Registration Quick Start Guide

The Buck Family Fund of MCF

Your organization will need to serve Marin County with any grants you may receive from the Marin Community Foundation's Buck Family Fund.

Anyone working on behalf of your organization who needs access to the Grant Center needs to register separately and create their own individual username and password.

- **To register go to MCF's online portal at** http://grantcenter.marincf.org/new-user and follow the system's prompts to complete your registration.

    - If you are a **current** Grant Center user who needs to register with an additional organization, sign in at http://grantcenter.marincf.org/sign-in. Click on the arrow under your name, select "Organization Info." On the top right, select "Click here to Register with and Additional Organization." Enter the name of the new organization you want to register with and click Find; then Continue and Submit.

- **If your organization is new to the Grant Center, you will need the following information to process your registration:**

    - ☐ Federal Tax Id/EIN Number
    - ☐ Mailing Address
    - ☐ Telephone number
    - ☐ Mission Statement
    - ☐ Name of the head of your organization (has signing authority)
    - ☐ Email address of the head of your organization (has signing authority)
    - ☐ Phone number of the head of your organization (has signing authority)

Note: Registrations will need to be approved by your organization's Primary Contact and then approved by MCF's Grants Managers. If this is the first time that your organization is registering in the Grant Center, please designate a Primary Contact who will approve any future staff members' registrations.

You will receive a confirmation email when your registration has been approved - you can then login to the Grant Center at http://grantcenter.marincf.org/sign-in to perform any necessary functions. Periodically check your spam mail folders for BFF Grant Center notifications from grantcenter@marincf.org.