



How to get on the Map in six easy steps!

**Step 1:**

Review website materials and guides at:

<http://www.philanthropy.org.au/how-to-give/Foundation-Maps-Australia/>

All PA Members can view FMA via logging into the Better Giving Hub at [www.bettergivinghub.org](http://www.bettergivinghub.org)

**Step 2:**

Log in to Updater at <https://updater.foundationcenter.org/> and download the Excel template. You will find all relevant instructions on the first sheet of the Excel file.

If you can't remember your password, or are unsure if you have an account, please try and reset your password as a first step.

If you do not have an account, you may create one. Please use your formal organisational email address to register, not a personal account (eg Gmail, etc).

If you have password/access issues with Updater – please contact Candid directly at [updater@foundationcenter.org](mailto:updater@foundationcenter.org).

**If you want your organisation to be anonymous as a funder** – please do **NOT** use Updater (Step 5) - contact [fmasupport@philanthropy.org.au](mailto:fmasupport@philanthropy.org.au) for assistance.

**Step 3:**

Export your grants or manually insert your grant information into the Excel template – see field descriptions. *Please note: not all fields in the template need to be supplied but there are nine mandatory fields.*



For information on how your data is coded and the mandatory fields of information you need to include, please refer to <https://www.philanthropy.org.au/how-to-give/Foundation-Maps-Australia/>

For Gifts and Smartygrants Users – there is also a Standard Report for FMA to use – please contact Gifts and Smartygrants directly for information and assistance.

#### **Step 4:**

Review your grants in the Excel file to ensure all is correct, and make sure grant descriptions do not include any personal information.

Upload your excel file in [Updater](#).

#### **Step 5:**

Before you log out, take the time to update your organisational information in Updater, particularly your **Assets and Total Giving for 2017 and 2018**. This information will make sure your organisation's giving is accurately reflected on the FMA Dashboard (which is viewable by the public).

#### **Step 6:**

It can take up to 2-3 weeks for your data to appear on the Map. This can be even longer, if the required fields of the spreadsheet are not properly filled out.

Please ensure to take the time to review your data before submitting and also after the data goes live on the Map.

If there are any discrepancies/issues with the way your data is displaying in the Map, please put all information into one email/document, and send your inquiry to [egrants@candid.org](mailto:egrants@candid.org)