

How to Set Up a Blackbaud ID:

All applicants will now require a Blackbaud ID. To create your account:

- Go to the Blackbaud Sign In page.
- Select how you'd like to sign in:
 - **Continue with Google** (Sign in with your Google account)
 - **Continue with Apple** (Sign in with your Apple ID)
 - **Continue with Email** (for all other email providers)

If signing up with an email (not Google or Apple), follow these steps:

- Enter a valid email address
- Click Send Verification Code
- Enter the one-time passcode sent to your email
- Create a secure password (minimum 12 characters, including uppercase, lowercase, number, and special character)
- Enter your first and last name
- Click **Sign Up** to complete registration

For unregistered organisations

If you are an unregistered organisation:

- Search for the Organisation
- If your organisation is unregistered, then select 'Add organisation' in the bottom left hand corner of the box
- Add your Organisation name then, in the tax identification number field add your Organisation's Registered Postcode