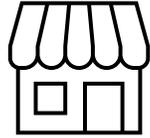


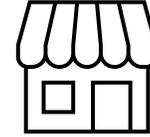
sparkgood™



Spark Good Space Request Tool
How-to Guide For Nonprofits



Space Request Tool



The Spark Good Space Request tool allows local organizations to request space outside of Walmart stores and Neighborhood Markets for the purpose of fundraising or community awareness campaigns. [FrontDoor verified](#) and non-verified organizations may request to use the space in front of Walmart and Sam's Club facilities; however, at this time, the Space Request tool is only available for requesting space in front of a Walmart store and neighborhood market. For Sam's Club requests, please contact the local club manager to request the use of space.

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Applicable terms and conditions for space request

Walmart is happy to share outside space to support local organizations and charities.

Please review the [Terms of Use and Notice of Solicitation and Distribution of Literature Rules – National](#) or the state-specific rules in [Pennsylvania](#) and [Mississippi](#).

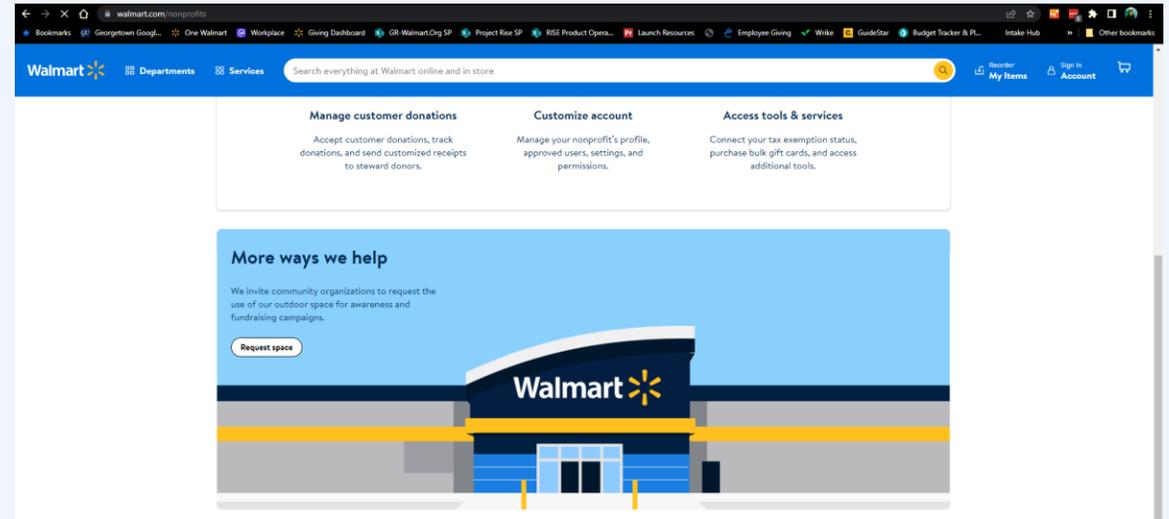
Store and DC managers reserve the right to decline an organization's request based on review of the organization's reputation and activities and its agreement to comply with applicable terms and conditions. **Submission of a request does not guarantee approval.** Exclusions include organizations that deny service, membership or other involvement on the basis of race, religion, color, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, veteran, or disability status.

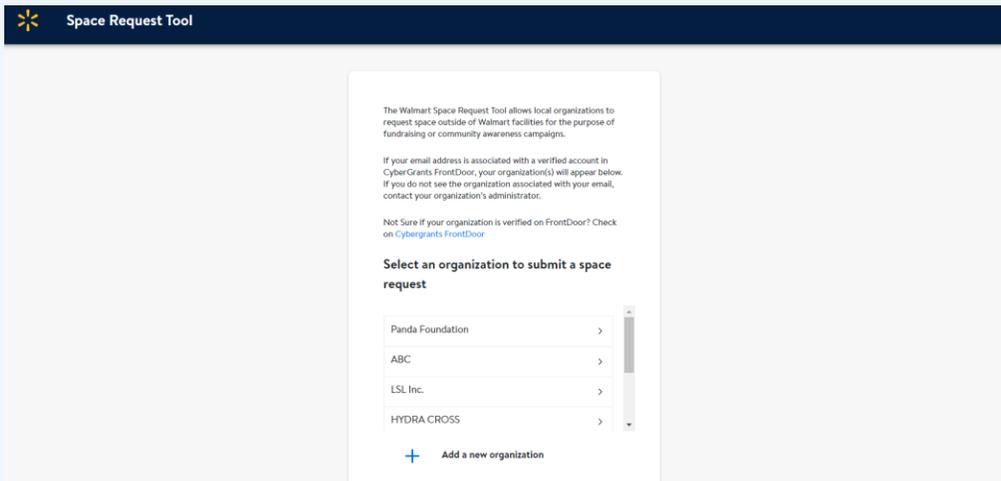
Note: The Space Request Tool is only available for Walmart stores at this time. For Sam's Club, you must speak with a club manager at the location for which you want to request space.

Getting started:

Step 1

Go to walmart.com/nonprofits –
Click on “Request space”





Account setup:

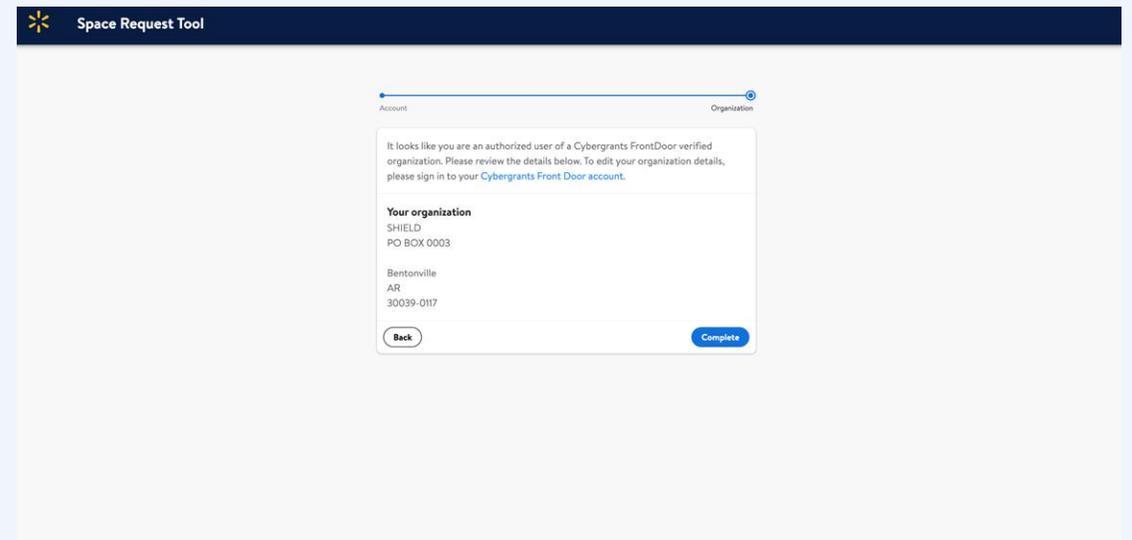
Step 2

Select your organization account (if any) or click **“Add a new organization”**.

Account setup:

Step 3

If you selected an organization, your organization and personal information will show up. Please review the details and click **“Complete.”**



Welcome, Testrise
To get started, please review the details into your Walmart account.

First Name
Testrise

Email
testrise1@walmart.com

Mobile Phone Number

If this is your personal email, and you would address for making space reservations, please account and log in using that account.

Add organization details
Please provide us some information about your organization.

Organization

Address

Address 2 (optional)

City

State

--Select An Option--

Back

Add an emergency contact
Please add an emergency person to this account.

First Name
Last Name

First name is required Last name is required

Email
Email is required

Mobile Phone Number
Mobile Phone Number is required

Back Complete

Account setup:

Step 4

If you clicked “**Add a new organization**”, please add your mobile phone number, organization details, and an emergency contact. Click “**Complete**” to create your space request account for this organization.

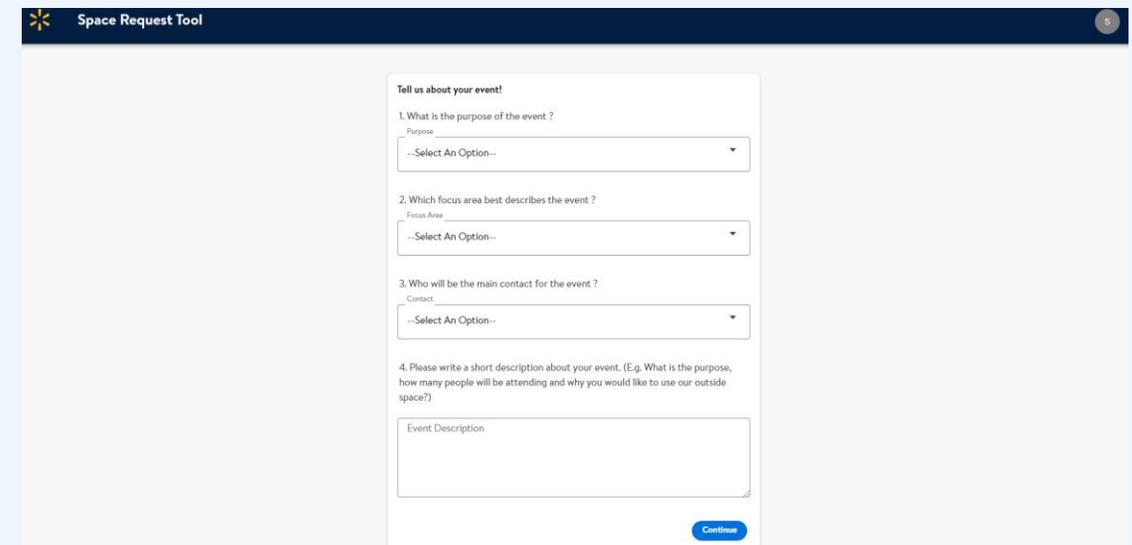
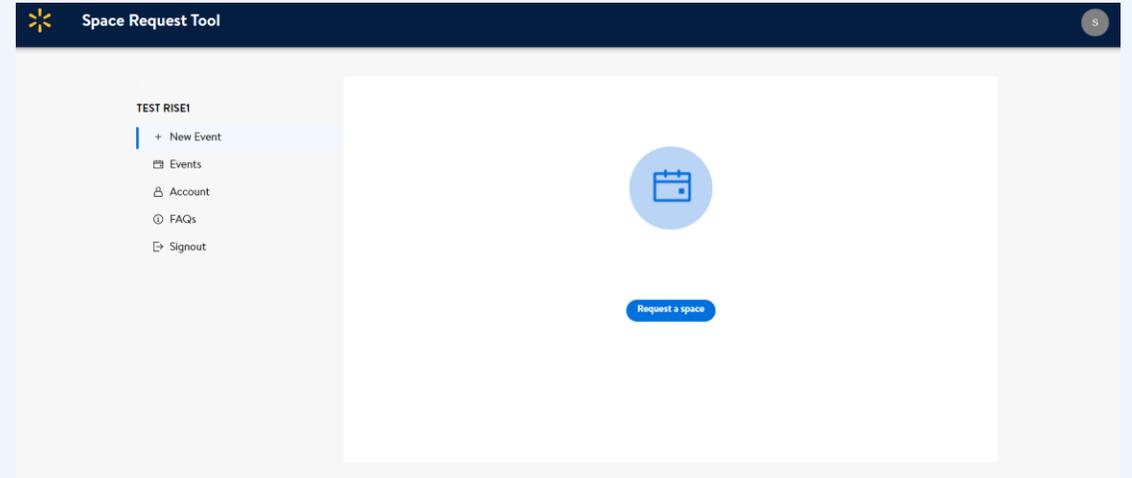
Create a Space Request:

Step 5

Your account is created! Access your dashboard and click **“Request a space.”**

Step 6

Create your event. Then click **“Continue”**



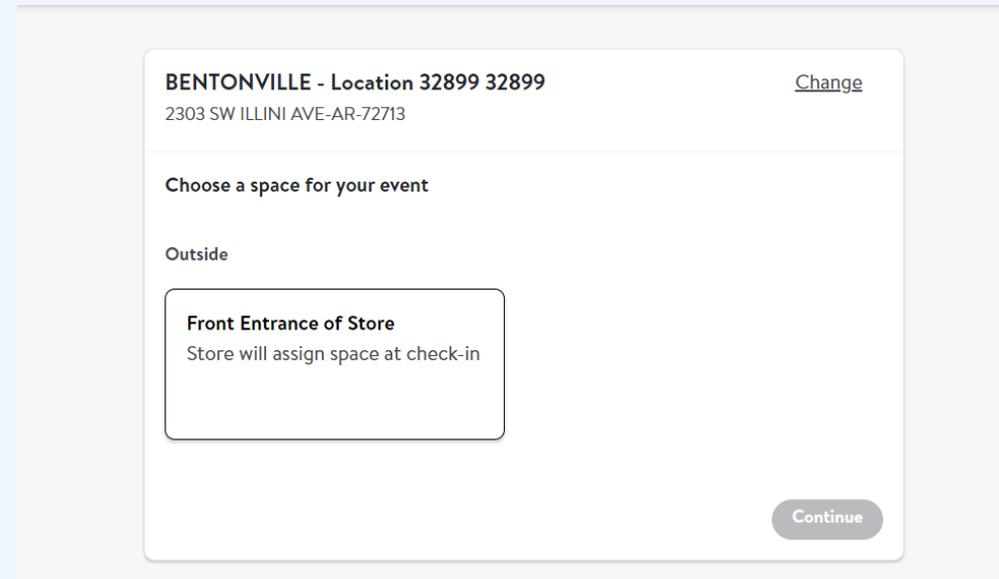
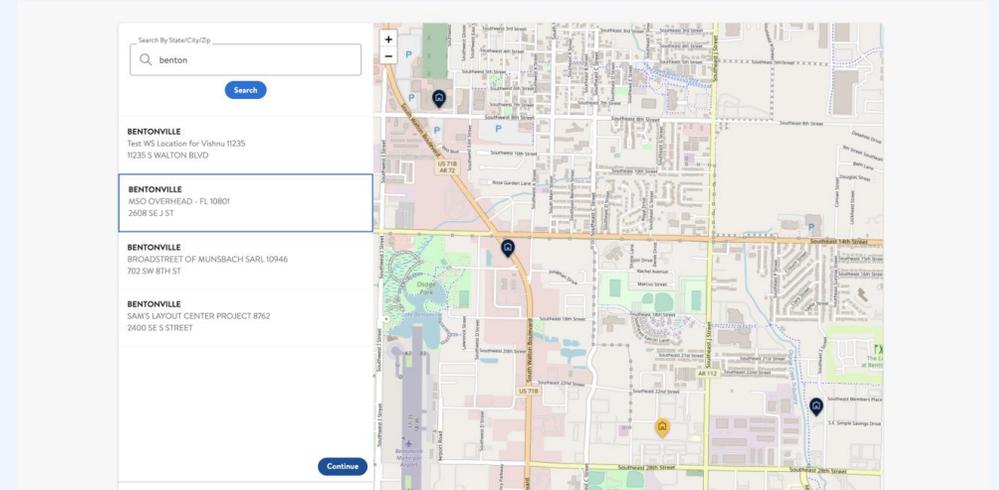
Create a space request:

Step 7

Select the store location. Click **“Continue”**.

Step 8

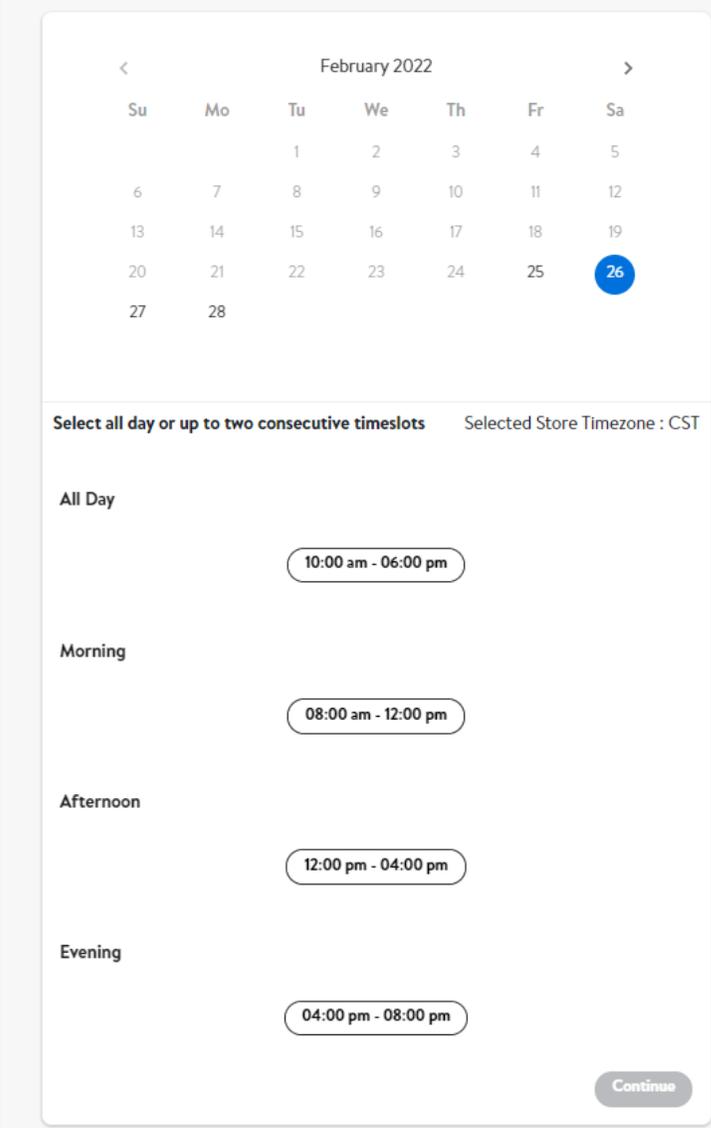
Select the event space **“Front Entrance of Store”**. Click **“Continue.”**



Create a space request:

Step 9

Select the date and time for your space request. Click **“Continue.”**



The screenshot shows a calendar for February 2022 with the 26th selected. Below the calendar, there are four time slot options: All Day, Morning (08:00 am - 12:00 pm), Afternoon (12:00 pm - 04:00 pm), and Evening (04:00 pm - 08:00 pm). A 'Continue' button is located at the bottom right.

February 2022						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

Select all day or up to two consecutive timeslots Selected Store Timezone : CST

All Day
10:00 am - 06:00 pm

Morning
08:00 am - 12:00 pm

Afternoon
12:00 pm - 04:00 pm

Evening
04:00 pm - 08:00 pm

Continue

Review Your Request
Once you submit your request you will not be able to make changes

Date and Time [Edit](#)

Feb 26th, 2022 (CST)
04:00 pm - 08:00 pm




Thank you for your request
We will send you notification once a store manager reviews your request. Requests may take up to 7 days ahead of your event date to be approved or declined

[Back to Events](#)

Testrise Testrise
testrise1@walmart.com
+1 (479)633-5288

Event Details [Edit](#)

Fundraising
Animals & Pets
Test Trial

Accept User Agreements
Walmart is committed to maintaining an efficient and safe working and shopping environment for our associates and customers. Please review and agree to the following policies to complete your space request.

I agree to the [Notice of Solicitation and Distribution of Literature Rules](#)

I agree to the [Terms of Permitted Use](#)

[Request My space](#)

Create a space request:

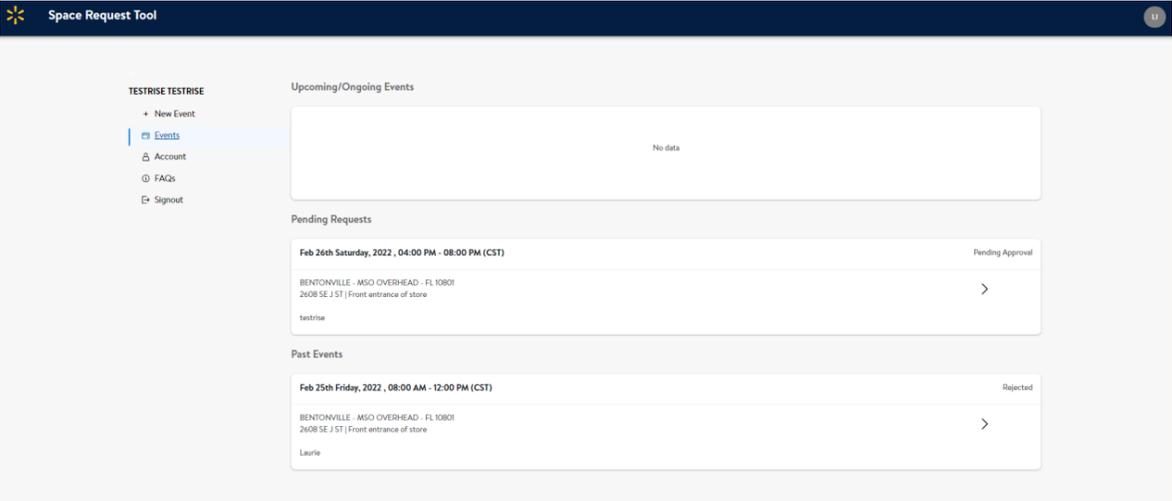
Step 10

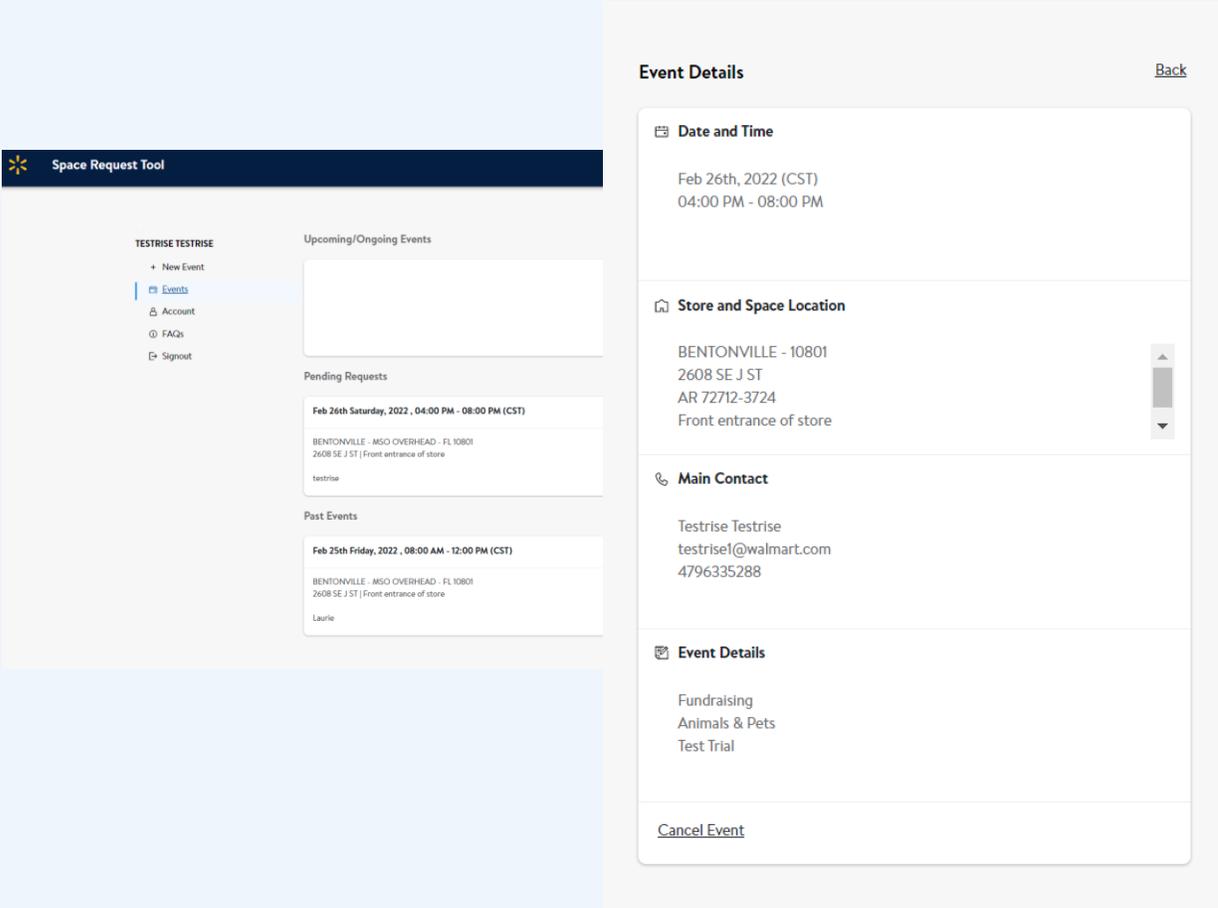
Review user agreements, terms of use and space request details. Submit space request.

View or Cancel Event:

Step 12

From the menu, click “**Events**” to see upcoming events, pending requests or past events.





The screenshot shows the 'Space Request Tool' interface. On the left is a navigation menu with options: '+ New Event', 'Events', 'Account', 'FAQs', and 'Signout'. The main content area is divided into three sections: 'Upcoming/Ongoing Events', 'Pending Requests', and 'Past Events'. The 'Pending Requests' section is highlighted, showing a request for 'Feb 26th Saturday, 2022, 04:00 PM - 08:00 PM (CST)' at the 'BENTONVILLE - MSO OVERHEAD - FL 10801' location. The 'Event Details' panel on the right provides more information for this event, including the date and time, store location, main contact (Testrise Testrise), and event details (Fundraising, Animals & Pets, Test Trial). A 'Cancel Event' link is visible at the bottom of the details panel.

View or cancel event:

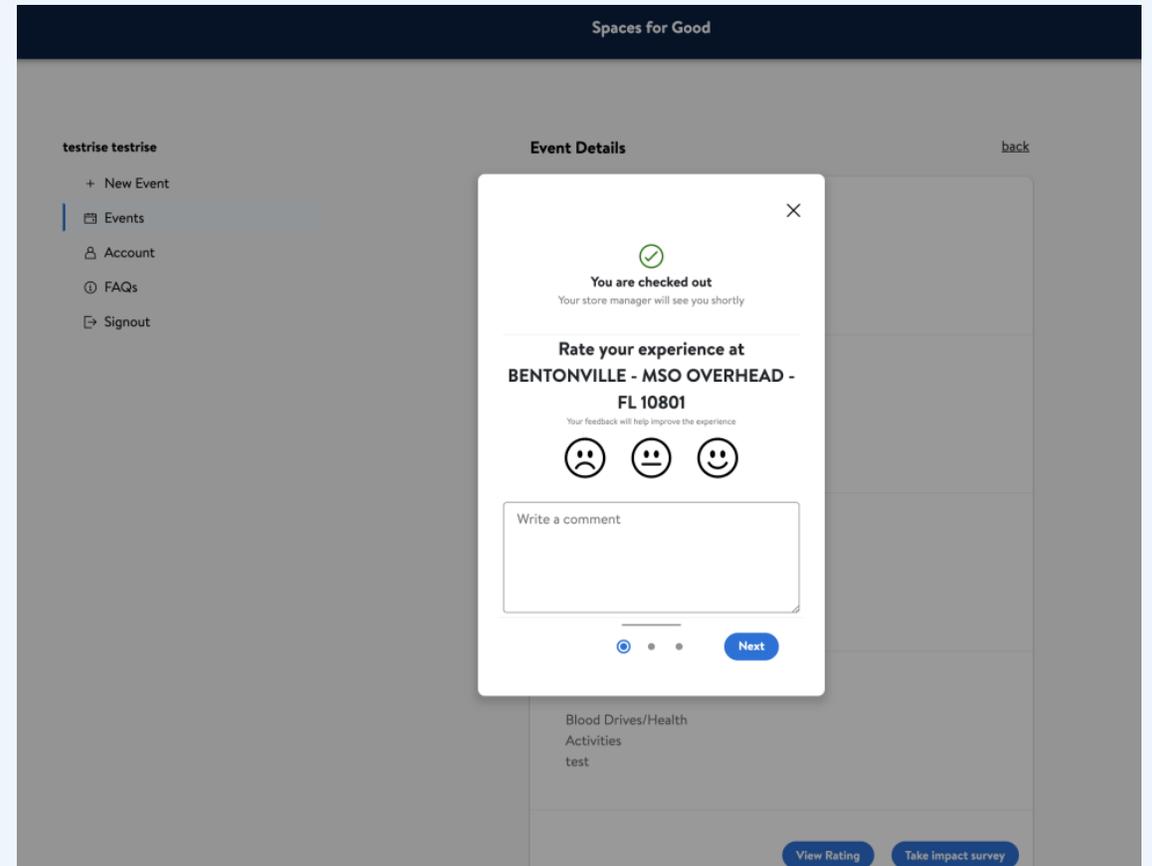
Step 13

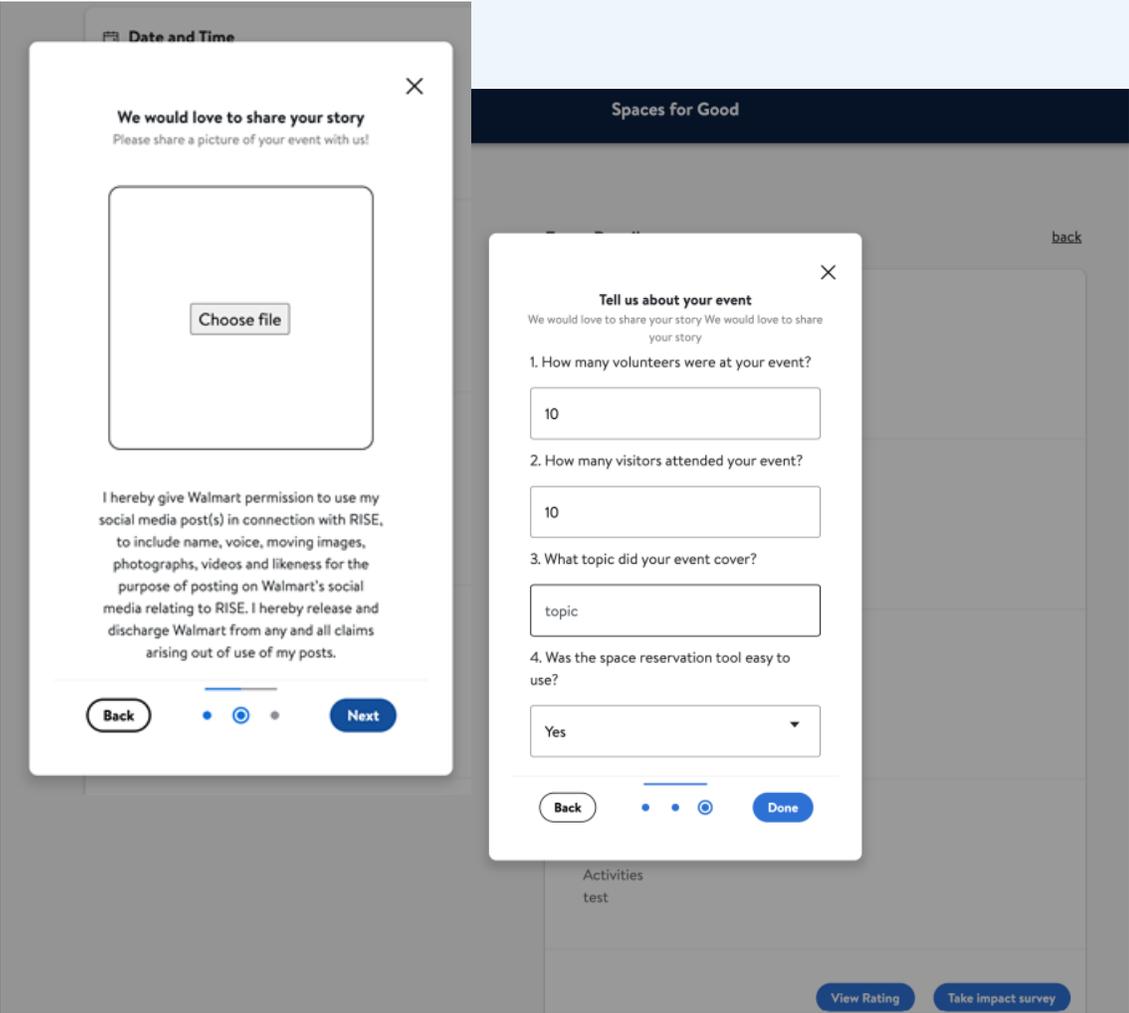
To cancel a pending request, click on the event. Click **“Cancel Event.”**

After event:

Step 14

After your event: Check out of event and provide some feedback.





After event:

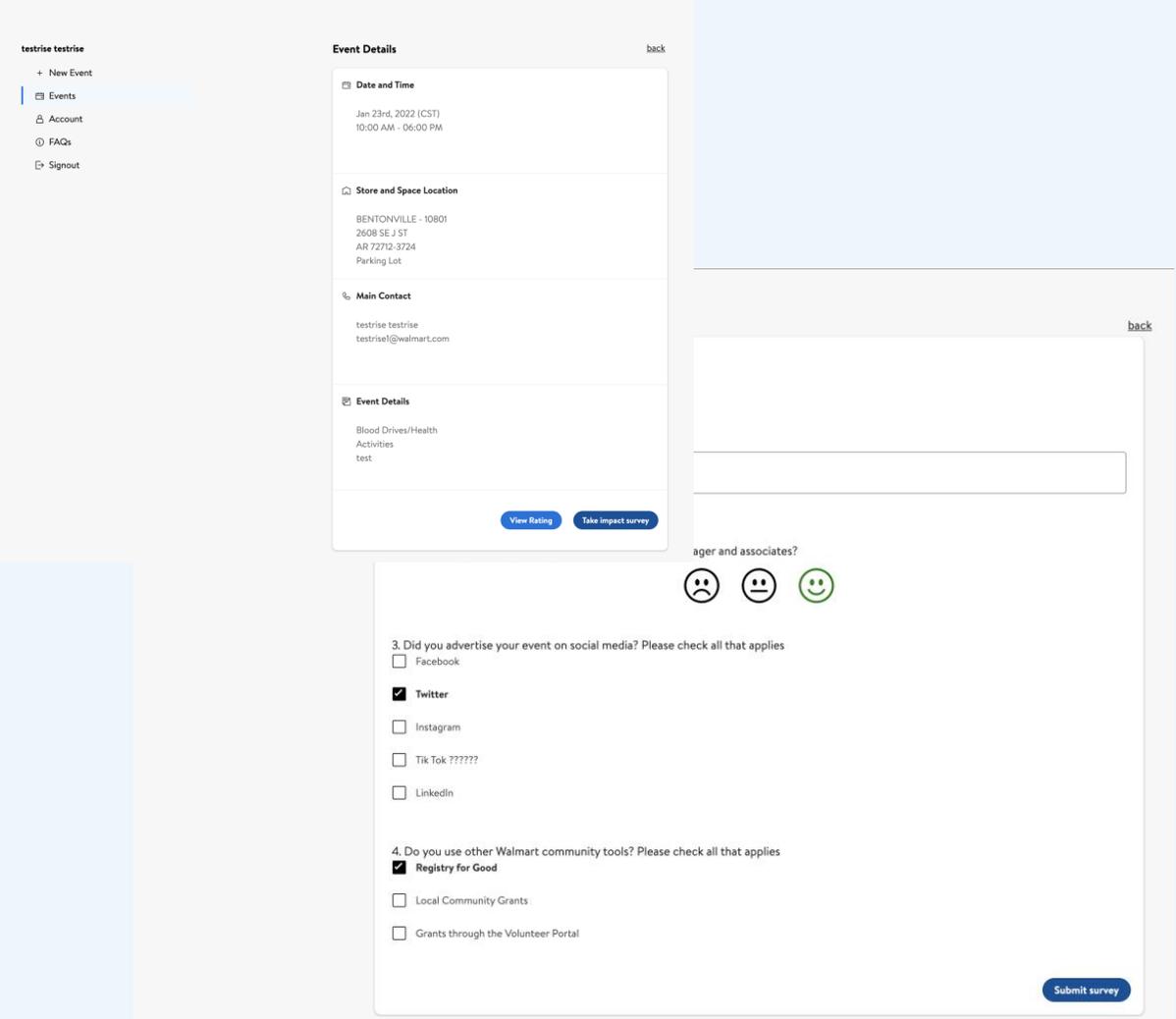
Step 15

After your event: Share a photo and tell us about your event.

After event:

Step 16

Take the impact survey.



The screenshot displays the 'Event Details' page in the Spark Good application. On the left is a sidebar menu with options: '+ New Event', 'Events', 'Account', 'FAQs', and 'Signout'. The main content area shows event information for 'testrise testrise' on 'Jan 23rd, 2022 (CST)' from '10:00 AM - 06:00 PM'. The location is 'BENTONVILLE - 10801, 2608 SE J ST, AR 72712-3724, Parking Lot'. The main contact is 'testrise testrise' with email 'testrise1@walmart.com'. The event type is 'Blood Drives/Health Activities' with the name 'test'.

Below the event details are two buttons: 'View Rating' and 'Take impact survey'. The 'Take impact survey' button is highlighted. To the right, a survey form is visible, starting with a 'back' link and a question: 'ager and associates?'. Below this are three smiley face icons (sad, neutral, happy). The survey includes two questions with checkboxes:

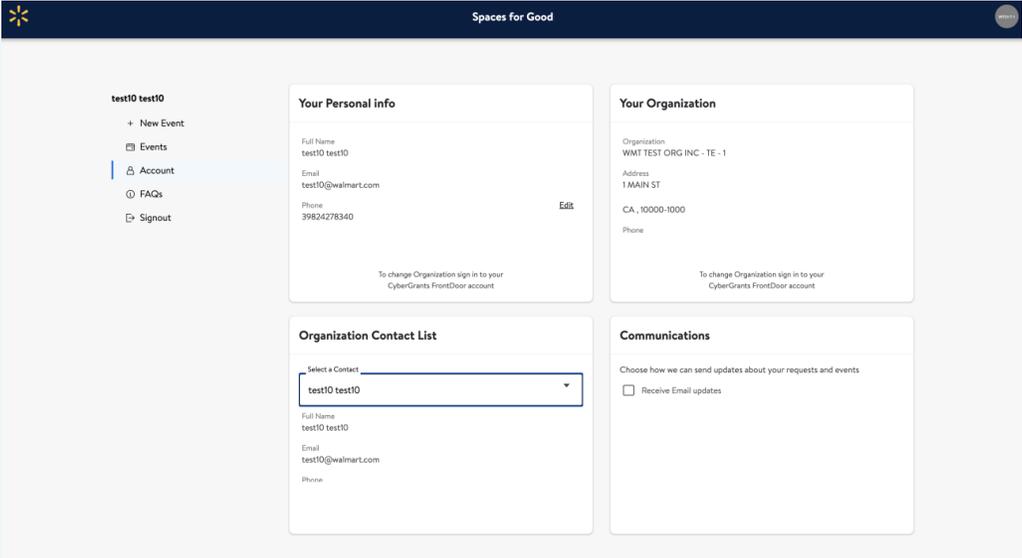
- 3. Did you advertise your event on social media? Please check all that applies
 - Facebook
 - Twitter
 - Instagram
 - Tik Tok ??????
 - LinkedIn
- 4. Do you use other Walmart community tools? Please check all that applies
 - Registry for Good
 - Local Community Grants
 - Grants through the Volunteer Portal

A 'Submit survey' button is located at the bottom right of the survey form.

Manage account settings:

Step 17

View account settings (verified CyberGrants FrontDoor nonprofit account).



Manage account settings:

Step 18

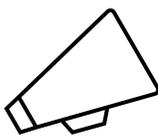
View account settings (all other local organization account).

The screenshot shows a user interface for account settings. On the left is a sidebar menu with the following items: '+ New Event', 'Events', 'Account' (highlighted with a blue bar), 'FAQs', and 'Signout'. The main content area is divided into four panels:

- Your Personal Information**: Contains fields for Full Name (Testrise Testrise), Email (testrise1@walmart.com), and Phone (+1 (122)323-2324). An 'Edit' link is visible to the right of the phone number. A note at the bottom states: 'To edit your personal information sign into Walmart Account'.
- Your Organization**: Contains fields for Organization (Test pari), Address (test test), and a location (AK, 56008). An 'Edit' link is in the top right corner.
- Emergency Contact**: Contains fields for Full Name (Dds Fsf), Email (sfs@gmail.com), and Phone (+1 (233)435-3453). An 'Edit' link is in the top right corner.
- Communications**: Includes the text 'Choose how we can send updates about your requests and events' and a checked checkbox for 'Receive Email updates'.

Additional resources:

 [Frequently Asked Questions](#)

 [Promotional Tools](#)

 [FrontDoor Verification Guide](#)



Spark Good FAQs	
Q.1: What is Walmart Spark Good?	+
Q.2: What is FrontDoor?	+
Q.3: How do I start the FrontDoor verification process?	+
Q.4: Who are authorized users?	+
Q.5: What do I do if an organization's authorized user is no longer with the organization and we need to delete the user?	+
Q.6: Who do I contact if I have questions or issues with the FrontDoor verification process?	+
Q.7: What is the Spark Good Nonprofit Portal?	+

Note: Scroll down to the bottom of the program page for the FAQs



Spark Good: *Communication Toolkit* sparkgood 

Space Request Tool

If you know your organization will be in front of our stores or clubs raising funds or awareness, share the news with others to draw attention to your cause.

EMAIL SAMPLE
Subject: [organization name] will be at the Walmart on [street name] on [date(s)]. Come out and see us!

 On [Day, date, time], [organization name] will be [fundraising/registering voters/selling cookies, etc.] in front of our local Walmart store on [street name]. Your support means so much to us and helps fulfill our mission to [enter details on mission here]
[Come see us!](#)

SOCIAL SAMPLE
 [organization name] will be at the Walmart on [street name] on [date(s)] [raising money/selling cookies/registering voters, etc.]. Your support means everything. Come out and see us! #WalmartSparkGood

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