

# Upgrading to Canva Pro

- Use your church email address to create an account and log in to Canva - e.g. churchwarden@allsaintschurch.org
  - If you are registered with a personal email address, you can change it by going to your account **Settings**, which can be found by clicking on the circle in the top right corner of your **Canva Home page**.

The screenshot shows the Canva Pro user interface. At the top right, a user profile for 'Holli Bielby' is visible. A red circle highlights the user's profile picture. An arrow points from this circle to the 'Settings' option in the user menu. Another red circle highlights the 'Settings' option. A second arrow points from the 'Settings' circle to the 'Email address' field in the account settings, where another red circle highlights the 'Edit' button. The account details shown include the name 'Holli Bielby - Ely Comms' and the email address 'holli.bielby@elydiocese.org'.

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- Make sure your account is registered with your church email address - e.g. churchwarden@allsaintschurch.org
- Go to <https://www.canva.com/nfp-signup>
- Click on **Get Started**.

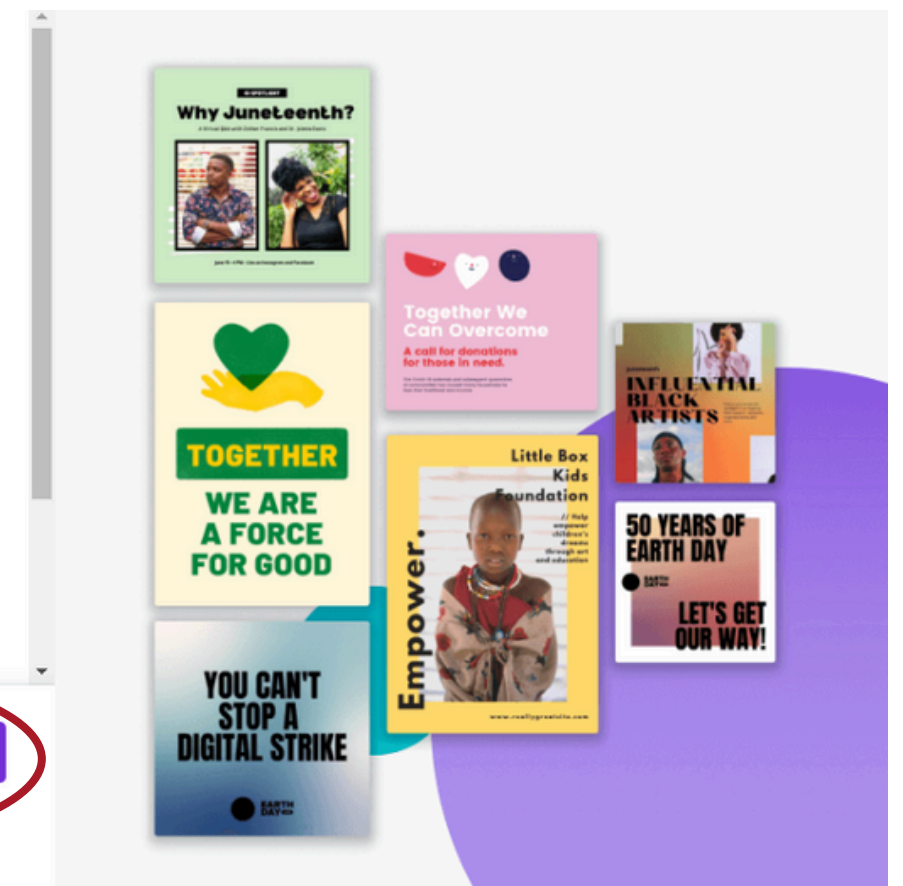
## Receive Canva for Nonprofits free

Canva for Nonprofits includes all the premium features of Canva for Teams and is 100% free for registered nonprofits, social impact and public health organisations.

- 📁 75 million+ premium photos, videos and elements, 3000+ premium fonts, 420,000+ premium templates
- 🧙 Create with ease thanks to Magic Resize, Background

**Get started**

I'm not in a Nonprofit



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- If your PCC has a charity number -
  - Choose **Registered nonprofit organisation** from the drop down list and click on it.
- This should bring up new options below.
  - Click in the **Organisation name or ID** box and type in your PCC charity number.
- This should bring up the name of your charity in the box for you to select.
- Click **Continue**

1 2 3 4

< What's your nonprofit organisation?

Type of nonprofit

Choose nonprofit type

Registered nonprofit organisation

Social impact organisation

Public health organisations, and government entities assisting with public health

Organisation name or ID

Search organisation nam...

Continue

Country

United Kingdom

See eligible organisations

We'll search to see if it's on a list of organisations already verified.

Organisation name or ID

Search organisation nam...

Continue

Organisation name or ID

Search organisation nam...

Q 1193952

The Parochial Church Council ...

1193952

I can't find my nonprofit.

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- Confirm your details and click **Submit**.
- You should soon receive an email telling you that your application has been successful.

1 2

## < Confirm your details

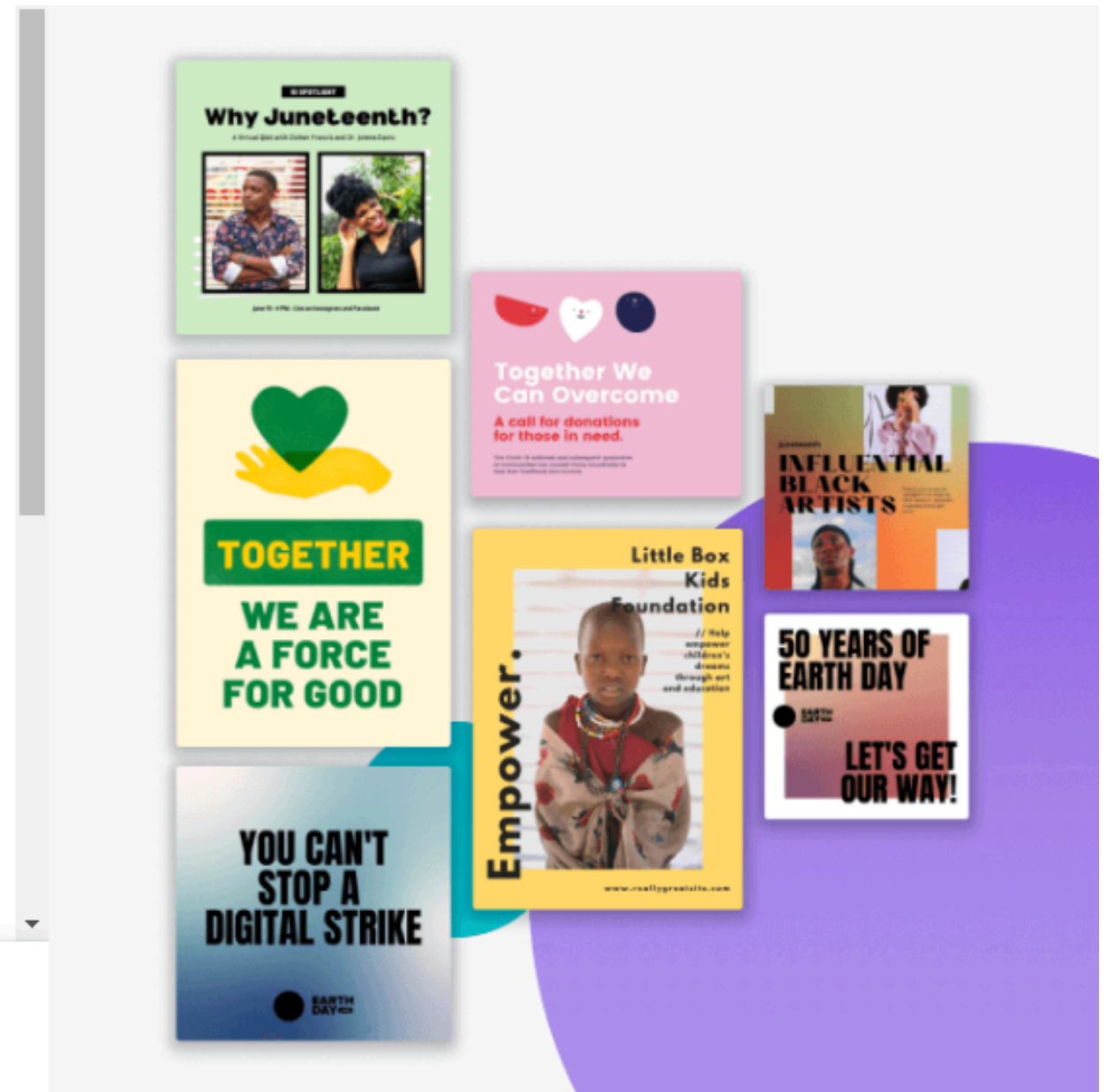
We need to confirm your first and last name in order to finish checking if your organisation is eligible.

First name

Last name

Confirm email

Submit





# Upgrading to Canva Pro

- If your PCC does not have a charity number -
  - Choose Registered nonprofit organisation from the drop down list and click on it.
- This should bring up new options below.
  - Click in the Organisation name or ID box and type in - I can't find my nonprofit.
- Select that option and click Continue.

1 2 3 4

< What's your nonprofit organisation?

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See eligible organisations

Country

United Kingdom

Organisation name or ID

Search organisation nam...

Q |Type to search

Q i can't find my nonprofit

I can't find my nonprofit.

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- Type in your organisation name e.g. All Saints Church and your website address e.g. www.allsaints.org
  - This should match your email address e.g. churchwarden@allsaints.org.

## < Verify your organisation

We'll just need a little bit more information to verify your organisation.

Organisation name

Website

Registry institution

Enter registry name



The institution that registered you as a nonprofit.

Continue

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- Click on Enter registry name
  - Choose Church of England from the drop down list and click on it.

< Verify your organisation

Charity Commission

Charity Commission of Northern Ireland

Church of England

Companies House

Department of Education -

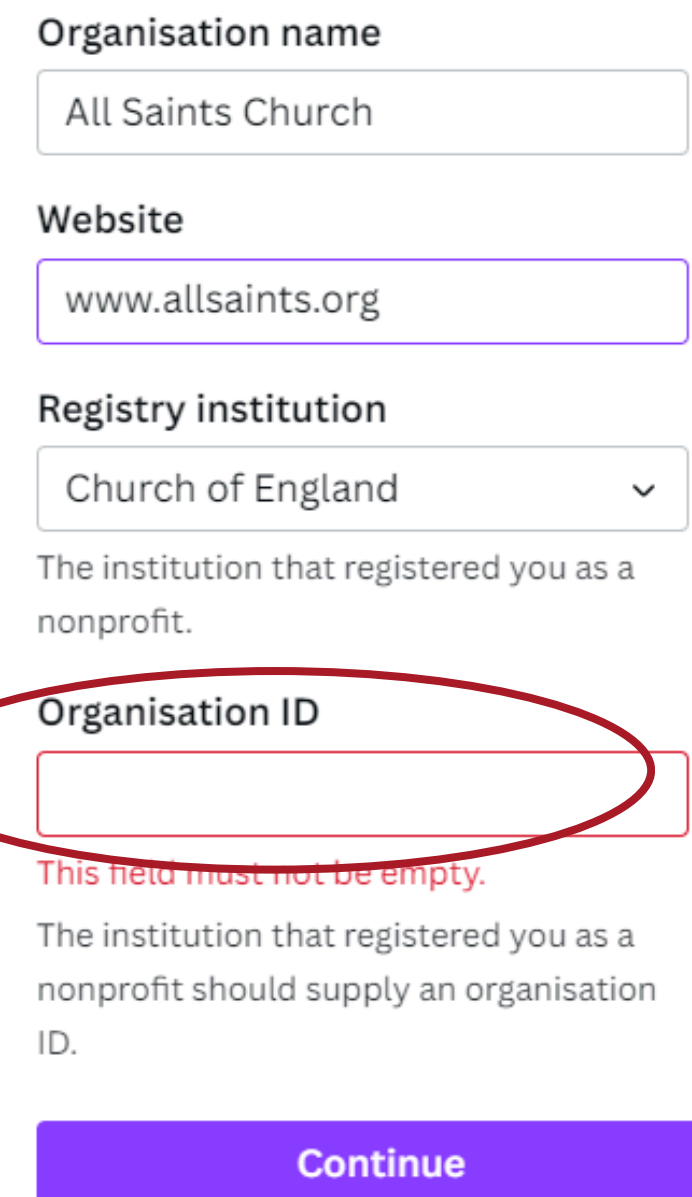
Enter registry name

The institution that registered you as a nonprofit.

Continue

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- Scroll down and click in the **Organisation ID** box.
- Enter the number from your **A Church near you** charity status certificate.
- You can see instructions on how to download your certificate here:
  - <https://achurchnearyou.zendesk.com/hc/en-us/articles/4417463389841-Downloading-a-certificate-as-proof-of-charity-status>
- Click **Continue**.



Organisation name  
All Saints Church

Website  
www.allsaints.org

Registry institution  
Church of England

The institution that registered you as a nonprofit.

Organisation ID

This field must not be empty.

The institution that registered you as a nonprofit should supply an organisation ID.

Continue



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## < Confirm your details

We need to confirm your first and last name in order to finish checking if your organisation is eligible.

First name

Last name

Confirm email

Submit

