

Culture of Philanthropy Assessment Tips

1. Appoint one team leader to register on the Choose Abundance website to allow the whole team to complete the Culture of Philanthropy assessment by going to [this link](#) or clicking the Culture of Philanthropy Assessment link on the Choose Abundance home page.
2. Once registered, the Team leader can then enter other group members from your organization (staff or volunteer) by clicking the "Click here to add your team" button or clicking the User List tab.
3. Enter a username (**with no spaces** and at least 5 characters) and emails for each person completing the assessment and set their role in the organization.
4. Each team member will receive an email with a link to set their password, and can then log in.
5. Each team member will click the Start Assessment button under either the Dashboard **or** Assessment tabs in their dashboard.
6. If a team member can't complete their assessment, the group leader should disable that member in the User List by clicking on the gray checkbox. Clicking the red X will re-enable that member.

Note: The Assessment Report can only be generated once all active members have completed the assessment.

7. The team leader can track completion of the assessment either by being in touch with their team, or by logging in and checking completion under the Users tab.
8. Only when all active users have completed the assessment will the Generate Assessment Report button show in both the Dashboard and Assessment tabs.
9. The group leader may then click the Generate Assessment Report and, in a few moments, a new browser tab will open with the assessment report PDF.
10. The URL (link) to this report is not password protected, so it can be shared.
11. You may also download the report PDF by clicking the Download button on the upper right.

