Spark Good Registry

Like a wedding or a baby registry, the Spark Good Registry allows verified nonprofits to create lists of needed products, including gift cards, and to share those lists with their donors. Walmart ships items purchased through a nonprofit’s registry directly to the nonprofit reducing friction from setting up collection sites and retrieving donations. Nonprofits can create virtual events, like a coat or canned-food drive, and share the registry through their social media channels or donor newsletters.
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Creating a registry:

Step 1

When you log in to the nonprofit portal, click “+Create Registry”
Creating a registry:

Step 2
Select your “Non-profit Organization” and “Cause” from the drop-down selection. Click “Continue”.

Step 3
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”.

Step 4
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 7. Click “Add Address” if you need to add a different address (Refer to Step 6).

Step 5
If you need to add a new address, please complete this form and click “Continue”.

Step 6
Select either “Public” or “Private” for your registry settings. Check the box to accept the terms and conditions. Click “Create Registry”.

Spark Good: Set up and Manage a Registry
Creating a registry:

**Step 7**

Your registry is created! You can start to add items to your registry.
Adding items:

Step 8

To search for items, type in the “Search Bar” (see example, Girls Socks).
Adding items:

• **Step 9**

To add items, choose the **“Color”**, **“Clothing Size”** and click **“Add to Registry”**.

• DO NOT CLICK “Add to Cart”.
Adding items:

Step 10

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

Angel Tree Giving

Save
Adding items:

Step 11

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”.
Adding items:

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”.

Clothing (1)

$7.98
Wonder Nation Girls Socks, No Show, Sizes S-L
Actual Color: MULTI, Clothing Size: L

0 of 1 purchased

Manage | Remove
Adding gift cards:

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.
Spark Good: Set up and Manage a Registry

Tracking order status:

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.
Share your registry:

Step 15

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.
Returning items:

To return a product that has been purchased, click “Manage”. Once the return is processed, a Walmart e-Gift Card will be issued.
Returning items:

Step 17

Click “Start a Return”.

Spark Good: Set up and Manage a Registry
Returning items:

Select the items you like to return.
Check the boxes.
Returning items:

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).
Returning items:

Select your preferred return option. You can choose any of Walmart’s return channels for that registry item: FedEx Scheduled Pickup (Step 21), Return by Mail (Step 22), Return at Walmart Store (Step 23), and FedEx drop off. Click “Continue”.
Returning items:

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”.

Step 21
Returning items:

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.
Returning items:

If you selected "Return at Walmart Store", please return the product by the due date. Click “Show barcode and instructions".
Deleting a registry:

Step 24

To delete your registry, click “Settings”.
Deleting a registry:

Step 25

When you see this Settings panel, scroll all the way down. Click “Delete my Registry”.
Deleting a registry:

After you clicked “Delete this registry”, a pop up will appear. To confirm deletion, click “Delete”.
Deleting a registry:

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!
Spark Good: Set up and Manage a Registry

Additional Resources:

- Frequently Asked Questions
- Promotional Toolkit
- FrontDoor Verification Guide

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