Step-by-Step Instructions to Set up and Manage a Registry for Good
To set up an account on Registry for Good, you must be an authorized representative of a verified 501(c)(3) organization. Each authorized user can create one registry.

Process

Step 1: Verification Process – Please see the Step-by-Step Instructions for Verification.

Step 2: Setting up your Registry for Good – After your organization has been verified, you can create a Walmart.com account and sign in to create a Registry for Good list.

- Setting up a registry (Steps 1 – 11)
- Adding items (Steps 12-16)
- Adding gift cards (Steps 17-20)
- Tracking order status (Step 21)
- Sharing registry (Step 22)
- Returning items (Steps 23-20)
- Deleting registry (Steps 31-34)

STEP 2: SETTING UP YOUR REGISTRY FOR GOOD

1. Go to Walmart.com/registryforgood. Click “Manage a registry”.

![Walmart Rise](image)

Support a local cause
We’re teaming up with local nonprofits to get them the supplies they need through Registry for Good. Explore local causes today!

Find a cause in your community
2. Click “Sign in or Create Account”. If you have a Walmart.com account, this email address must match the email address used for the FrontDoor account.
3. If you have an existing Walmart.com account, please type in your email address and password. Click “Sign in”. If you do not have an existing Walmart.com account, please click “Create Account”. Please note this email address must match the email address used for the FrontDoor account.

4. If you are creating a new account, please type in your first name, last name, email address and password. Click “Create account”. This email address must match the email address used for the FrontDoor account.
5. When you log in, select your **Non-profit Organization** and **Cause** from the drop-down selection. Click “Continue”. If you selected your organization, skip to Step 7.

6. If your organization isn’t listed, click “Connect to a new organization”. Click “Get FrontDoor Verified”.

Please provide some details about your organization's registry

* Required field
Select a non-profit organization*

Connect to a new organization

To be a part of our trusted platform, only authorized representatives of CyberGrants FrontDoor verified 501(c)(3) organizations may access our community benefits, including Registry for Good. Click below to get you or your organization verified. Learn more about the verification process.

Get FrontDoor Verified

7. Please enter “Registry Title” and “Description of your Registry”. The description should set out who/what the items in your registry will serve and how the donations will create a positive impact in your community. Click “Continue”.

Create a registry

We’re excited to help with the registry for American Red Cross.

Please give your registry a title and describe your organization or cause. This will help your guests.

* Required fields

- Registry title

American Red Cross Holiday Registry

(max. 500 characters)

- Registry description

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce ut rhoncus lectus. Cras velit neque,

(max. 400 characters)
8. Select your shipping address for where products will be delivered. You can also edit your address. Click “Continue”. If you selected an address, skip to Step 10.

Click “Add Address” if you need to add a different address (Refer to Step 9).
9. If you need to add a new address, please complete this form and click “Continue”.

10. Select either “Public” or “Private” for your registry settings. Check the box to accept the terms and conditions. Click “Create Registry”.

![Image of a registry creation process on Walmart website]
11. **Your registry is created!** You can start to add items to your registry.

12. To search for items, type in the "**Search Bar**" (see example, Girls Socks).
13. To add items, choose the “Color”, “Clothing Size” and click “Add to Registry”. DO NOT CLICK “Add to Cart”.

14. After you click “Add to Registry”, you will see this pop-up. Select the registry and click “Save”.
15. To visit your registry to see what items you have added, go to the “Reorder My Items”. A drop-down list will appear. Click “Registries”.

16. To change the quantity of items you need, click “Manage” under each item. A side pop-up bar will appear on the right. Select the quantity under “Need” and click “Save”. For each registry, you can add up to 200 items with up to 200 quantities for each item. To remove an item, click “Remove”.
17. To add gift cards, type “Charitable $10 Walmart Gift Card” in the “Search” bar. You can also search for “Charitable $25 Walmart Gift Card” or “Charitable $50 Walmart Gift Card”. Select the gift card.
18. Click “Add to Registry”. DO NOT CLICK “Add to Cart”.

19. After you click “Add to Registry”, you will see this pop-up. Select the registry and click “Save”.

20. After you click “Save”, another pop-up at the bottom of the screen appears. The pop-up states what registry the item is added to. Click “View Registry” to see the registry. You can also look at Step 15 on how to view your registry.

21. On your registry page, to track your products’ order number, click “Manage” on the item. A side pop-up bar will appear on the right. Under “Purchased so far”, you can view the purchase order number. To track the order status, please contact Walmart Customer Service at 1-800-Walmart with the order number.
22. To share your registry, click “Share this registry”. Then, click “Copy link”. Share in newsletters, email campaigns, and other communication options easily with shareable link.
23. To return a product that has been purchased, click “Manage”. Once the return is processed, a Walmart e-Gift Card will be issued.

24. Click “Start a Return”.
25. Select the items you like to return. Check the boxes.

26. Select a return reason from the list of drop-down options. Click “Refund” or “Replacement”. You can share more details in the text box (Optional).
27. Select your preferred return option. You can choose any of Walmart’s return channels for that registry item: **FedEx Scheduled Pickup (Step 28), Return by Mail (Step 29), Return at Walmart Store (Step 30), and FedEx drop off.** Click “Continue”.

![Select return method](image)

28. If you selected “**Schedule a pickup**”, you can select the preferred date for pickup and click “**Save and Continue**” (picture on the left). You will then see a return confirmation (picture on the right). Click “**Show barcode and instructions**”.

![Return details](image)
29. If you selected “Return by Mail”, click “Print Label”. Please package your item, attach the label, and drop it off at USPS or FedEx Locations.

30. If you selected “Return at Walmart Store”, please return the product by the due date. Click “Show barcode and instructions”.

---

Version: September 30, 2021
31. To delete your registry, click “Settings”.

![Registry Settings](image-url)
32. When you see this Settings panel, scroll all the way down. Click “Delete my Registry”.
33. After you clicked “Delete this registry”, a pop up will appear. To confirm deletion, click “Delete”.

34. After you click “Delete”, you will be redirected to the main registry webpage, and see this pop-up confirmation of deletion. Your registry is deleted!

If you have any questions, please contact registryforgood@walmart.com.