How to Create a Blackbaud Account and Apply?

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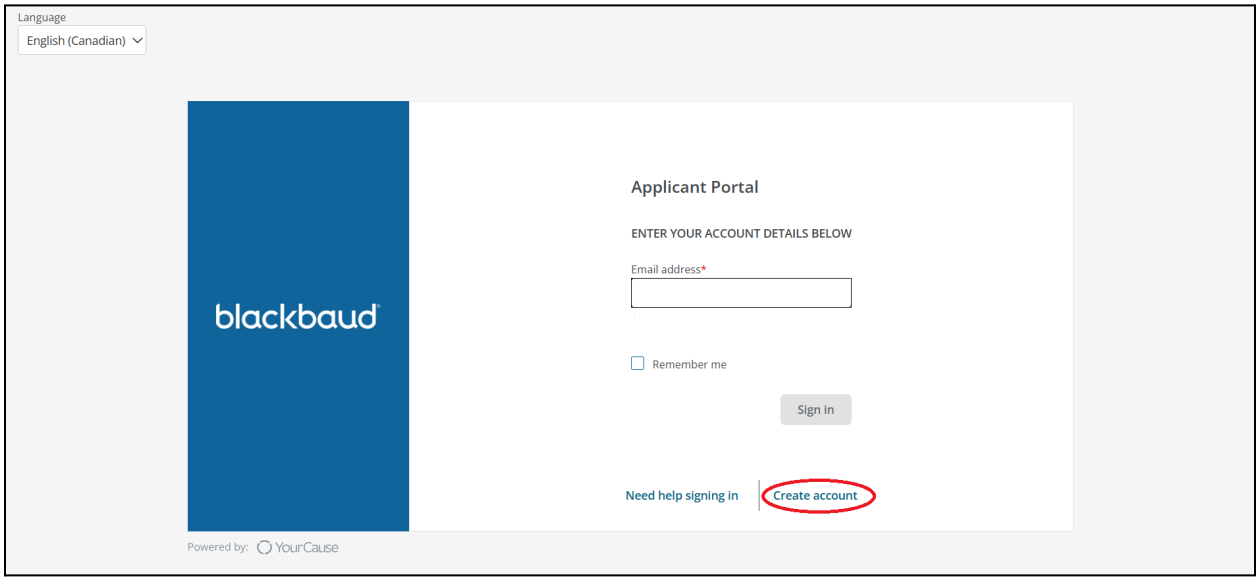
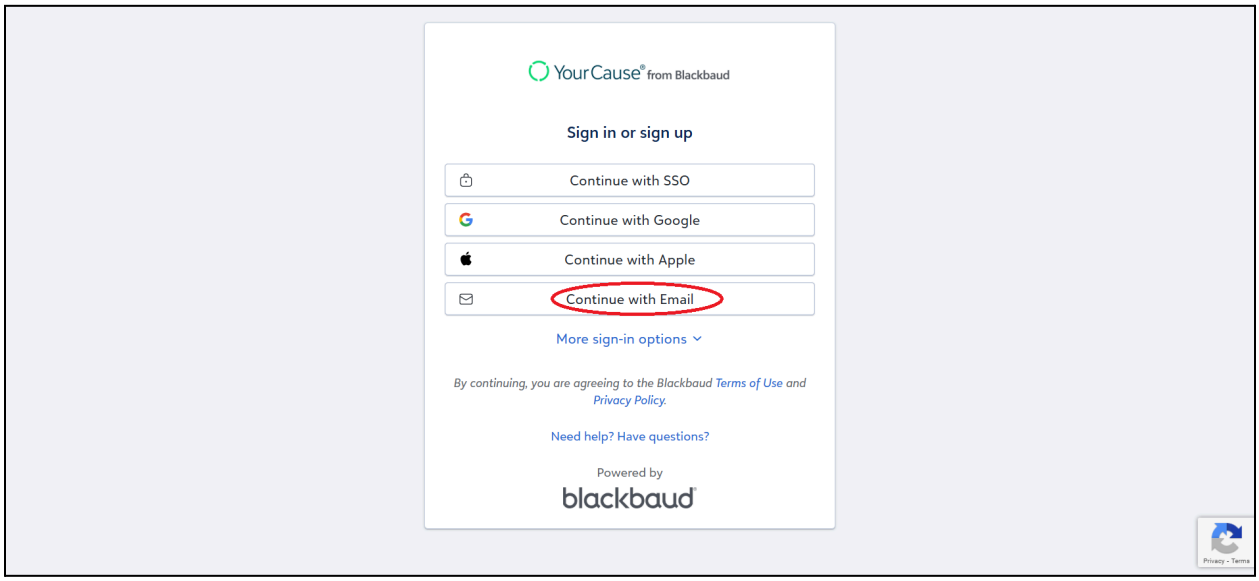
1. Creating a Blackbaud Account and Adding your Group

a. Creating a Blackbaud Account

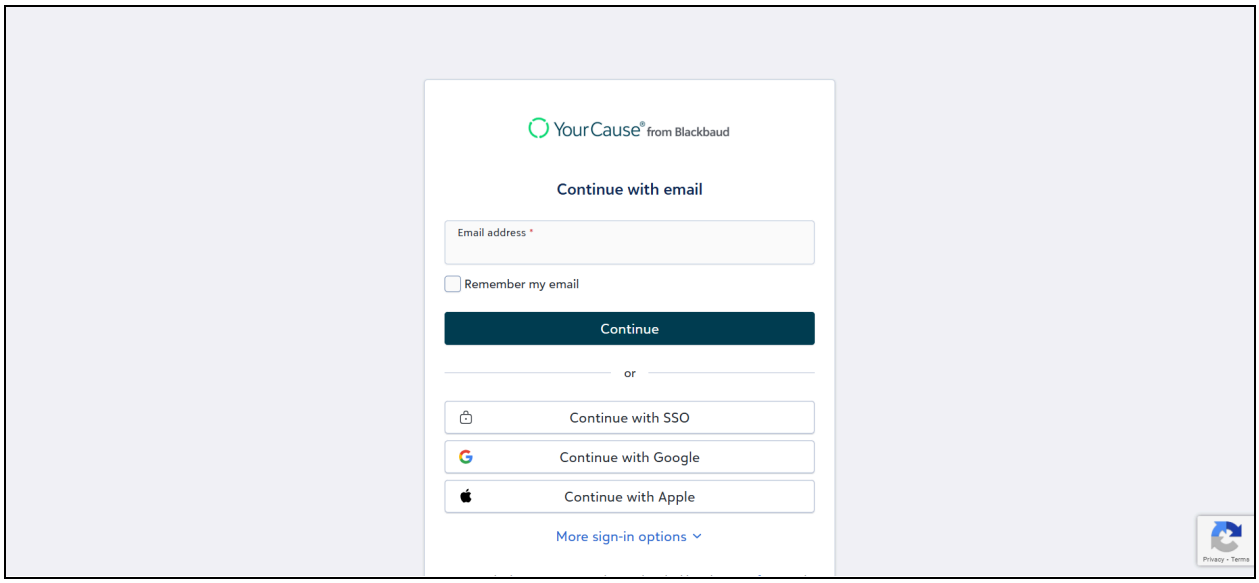
After clicking on the link, you will be redirected to the page below. Click on “Create account” to start the process.



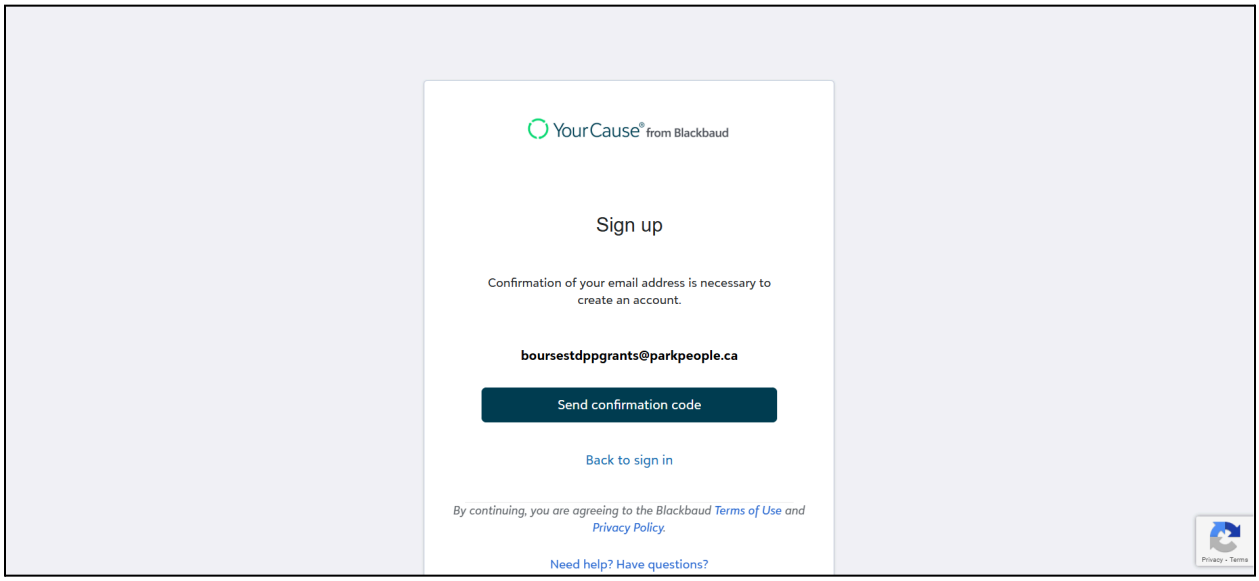
There will be multiple options to create an account. This document will only focus on creating an account using an email address and a password. Click on “Continue with Email”.



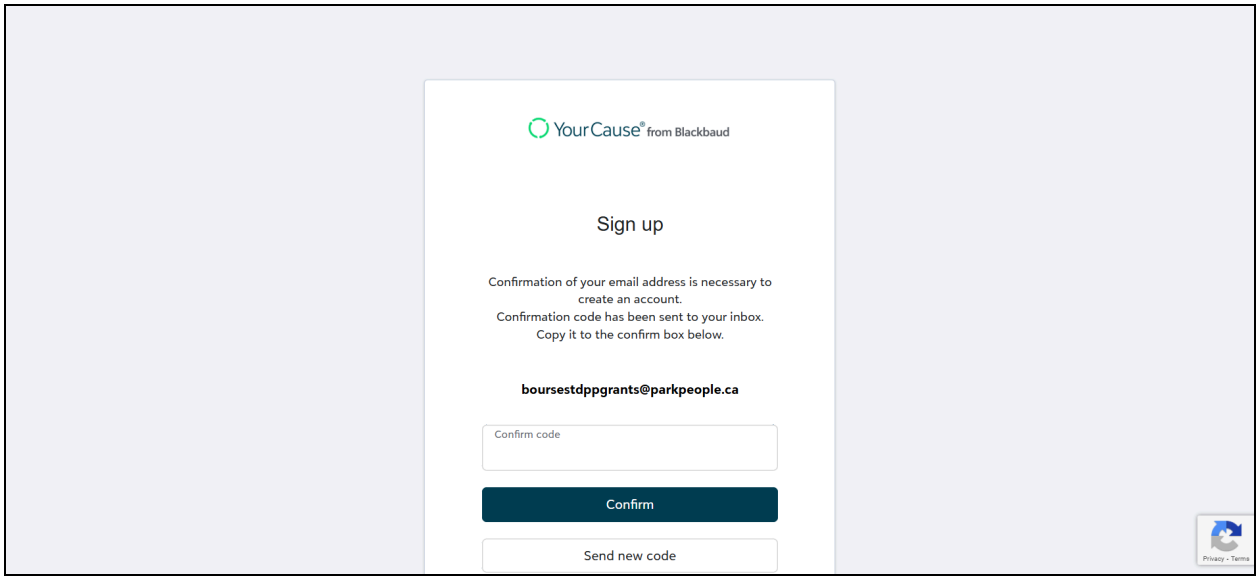
Enter the email address you want to use as the username for your Blackbaud account and click “Continue”.



Click on “Send confirmation code” and go to your inbox to retrieve the code.

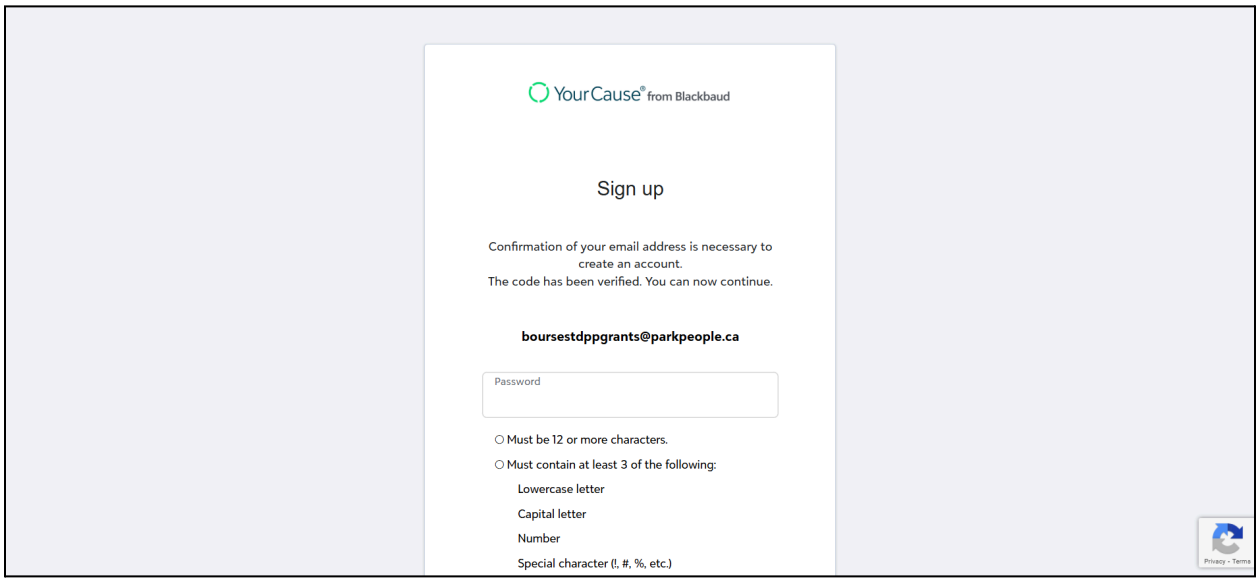


Enter the code in the “Confirmation Box” and click “Confirm”.

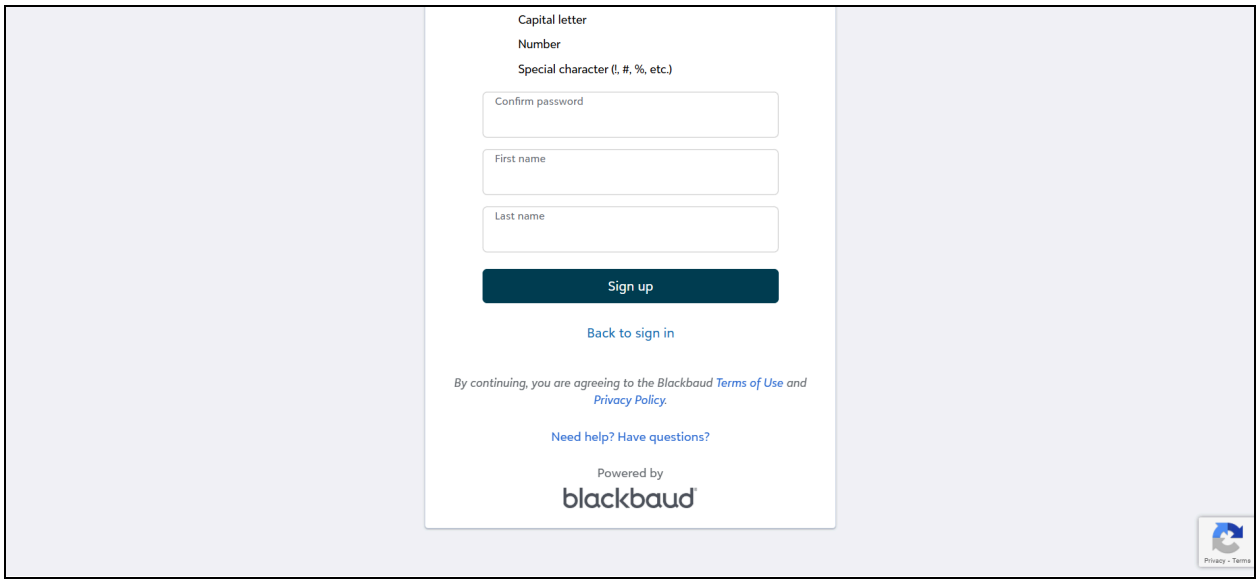


You will then be prompted to create your password. It must be 12 or more characters and must contain at least 3 of the following:

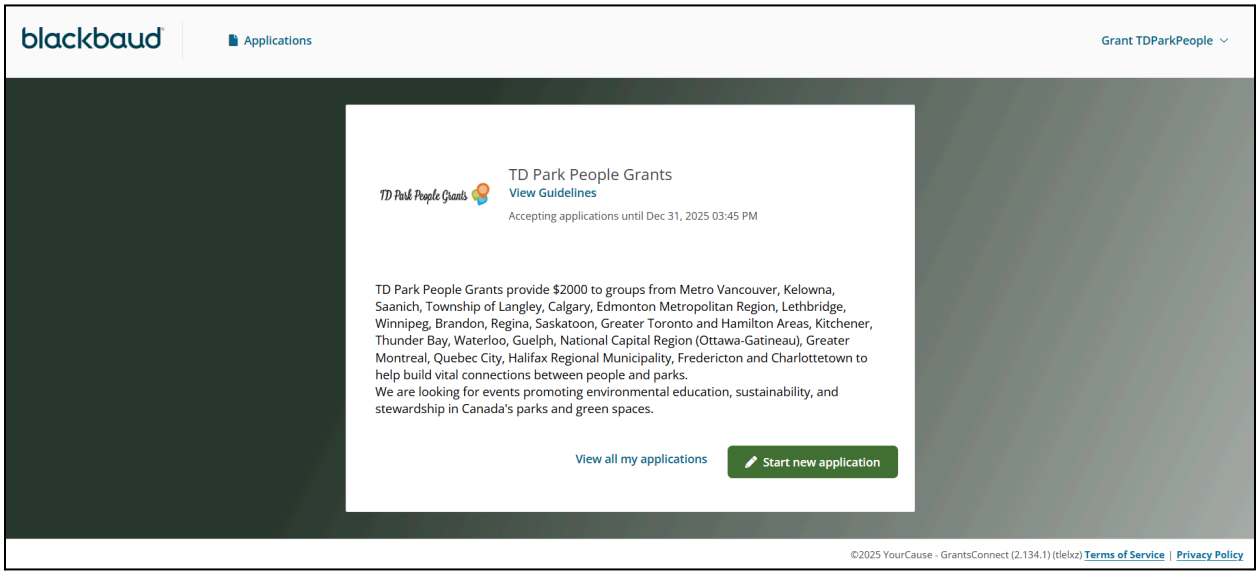
- Lowercase letter
- Capital letter
- Number
- Special character (!, #, %, etc.)



On the same page, you will be prompted to re enter your password to confirm it and to enter your first and last name. Once that's done, click on "Sign up".



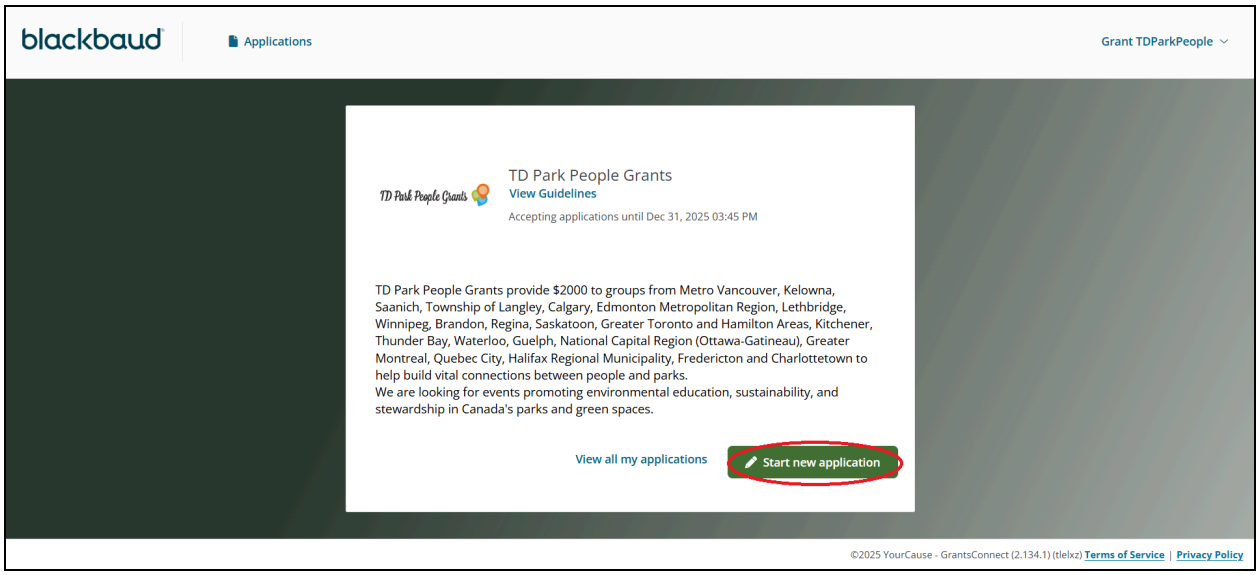
After your account is created you will see the page to start applying to the TD Park People Grants.



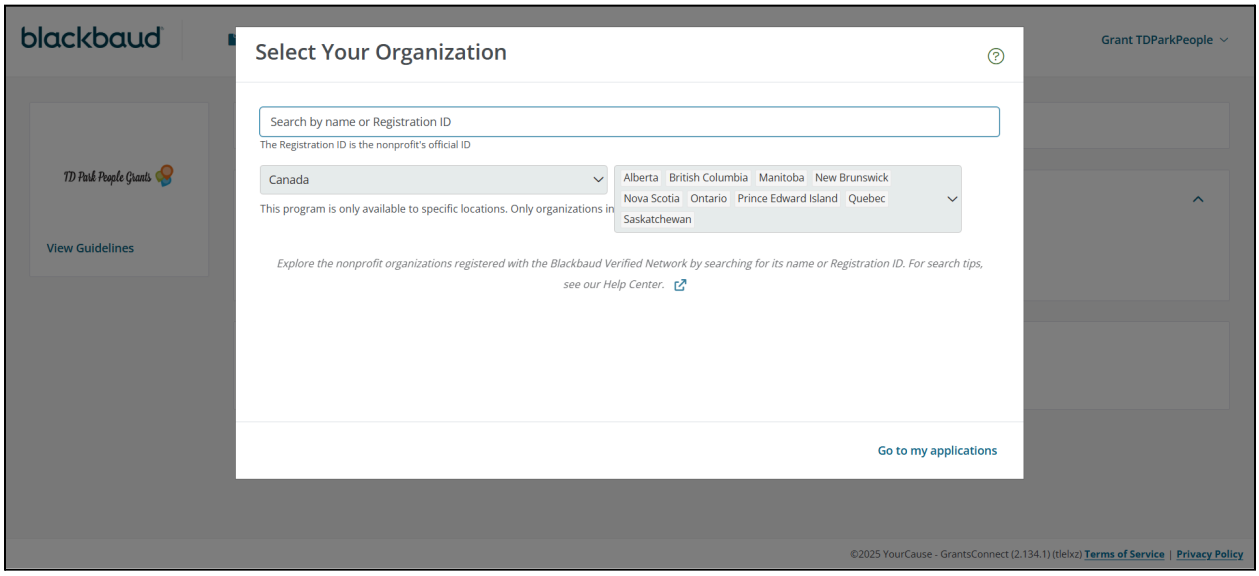
Now that your account is created, simply use your username (email address) and password to log in.

2. Applying to the TD Park People Grants

To start applying to the TD Park People Grants, click on “Start New Application”.



You will then be prompted to search for your organization using the search bar.



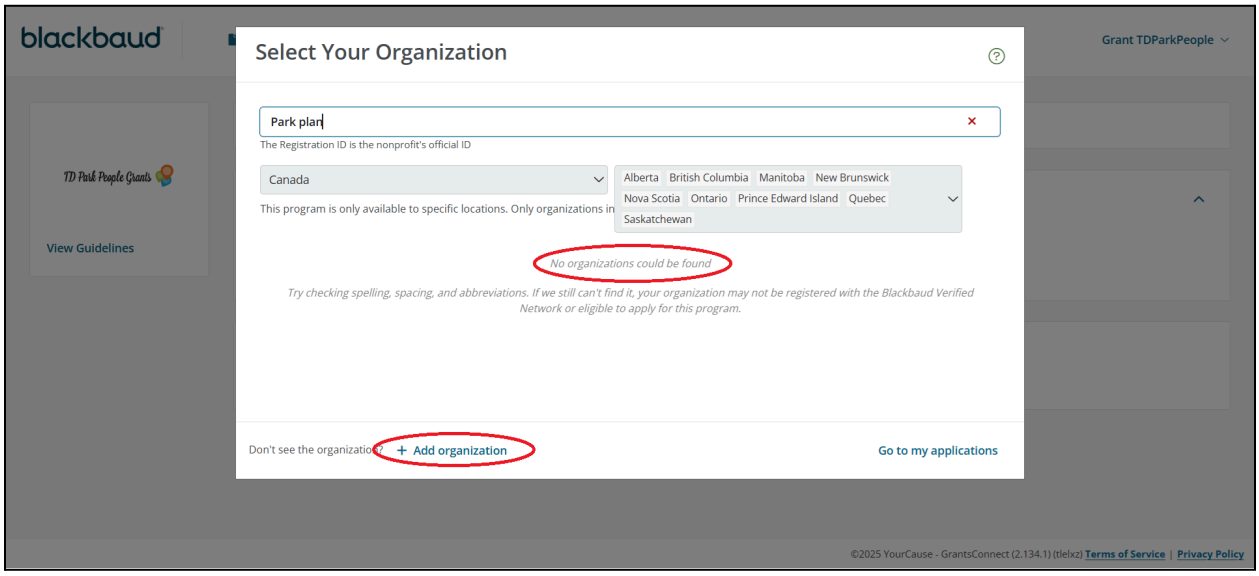
The system will search in a database of registered non-profit organizations and charities and either your group will show up or it won't.

If your group does not show up, it doesn't mean you are ineligible to apply. All you have to do is add your group/organization to the database. To do so, go to a. Adding Your Group to Blackbaud to continue the process.

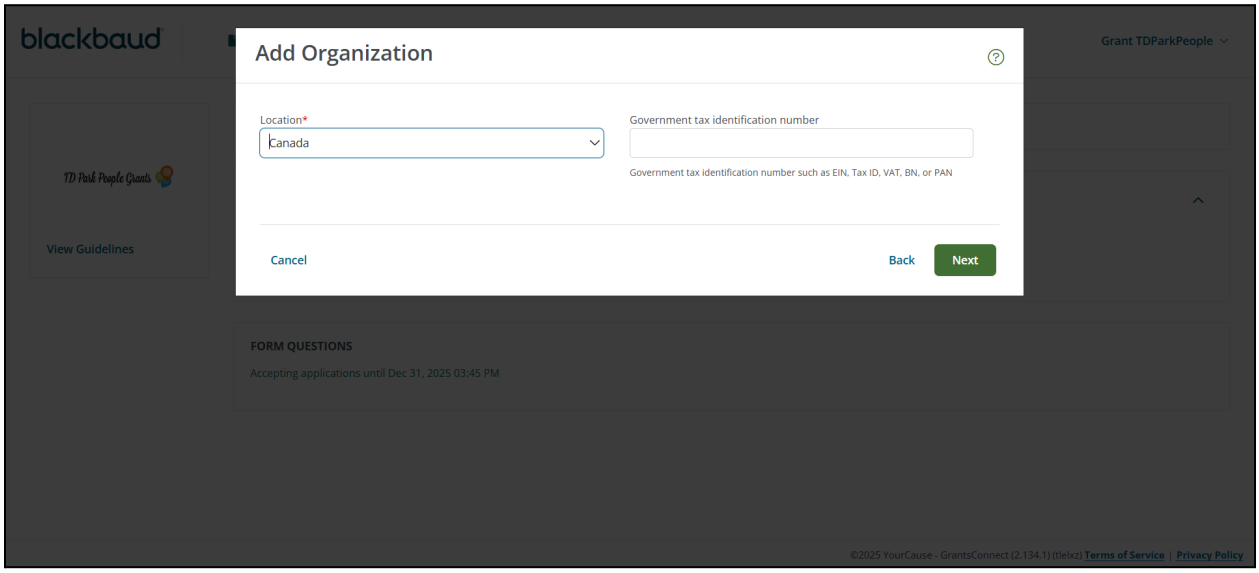
If your group shows up, go to b. Selecting Your Group from the Blackbaud Database to continue the process.

a. Adding Your Group to Blackbaud

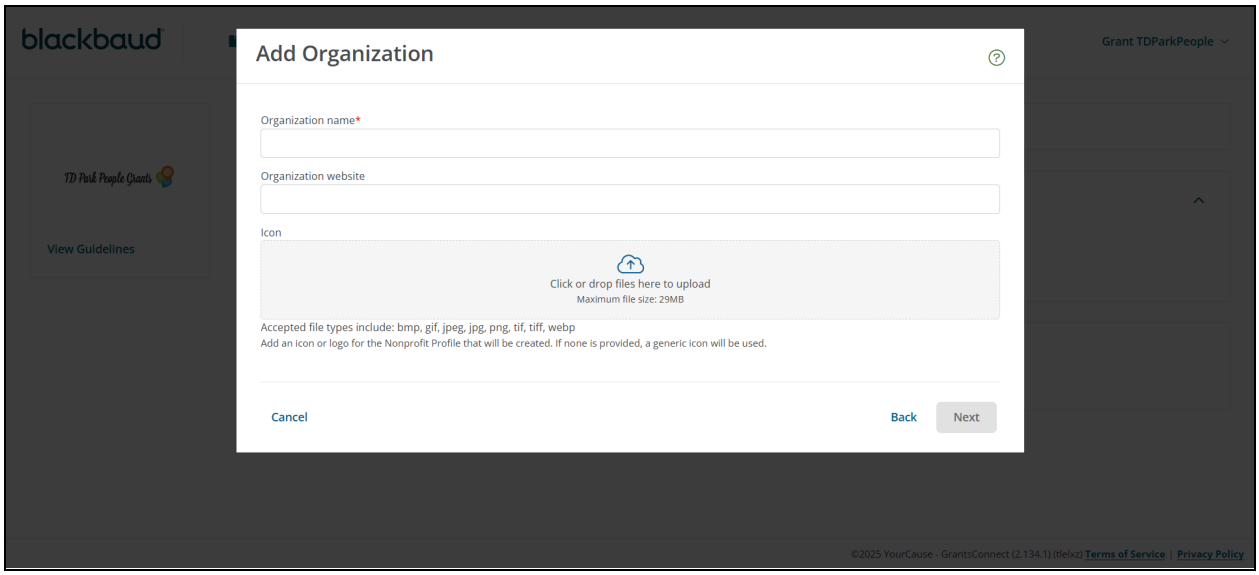
If your group/organization doesn't show in the search results, you can manually add it by clicking "+ Add organization" to continue the process.



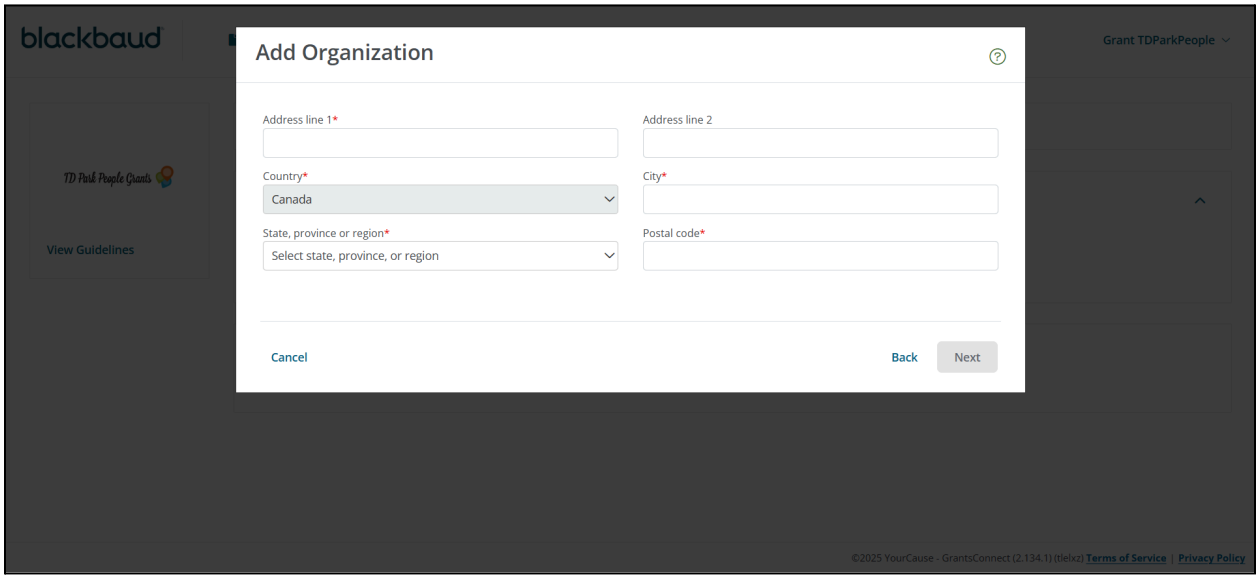
You can then enter the information about your group/organization, starting with the country and the tax ID (if you have one), then click "Next".



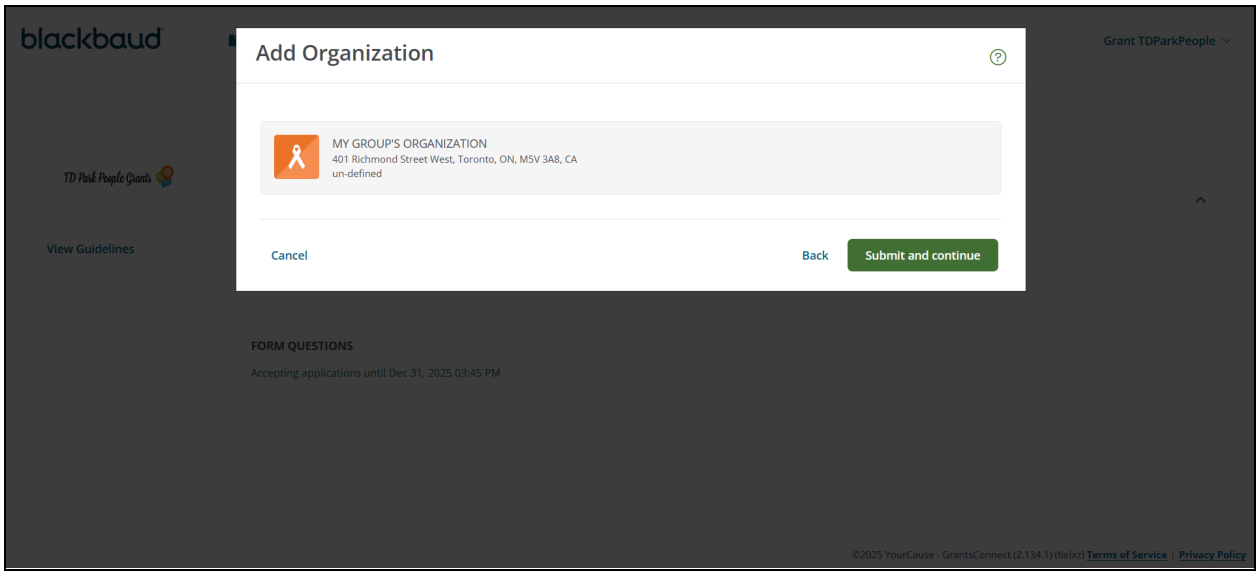
You can then enter your group's name, add a website URL if you have one and your group's logo/a picture representing your group if you have one. Click "Next" to continue.



That's when you can enter the street address of your group and click "Next" to get to the review page.

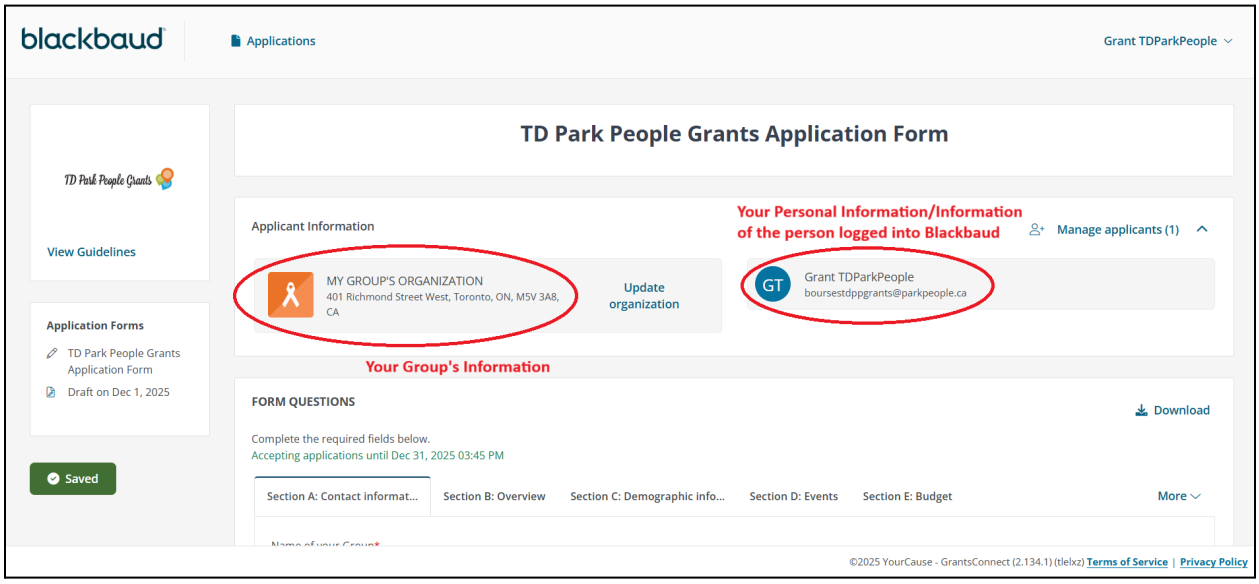


On the review page, you will be able to make sure all the information entered is correct. Once you're ready to add your organization, click "Submit and Continue".



You will automatically redirected to the first page of the application form, with the applicant information summarized at the top:

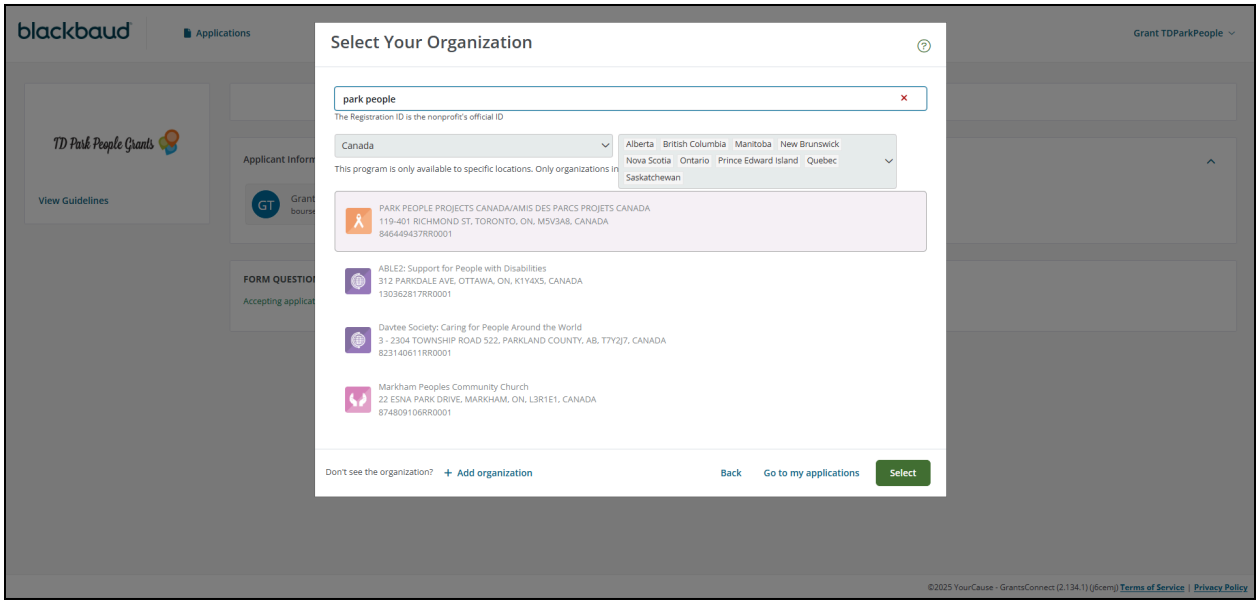
- Your group's information on the left
- Your information on the right (person logged into Blackbaud who will submit the application)



Go to c. Starting the Application to continue the process.

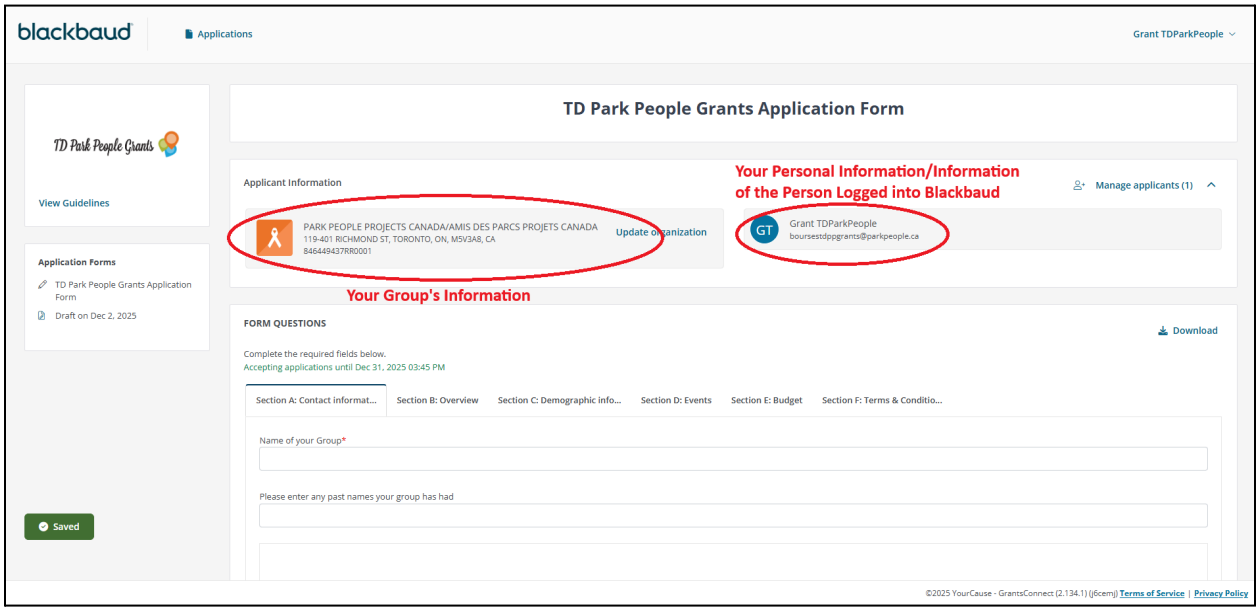
b. Selecting Your Group from the Blackbaud Database

If your organization shows up in the search results, click on it and then click “Select”.



You will automatically redirected to the first page of the application form, with the applicant information summarized at the top:

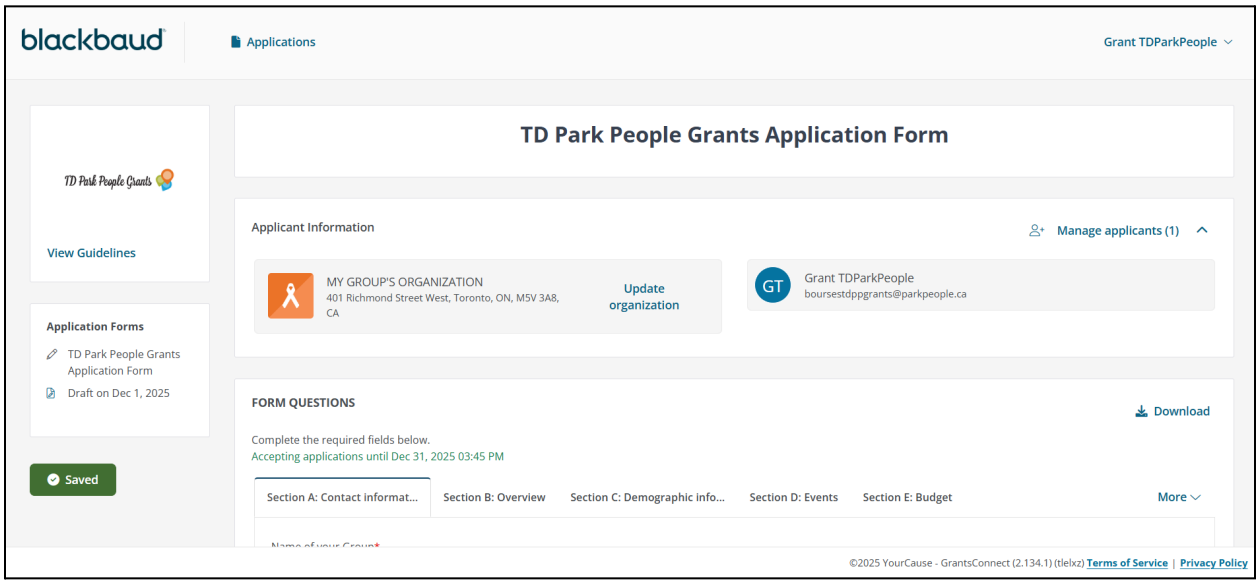
- Your group’s information on the left
- Your information on the right (person logged into Blackbaud who will submit the application)



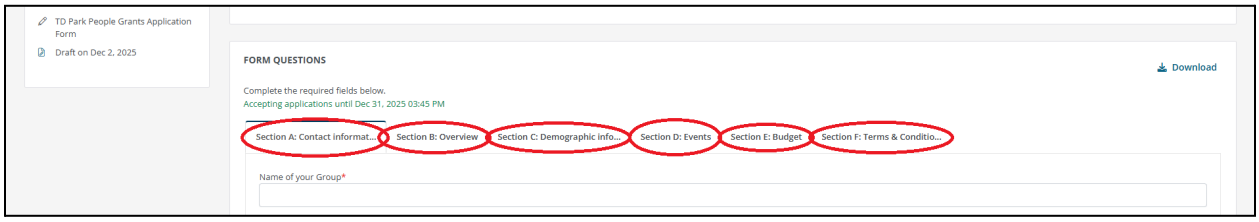
Go to c. Starting the Application to continue the process.

c. Starting the Application

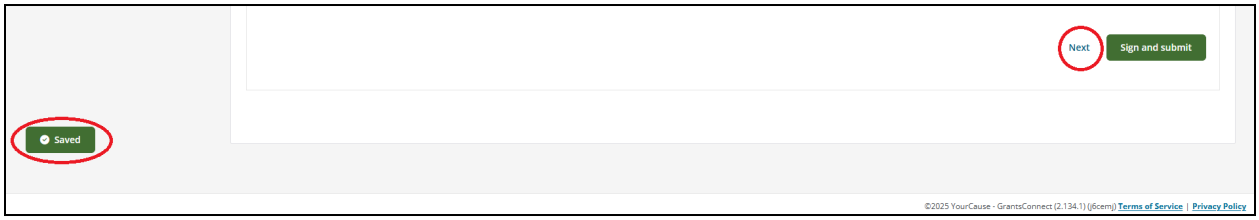
After adding your group's information or selecting your group from the search results, you will automatically be redirected to the application form.



The form is separated into multiple sections, each being represented by a specific tab on the form.

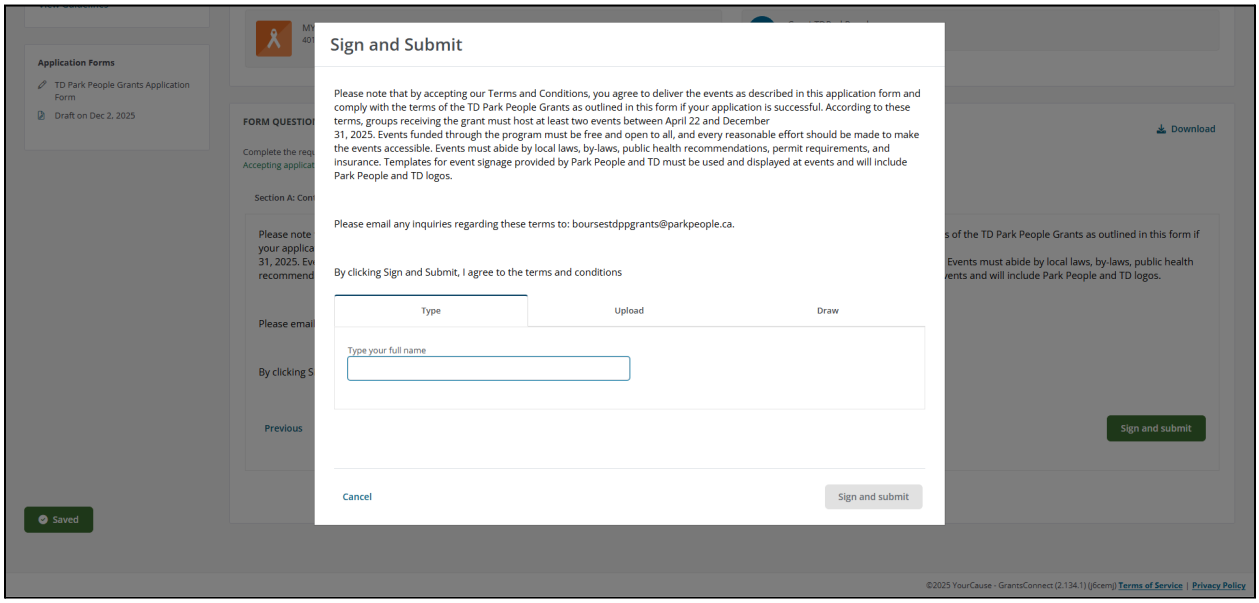


Answer all the questions in a section/tab and once you're done, click "Next" at the bottom of the section. Do not worry about saving your answers, Blackbaud automatically does it for you and a "Saved" checkmark is displayed in the bottom left corner of the page to let you know.



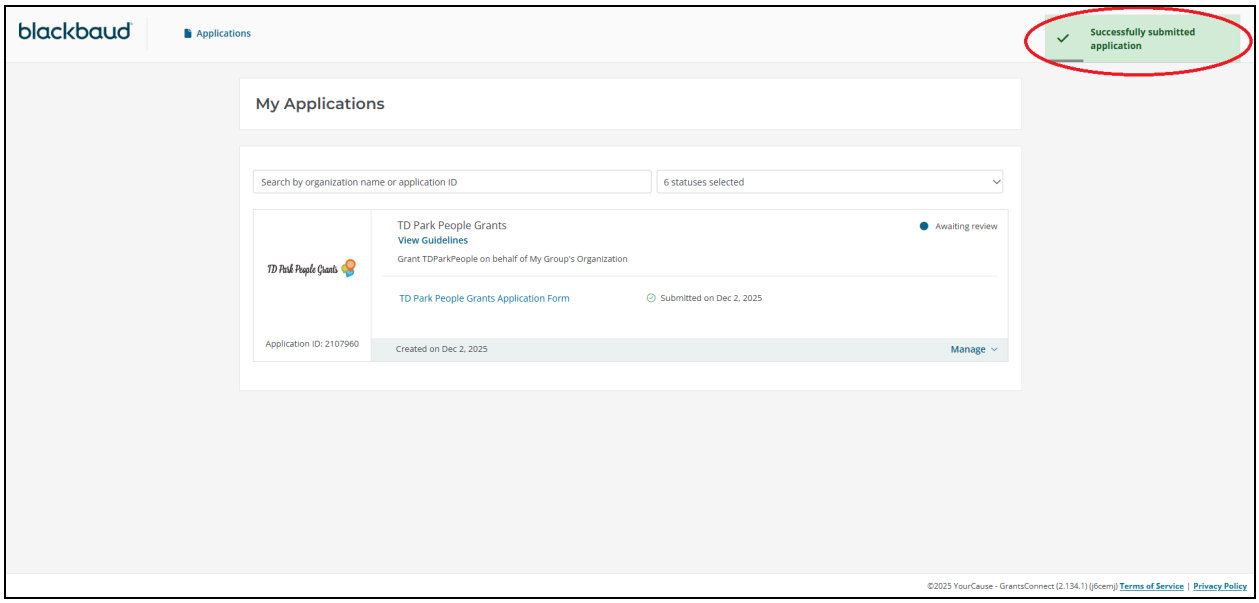
After filling out all the sections, the last section will be the Terms & Conditions. Click on “Sign and Submit” to finalize your application.

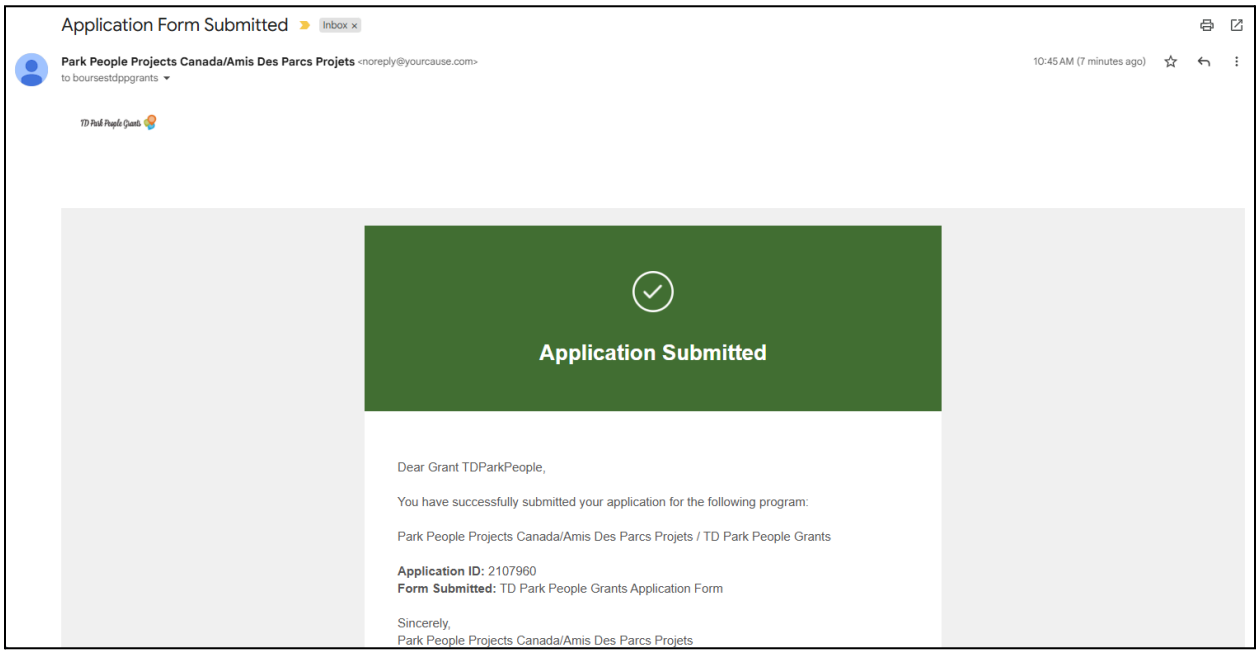
To sign your application, you will have the option to either type in your name, upload your signature or draw it. Once you’re ready, click on “Sign and Submit”. **This step is the final step of the process and it will submit your application**.



After your application is submitted, you will automatically be redirected to “My Applications” page and your application will show with some details like the date it was submitted and the status of your application.

A popup notification will appear in the top right corner, confirming that your application was successfully submitted and an email will also be sent to the email address you used to create your Blackbaud account.





3. Application Form Questions

This document outlines how to apply to the TD Park People Grants using Blackbaud.

For the application questions, please use the Application Form Questions document.