B U I L D Y O U R C L U B

Welcome!

Your Getting Started Guide

Everything you need to get your organization up and running

Set-up time: about 15 minutes

What is Build Your Club?

Build Your Club is a platform of 20+ purpose-built apps for small nonprofits. Each app handles a specific part of running your organization, from donor management and grant writing to board governance, HR, compliance, and more. All your apps share a single sign-in, and your organization name, letterhead, and signature are set once and appear in every document you generate.

This guide walks you through the 6 setup steps, in the right order, so everything works from day one.

Before You Begin

You will need three things ready before you start. None of them take more than a minute to find.

#	What you need	Why
1	**The email address you used to purchase**	This is the email tied to your access. You must sign in with it.
2	**Your organization's legal name, EIN (tax ID), and mailing address**	These go into your org profile and appear on every document.
3	**A Google account linked to that same email (or you can use a magic-link sign-in)**	Build Your Club uses Google to verify your identity securely.

A note about your login email

Your access is tied to the email address your purchase confirmation was sent to. If you want to use a different email address, just email us at support@buildyourclub.com and we will move your access over.

What is a magic-link sign-in?

Row 3 above mentions a magic-link option. Here is how it works: on the Build Your Club sign-in page, enter your email address and click 'Send me a link.' We will send you an email with a one-click sign-in button. Click it and you are signed in immediately. No Google account, no password. The link expires after 15 minutes, but you can always request a new one.

Magic links work on any device and any browser. They are a great option if your organization does not use Google Workspace.

Your 6-Step Setup at a Glance

Complete these steps in order. Steps 1 and 2 are required before anything else will work. The rest can be done in any order, and some are optional depending on your needs.

Step	What you will do	Time
1	**Create your organization workspace**	1 minute **Required first**
2	**Set up your organization profile**	5 minutes **Required first**
3	**Invite your team and board members**	2 minutes *Recommended*
4	**Connect online donations (Stripe)**	5 minutes *Optional*
5	**Connect your email tool (MailerLite)**	3 minutes *Optional*
6	**Open your first app**	Any time *Recommended*

Common Questions Before You Start

Steps 4 and 5 mention Stripe and MailerLite. If you have questions about those tools before diving into the steps, here are the answers.

What if I already use PayPal or another donation processor?

No problem. Connecting Stripe is completely optional. If your organization already collects donations through PayPal, Bloomerang, Network for Good, or any other tool, keep using it. You can still use Build Your Club's Donor Management app to record and track gifts manually.

If you ever want to add Stripe for online giving in the future, you can connect it at any time from the Donor Management settings.

How do I set up a Stripe account?

Stripe is a free payment processor used by millions of nonprofits. Creating an account takes about 5 minutes. You will need your organization's EIN, bank account details, and a government-issued ID for the account owner.

Create a free Stripe account at: stripe.com/industries/nonprofits

What if I do not use MailerLite?

Connecting MailerLite is optional. If your organization uses Mailchimp, Constant Contact, or another email platform, you can still use all of the other apps fully. Email integration with other platforms is on our roadmap. Email us at support@buildyourclub.com to let us know which platform you use.

How do I set up a MailerLite account?

MailerLite is a free email marketing tool (free up to 1,000 subscribers). Creating an account takes a few minutes. You will need to verify your domain name as part of their setup.

Create a free MailerLite account at: mailerlite.com/mailerlite-for-nonprofits

Step 1

Create Your Organization Workspace

Required: do this before anything else

Your organization workspace is the foundation of your Build Your Club account. It stores your team members, your settings, and the data that flows between your apps.

How to do it

1. Go to: buildyourclub.com/team/
2. Sign in with Google using the email address from your purchase confirmation.
3. On the page that appears, find the 'Create an organization' card.
4. Type your organization's full legal name and click Create team.
5. You are now the Owner. You will see a 6-character join code. Keep this handy for inviting teammates.

Link: buildyourclub.com/team/

What you will see

- A progress bar appears at the top of the page showing how many setup steps are complete.
- You will see a 6-character team code you can share with staff or board members who need access.
- The page will now show your team name and a list of members (just you, for now).

Tip: You can rename your organization at any time from the My Organization page.

Step 2

Set Up Your Organization Profile

Required: this makes all your documents look professional

This is the one place where you enter your organization's information. Once you save it here, it flows automatically into every document you generate across all your apps. You will never need to type your address or upload your letterhead again.

How to do it

6. Go to: app.buildyourclub.com/org-settings
7. Sign in if prompted (use the same email as always).
8. Fill in the fields in the Organization Profile section:
   - Organization name (as it should appear on documents)
   - EIN / Tax ID number
   - Mailing address, city, state, and ZIP
   - Phone number, email address, and website (optional but recommended)
9. In the Letterhead section, upload your letterhead image. This appears at the top of every Word document the platform generates for you. Recommended size: 1200 x 200 pixels (wide and short), PNG format, transparent background, under 500 KB. Crop tightly so there is minimal blank space above or below your design.
10. In the Signature section, upload a signature image. This is appended to letter-type documents. Recommended size: 400 x 150 pixels, PNG with a transparent background, under 100 KB. Scan or photograph at high resolution and crop tightly around the signature.
11. Note on the footer: the document footer is text-based, not an image. It assembles automatically from the fields you fill in above (org name, address, phone, email, website). If you want a logo or design element in the footer area, include it at the bottom of your letterhead image instead.
12. Click Save. Your settings are stored and will appear in documents immediately.

Link: app.buildyourclub.com/org-settings

Recommended image sizes

Letterhead

- Size: 1200 x 200 pixels (wide and short, roughly 6:1 ratio)
- Format: PNG preferred (crisp text and logos); JPG also accepted
- Transparent background recommended so it blends cleanly into the document
- File size: under 500 KB
- Tip: crop tightly so there is minimal blank space above or below your design

Signature

- Size: 400 x 150 pixels
- Format: PNG with transparent background (so the signature floats naturally over the document rather than sitting in a white box)
- File size: under 100 KB
- Tip: scan or photograph at high resolution, then crop tightly around the signature with as little surrounding white space as possible

Footer

The footer is text-based, not an image. It assembles automatically from the fields you fill in (org name, address, phone, email, website). There is no footer image to upload. If you want a logo or design element in the footer area, include it at the bottom of your letterhead image instead.

Do not have a letterhead image yet?

That is fine. You can save your org profile without uploading images and come back to add them later. The platform will still generate documents; they just will not have a custom header until you upload one.

Tip: Any time you change your address, phone number, or letterhead, update it here and every future document will reflect the change automatically.

Step 3

Invite Your Team and Board Members

Recommended

Adding your staff and board members gives them access to the apps they need. You control which apps each person can open, so sensitive information like donor records and finances stays with the right people.

How to invite someone

13. Go to: buildyourclub.com/team/
14. Find the Invite Members section.
15. Enter their email address and click Send invite.
16. They will receive an email with a one-click link. They sign in with Google and are added to your organization automatically.

Automatic joining

If someone uses an email address on your organization's own domain (for example @yournonprofit.org), they are added to your organization automatically when they sign in. No invite needed.

Controlling access

By default, all members can open all apps in your suite. Use the Member Access card on the My Organization page to restrict specific apps for specific people. For example, you might limit Donor Management to your development staff and Board Management to board members only.

Link: buildyourclub.com/team/

Tip: Board members do not need to be full members to attend meetings. They only need access if they will actively use an app like Board Management.

Step 4

Connect Online Donations

Optional: only needed if you want to accept online gifts

Connecting Stripe lets donors give directly through your Build Your Club public give page. Gifts go straight to your own bank account. Build Your Club takes no percentage of your donations.

How to do it

17. Open the Donor Management app: donors.buildyourclub.com
18. Go to Settings in the left sidebar.
19. Click Connect Stripe.
20. You will be taken to Stripe's website. Follow the prompts to connect an existing Stripe account or create a new one. (Creating a Stripe account is free.)
21. Once connected, your public give page goes live automatically at donors.buildyourclub.com/give/[your-organization-name].

What donors see

- A clean donation form with your organization name
- Secure payment processing by Stripe (they will see your org name, not Build Your Club)
- An immediate email receipt
- Donors can give by credit card, debit card, or Google Pay

Tip: Start with a small test donation from your own card to confirm everything is working before sharing the link publicly.



Step 5

Connect Your Email Tool

Optional: only needed if you use MailerLite

Connecting MailerLite enables the email campaign features inside the Technology and Marketing apps. Your existing subscribers, groups, and lists in MailerLite are not affected in any way.

How to do it

22. Find your MailerLite API key: log in to MailerLite, go to Integrations, and copy your API key.
23. Open the Technology app: tech.buildyourclub.com
24. Go to Settings in the left sidebar.
25. Paste your API key and click Save.

Tip: Your MailerLite API key is under Integrations > Developer API in your MailerLite account. Use the full key, not a restricted key.

Step 6

Open Your First App

You are ready to go

With your organization profile set up, you are ready to start using your apps. Here is how to pick where to begin.

Your apps are at: app.buildyourclub.com

Sign in and you will see your full app launchpad. Every app in your suite is listed there. Click any app to open it.

Where to start — suggestions by priority

If your priority is...	Start with...
Raising money	Donor Management: add your donors, set up a give page, and send thank-you letters
Board governance	Board Management: add your roster, log your first meeting, and track attendance
Getting started as a new nonprofit	Nonprofit Formation Assistant: walks you through Articles, bylaws, and Form 1023
Staying compliant	Operations Audit or Compliance Tracker: assess where you stand on key obligations
Writing grants	Grant Management: organize your funders, draft proposals, and track submissions
Managing volunteers	Volunteer Management: build your roster, schedule shifts, and log hours

What to expect when you open an app

- A guided tour pops up the first time you open each app. Take it. It only takes 2 minutes and shows you where everything is.
- The Course Modules section (in the left sidebar) has short lessons organized by topic. You can work through them at your own pace.
- The User Guide link in the sidebar opens a full reference manual for that app in a new tab.
- Every app has an AI Automations section (in the sidebar, right under Dashboard) where you can generate documents, letters, and reports in seconds.

Your Setup Checklist

Use this checklist to track your progress. You will also find this same checklist in the onboarding banner at the top of app.buildyourclub.com.

Step 1: Create your organization
buildyourclub.com/team/
Step 2: Set up your organization profile
app.buildyourclub.com/org-settings
Step 3: Invite your team and board members
buildyourclub.com/team/ (use the Invite Members section)
Step 4: Connect Stripe for online donations (optional)
donors.buildyourclub.com -> Settings -> Connect Stripe
Step 5: Connect MailerLite for email campaigns (optional)
tech.buildyourclub.com -> Settings -> enter your API key
Step 6: Open your first app and take the guided tour
app.buildyourclub.com

Frequently Asked Questions

Question	Answer
I signed in but do not see my apps.	Make sure you are signing in with the exact email address your purchase confirmation was sent to. If you used a different email, contact support@buildyourclub.com.
Can I add more than one owner?	Each organization has one owner. You can add other members and give them access to all the same apps, but ownership transfer requires contacting support.
Is my data private?	Yes. Your organization's data is stored securely and is never shared with other organizations on the platform. Only members you invite can access your workspace.
Can I use the apps on my phone or tablet?	Yes. All apps are designed to work on any device with a browser. We recommend Chrome, Edge, or Safari for the best experience.
Can multiple people use the same app at the same time?	Yes. Members you invite can open the same apps simultaneously. Data is saved per user, so each person's work is kept separately.
What happens to my data if I cancel?	You can download a complete copy of all your organization's data at any time from the My Organization page (Export your data). If you cancel, your data remains available for 30 days before deletion.
I uploaded the wrong letterhead. How do I replace it?	Go to app.buildyourclub.com/org-settings, scroll to the Letterhead section, and upload a new file. The old one is replaced immediately.
How do I add a committee to multiple apps?	Define your committees on the My Organization page (buildyourclub.com/team/) and they will be available across apps that use committee data.
Can I sign in without a Google account?	Yes. You can use a magic-link sign-in: enter your email on the sign-in page and we will send you a one-click link. No Google account required.
What does 'Autopilot' mean in the apps?	Autopilot refers to our AI plan tiers. During the beta period, all AI features are available to everyone for free. After the beta ends, AI features will be part of a paid add-on plan.

Your Resource Library

Everything you need is a click away. Bookmark these links.

Resource	What it is	Link
My Apps portal	Your launchpad for all tools	app.buildyourclub.com
My Organization	Team members, join code, committees	buildyourclub.com/team/
Org Settings	Name, EIN, address, letterhead, signature	app.buildyourclub.com/org-settings
Platform Playbook	Step-by-step setup guide by role	buildyourclub.com/playbook/
Complete Guide	Every feature explained in detail	buildyourclub.com/guide/
Nonprofit Starter Kit	Free diagnostic tools and resources	buildyourclub.com/starter-kit/
Support	Submit a question or report an issue	buildyourclub.com/support/
Pricing	Suite contents and plan options	buildyourclub.com/pricing.html

Need help? We are here.

If anything in this guide is unclear, or if something is not working the way you expect, reach out directly:

- Email: support@buildyourclub.com
- Support form: buildyourclub.com/support/
- 14-day money-back guarantee on all purchases, no questions asked

Build Your Club | buildyourclub.com | support@buildyourclub.com

Thank you for choosing Build Your Club. We are rooting for your mission.