

Non Profit CRM setup Guide

- ☐ Locate all the scattered contacts
- ☐ Remove duplicates, fix errors and export the CSV file
- ☐ Define your tags
- ☐ Import your contacts
- ☐ Add volunteers and staff to CRM & set permissions
- ☐ Set up Lead forms
- ☐ Download Mobile app
- ☐ Create email templates through Campaigns
- ☐ Create and assign tasks to your volunteers and staff
- ☐ Log all your donors detailed information in the CRM