm password *

Provide a password for the new account in both fields.

FULL NAME

First name *

Last name *

And this for **General Information**:

Required information * **General information**

Nickname

Job title

HOME ADDRESS

This is for optionally entering your personal, home mailing address.

Country

Address 1

Address 2

City **State**

ZIP code

PHONE NUMBER(S)

Number <input type="text" value="1234567890"/>
Type <input type="text" value="- None -"/>
<input type="button" value="Remove"/>

The first phone number will be used as your primary contact number. You can drag a phone number to the top of the list at any time.

Make sure to hit **Save** after making any changes.

3. Update Your Organization's Record

From Your 'My Account Page', you will see 'Associated Organizations' at the bottom of the page.

Welcome Test!

[View](#) [Edit](#) [Order history](#)

To register for upcoming programs and events, [click here](#).

To review your organization's membership, click on your organization's name below. If you would like to renew your membership, please contact AGM Executive Director Jeff Poulos at 617.426.2606 x113 or by [email](#).

Account information:

Full name:

First name:	Test	Edit Delete
Last name:	Grantmaker	

Home address:
123 Test Street
#2
Test, TX 11111

Phone number(s):

Number:	1234567890	Edit Delete
----------------	------------	---

Account type(s): Member

Associated organization(s):

ORGANIZATION	ROLE	APPROVED
AGM Temp	Board Member / Trustee	Yes
Test Grantmaker	Other Staff	Yes

Click on the Organization that you would like to update.

On this page, you will see your organization's Grantmaker Profile, including:

▾ **General organization information**

Mission statement:

Test the GMD

Website: www.testAGM.org

Address:

123 Test

Test, TX 01101

Phone number(s):

Number: 555-855-9555

General inquires email address: info@testAGM.org

Organization type:

- Grantmaker - Other

Geographic focus:

- MA Counties » Barnstable
- MA Counties » Berkshire
- MA Counties » Bristol

Types of support:

- Capital
- Endowment
- Program

Fields of interest:

- Arts and culture » Arts services
- Philanthropy

Established: September 16th, 1987

Tax ID: 011 11001

Fiscal year end: December

As well as:

Primary contact

NAME	JOB TITLE	EMAIL	PHONE NUMBER
Test Grantmaker	Not listed	Michaeljamesunderhill@gmail.com	1234567890 (Type: N/A)

▾ Application information

Unsolicited requests accepted: Yes

Application methods:

Submit an application online at www.testagm.org

Deadlines: January 1st, April 1st, July 1st, October 1st

▾ Grantmaking activity

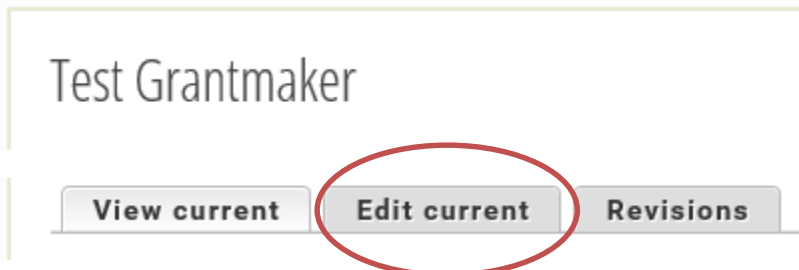
For the fiscal year: 2015

Total grantmaking dollars: \$100,000

Total assets (market value dollar amount): \$2,000,000

You may also view your AGM Membership Information, but that is covered in more detail here: [\(Insert How to Renew Your AGM Membership link here\)](#)

To edit your AGM Grantmaker Profile, click the 'Edit Current' tab at the top of the page.



You will be able to make all necessary changes under the following tabs. Make sure to hit **Save** after making any changes.

Edit Organization Test Grantmaker

View current	Edit current	Revisions		
Required information *	General information	For grantmaker organizations	Contacts	

Required Information:

Organization Name
Organization Type
Address
Phone Number

General Information:

Tax ID
General Inquiries E-mail Address
Doing Business As
Established
Full Time Staff
Part Time Staff
Volunteers
Fiscal Year End
Mission Statement

For grantmaker organizations:

Fields of Interest
Geographic Focus
Types of Support
Application Methods
Unsolicited Requests Accepted
Deadlines
Grantmaking Activity

Contacts:

Expose Primary Contact Information (Y/N)

Make sure to hit **Save** after making any changes!

4. Let AGM know you have updated your profile!

Send us an e-mail at RCP@agmconnect.org so that we know you have updated your profile!

Note: If you manage multiple organizations, the steps will need to be repeated for each one.

5. Done!

Thank you for your participation!

If you need any assistance, please contact **Michael Underhill** at munderhill@agmconnect.org
or call 617-426-2606 x138.