

## **Partnership for Philanthropic Planning Online Library Underwritten by Planned Giving Design Center**

The Partnership's Online Library is managed by Ingenta, a web-based database of professional and scholarly publications. The full Ingenta database includes 29,000+ publications and 18,000,000+ individual articles. A limited number of these are related to philanthropy, including *The Journal of Gift Planning* and the National Committee on Planned Giving Conference Proceedings. You can view all the publications included in the Ingenta database at [www.ingentaconnect.com/content](http://www.ingentaconnect.com/content)

Partnership members may bypass the procedures described below by clicking the Members Only tab at [www.pppnet.org](http://www.pppnet.org) and logging in to the Partnership's members only services. The Online Library link in the members only area allows members to access Partnership publications at no charge. When accessing the Online Library from a public link, Partnership members must follow the procedure outlined below to register with Ingenta and set up personal subscriptions before gaining free access to *The Journal of Gift Planning* and National Conference on Planned Giving proceedings.

### **To register...**

**(Please note that your registration may take up to 24 hours to be processed. Read through this procedure so that you will know what to expect after you have registered and set up your personal subscriptions.)**

Go to [www.ingentaconnect.com/content/ncpg](http://www.ingentaconnect.com/content/ncpg), and click on 'sign up here' in the right margin of the page

- Enter your information in the fields provided.
- Choose a username and password (username/password must be at least 5 characters).
- Click 'register'.

### **To set up your personal subscriptions...**

Note that articles published prior to January 1, 2009, are still considered publications of the National Committee on Planned Giving.

- After you have registered, sign in at [www.ingentaconnect.com/content/ncpg](http://www.ingentaconnect.com/content/ncpg) using the username and password you gave yourself when you registered.
- Under the 'Manage My Ingenta' heading, select 'Personal Subscriptions,' and then select 'Add'.
- At the Publisher Name Beginning with: prompt, click on N and then click on National Committee on Planned Giving.
- Check the boxes before the titles of NCPG publications, then enter your Partnership Services ID number in the field provided. This number appears with the mailing information on the back cover of each issue of *The Journal of Gift Planning*, and is also included in all e-mail updates you receive from the Partnership. If you need assistance to locate your number, call the Partnership at (317)269-6274.
- Press 'Add'.

Your subscription requests may take up to 24 hours to be matched with member records. When that process is complete, you will receive e-mail from ingentaconnect.com with the subject "RE: Online Access to Journal of Gift Planning" and "RE: Online Access to National Committee on Planned Giving Conference Proceedings." These messages will indicate that you now have access to Partnership/NCPG publications. **PLEASE NOTE: it may take as much as an hour AFTER you receive these messages before you actually have free access to the PDF files in the Online Library.** Please be patient. If you are not able to

access the full text of our publications one hour after receiving the online access messages, contact the Partnership as directed below.

**If you have questions or concerns about the Online Library...**

Contact Barbara Yeager at (317)269-6274 or [byeager@pppnet.org](mailto:byeager@pppnet.org).

This document is available on the Web at

<http://www.ncpg.org/resources/NCPG%20user%20instructions-register.pdf>