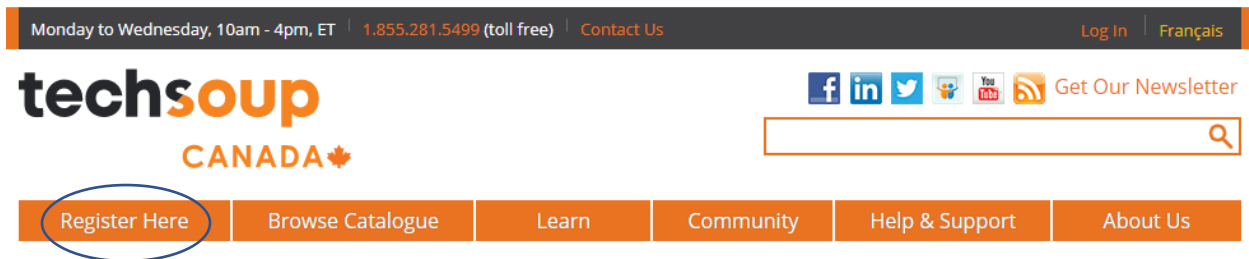**What is TechSoup?**

TechSoup Canada is a program that can assist the Canadian non-profit sector to receive donated and discounted technologies through their technology donation program either for a lesser charge or no fees. Some of these include Office 365, QuickBooks, and Zoom.

How to Register Your Group for a TechSoup Account

1. Go to https://www.techsoupcanada.ca/en

2. Select the "Register Here" button on the navigation bar (image shown below)

3. Decide on the person who will be in charge of this account as they will be the main point of contact such as Group Commissioner, Group Administrator

4. Fill in your "First Name", "Last Name", "Job Title" (what your role in the group is), and "Country"

5. In the next section, you will be creating a "username", provide your e-mail address (do note that your e-mail address can only be used once, so if you are in multiple groups, you may need multiple e-mail accounts) and creating a password

6. Select "English" or "French"

7. Check off the "Privacy Policy" section to consent and transmission of information

8. Complete the "CAPTCHA" section

9. Press "Create new account"

10. A validation e-mail will be sent to the e-mail you have just registered, please check your e-mail and verify the account

11. Once logged into the account, you will see the following:

Register Here	Browse Catalogue	Learn	Community	Help & Support	About Us

My Account

My Personal Profile | My Organization | Request History | Special Eligibility | Community Activity | Validation Token

My Information

Edit my personal profile

Name:
Email:
Username:
Password:
Account validation: Re-send validation email

My Organization

There are no organisations registered yet.
Click here to register.

12. Select "Click here to register" under "My Organization"

13. For the first section "Organization Type":
    a. Select "Canada" for Country
    b. Select "Nonprofit: Ontario" for "Organization Type"

14. For the second section "Organization Activity":
    a. Expand "Youth Activities" section
    b. Select "Scouting (except Boy Scouts and Girl Scouts)

15. For the third section "Organization Registration":
    a. Legal Organization Name is your group name; i.e. Scouts Canada – 8th Oak Ridges
    b. Organization E-Mail Address use the e-mail address you registered previously as any software purchased will be sent to this e-mail
    c. Common Organization Name – you can fill this out if your group is called differently such as "8th Oak Ridges Scouts Group"
    d. Fill in the address accordingly – use the personal address of the person in charge of the account since it is the "branch" address
    e. Enter the amount of expenses your group has per annum

16. For the fourth section "Organization Registered Identifiers" you can request for the CRA number for your council from your Relationship Manager

17. For the fifth and sixth section, read and answer accordingly

18. Press "save" and your request should now be in queue. Make sure you check your e-mails frequently for any e-mails that might need to be addressed and forward it to your relationship manager for verification.