Creating Your Wish List in 10 Easy Steps

In Just a Few Minutes Your Wish List Can Be Live and Generating Donations!
**Step 1:** LOGIN (*) to your Account at DomesticShelters.org. Forgot login? Email us at info@DomesticShelters.org.

(*) In order to LOGIN, you must have claimed your organization’s listing. If you have not done this previously, you can claim your organization’s listing here: [https://www.DomesticShelters.org/locations/new/claim/search](https://www.DomesticShelters.org/locations/new/claim/search)
Step 2: Click “My Organizations”.

Step 3: Click “Wish List”.
Step 4: Click “Click here” to add the address where you would like wish list donations delivered.

To ensure delivery, provide an address that is accessible during business hours and DO NOT use a P.O. Box address.

You can’t turn a Wish List on without providing a receiving address. This address is never made public and is used only to share with delivery services for the purpose of making deliveries.
How to Set Up Your Wish List

Step 5: Click “Add Items to My Wish List”. When you do, you’ll be presented with a catalog of items to add to your Wish List.

Step 6: Select items by clicking the Add button or the Options button + the Add button. Products with an Options button have size, color or packing variations.

- Use the search box to more easily find products you need, or find products by type (e.g., “Baby”) by using the “Category” drop down.
- The numbers at the bottom indicate the presence of multiple pages of products. To see more products on a page, use the “Results to display” drop down.
- Want to recommend a product to add to our catalog? See the gray box in the lower right.
- When you close this window, the products you added will be added to your Wish List.
Step 7: Turn your Wish List “On” using the slider. This means your Wish List is now publicly visible on DomesticShelters.org.

Step 8: Set the desired quantity of each item on your Wish List. Each time a donation is made, the system will reduce the quantity. When it reaches zero, it is no longer viewable publicly and we will notify you via email in case you would like to add more quantity to the item.

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The left button allows you to turn products on your Wish List on or off, and the right button allows you to mark any item as “Urgently Needed”.
Step 9: Once your Wish List is turned “On”, click “View my Wish List” to see what your Wish List looks like publicly. If you want to make edits, just close the “View my Wish List” window and continue editing your Wish List.

Step 10: Now it’s time to market your Wish List and drive donations. Later in the webinar we will go over “How to Supercharge Wish Lists” This will give you simple ideas on how to succeed, including how to add your new Wish List to your own website, in addition to DomesticShelters.org.
After you wish list is published and you start receiving donations. You can view stats on your Wish List that can be sorted by Lifetime, Last Year, Last 90 Days and Last 30 Days.

It will show how many donations, how many items, and the value.

Click “VIEW ALL DONATIONS” to see donor contact information and messages.

Donors do have the option to remain anonymous, in this case they’ll still be notified but no name or contact information will be provided to you.
Your listing on DomesticShelters.org will now include the yellow Wish List icon, which links to your Wish List.

Here you see a sample Wish List in the public view, where people can view items, purchase items, provide a credit card, check out, and have their gifts delivered automatically to your receiving address!
How to Set Up Your Wish List

Anytime someone purchases from your Wish List, you’ll receive an email from us indicating when those items will ship, including tracking information.