Step-By-Step Guide for Updating Accreditation Status in GuideStar

*For technical support, please <u>contact GuideStar</u> directly

1. After you Log in, choose "Update Nonprofit Profile"

GuideStar	Search Update Nonprofit Profile Froducts Blog Support			

 Scroll down to the left and click on "Additional Docs" to get the dropdown menu Choose "Certifications"

	Summary	Confirm & Publish	Benefits & Rewards	View Public Profile	
Land Trust Accreditation Commission	Ready to get started? Here's how. Your first goal is to get your profile to the Bronze level.				
> Bronze					
> Silver					
> Gold	AmazonSmile The fields on this page will be transmitted to AmazonSmile (in a few weeks)				
Platinum					
> Social & Media					
Demographics					
Board Practices	Assign	Profile Managers			Update
✓ Additional Docs	Review	and update the individu	als who can manage this		
Annual Report	GuideS	Star Profile.			
IRS Docs					
Certifications					
Other Docs					
Notes					

3. Scroll down to "CERTIFICATIONS" In the Assessment or Accreditation box, type in "Land Trust Accreditation Commission" and the year you received accreditation

CERTIFICATIONS

Does your organization have awards, external assessments, accreditations, or affiliations you'd like to share?

AFFILIATION	YEAR	ACTIONS
		Save
ASSESSMENT OR ACCREDITATION	YEAR	ACTIONS
		Save

4. After you enter the text, make sure to click "Save" on the righthand side of the screen

ASSESSMENT OR ACCREDITATION	YEAR	ACTIONS
Land Trust Accreditation Commission	2017	Save

5. At the bottom of the page, make sure to click on the "Publish Changes Now" button



6. Then check "View Public Profile" to make sure it all looks okay, and you're done!

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