



Space Request Tool

Step-by-Step Guide for Local Organizations

Updated May 2022



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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 the [Notice of Solicitation and Distribution of Literature Rules](#).

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.

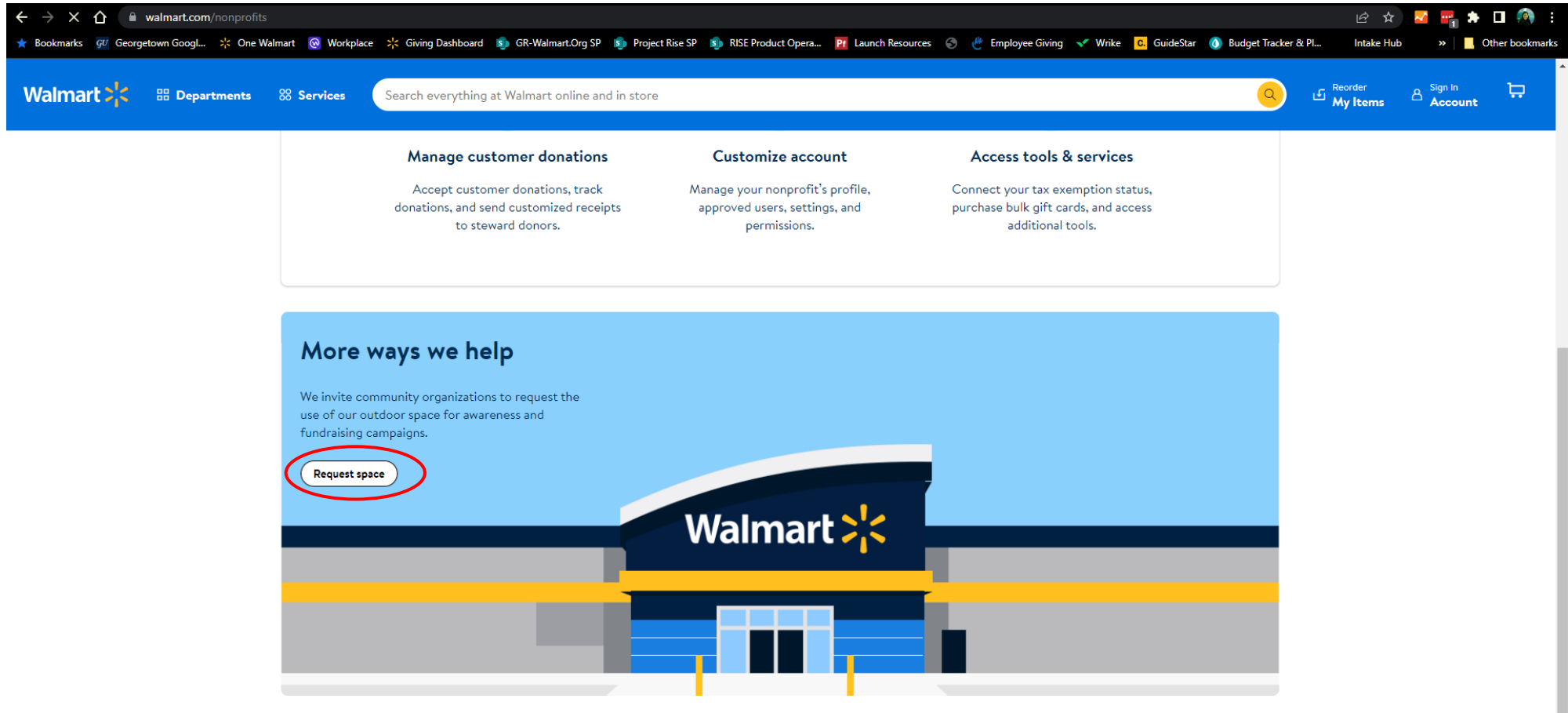




To start



1. Go to [walmart.com/nonprofits](https://walmart.com/nonprofits) – Click on “Request space”








# Account Setup



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

 **Space Request Tool**


The Walmart Space Request Tool allows local organizations to request space outside of Walmart facilities for the purpose of fundraising or community awareness campaigns.

If your email address is associated with a verified account in CyberGrants FrontDoor, your organization(s) will appear below. If you do not see the organization associated with your email, contact your organization's administrator.

Not Sure if your organization is verified on FrontDoor? Check on [Cybergrants FrontDoor](#)

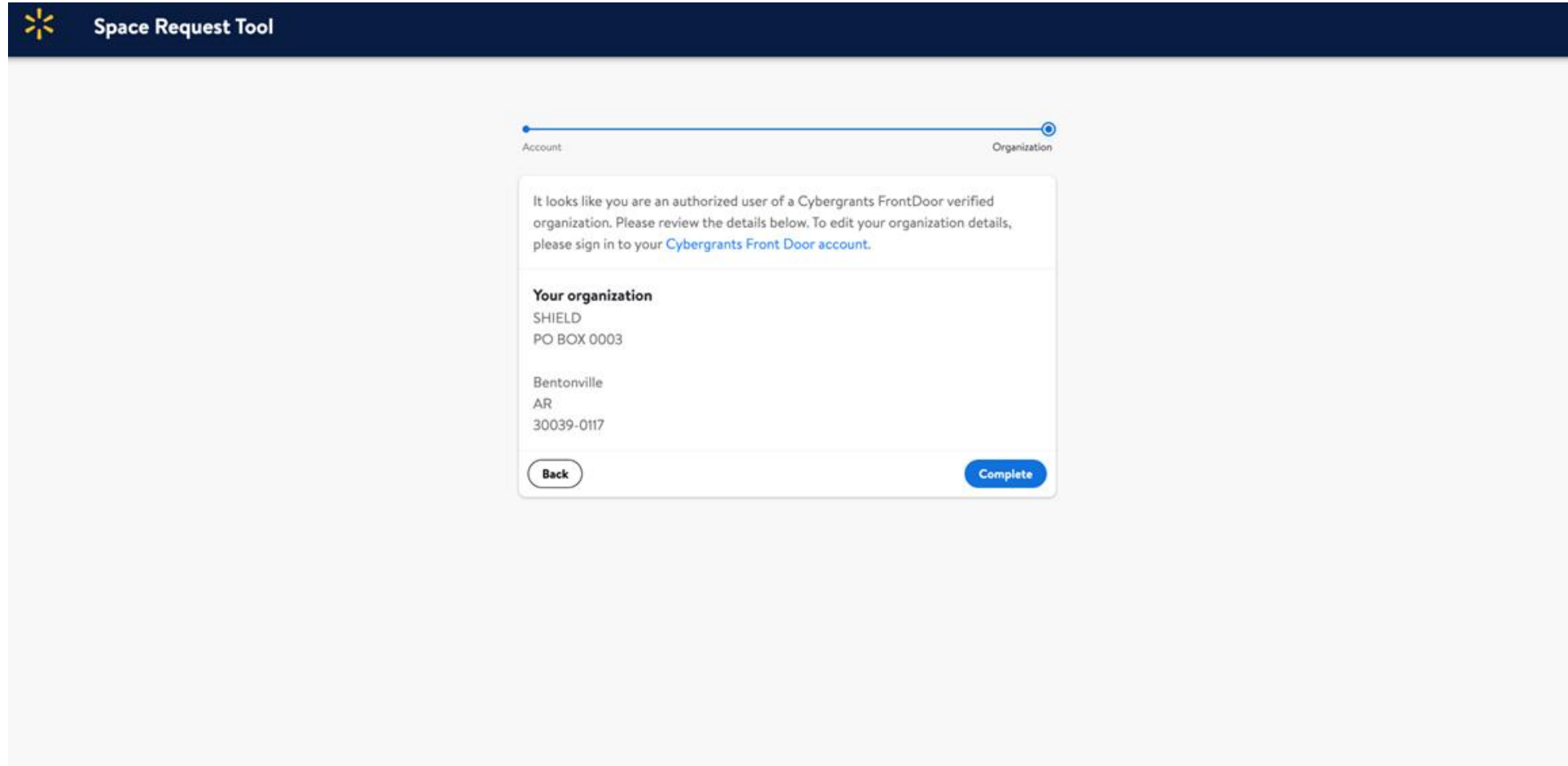
**Select an organization to submit a space request**

Panda Foundation	>
ABC	>
LSL Inc.	>
HYDRA CROSS	>

 **Add a new organization**



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



The screenshot displays the 'Space Request Tool' interface. At the top, a dark blue header bar contains the Walmart logo and the text 'Space Request Tool'. Below the header, a progress bar indicates the current step is 'Organization'. The main content area features a message: 'It looks like you are an authorized user of a Cybergrants FrontDoor verified organization. Please review the details below. To edit your organization details, please sign in to your [Cybergrants Front Door account](#).' Below this message, the organization details are listed: 'Your organization', 'SHIELD', 'PO BOX 0003', 'Bentonville', 'AR', and '30039-0117'. At the bottom of the details section, there are two buttons: 'Back' and 'Complete'.

Space Request Tool

Account Organization

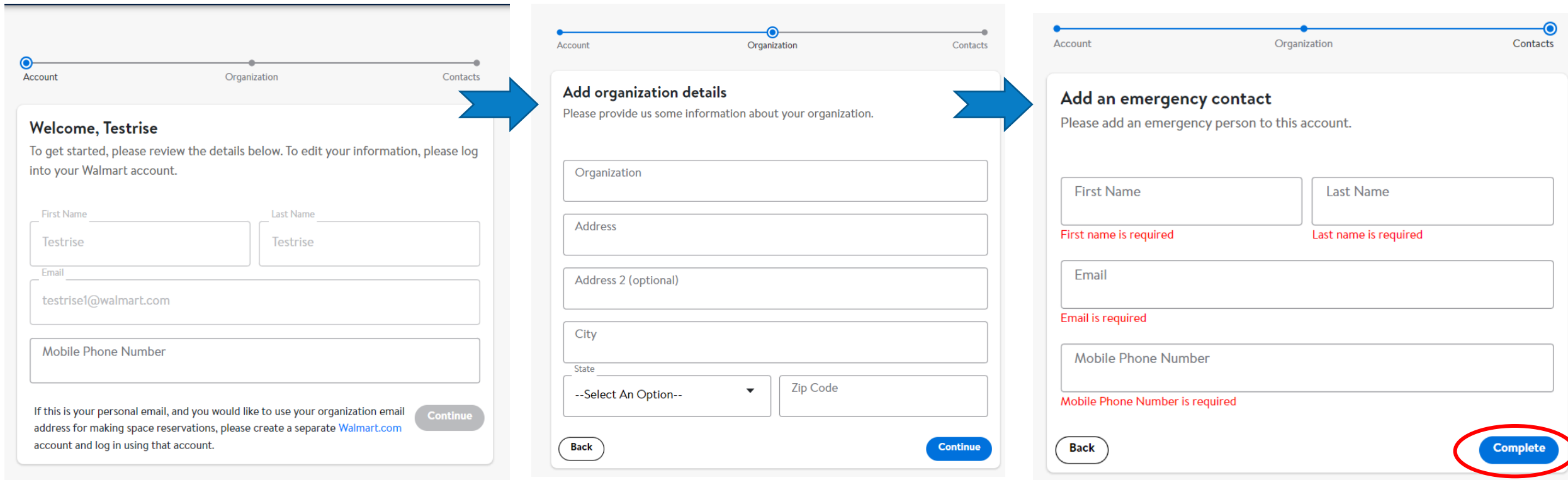
It looks like you are an authorized user of a Cybergrants FrontDoor verified organization. Please review the details below. To edit your organization details, please sign in to your [Cybergrants Front Door account](#).

**Your organization**  
SHIELD  
PO BOX 0003  
  
Bentonville  
AR  
30039-0117

Back Complete



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.



The image displays three sequential screenshots of the Walmart.org account setup process, connected by blue arrows indicating the flow.

**Screenshot 1: Welcome, Testrise**  
This screen shows the initial setup page. It includes a progress bar at the top with three steps: Account, Organization, and Contacts. The main heading is "Welcome, Testrise". Below it, a message states: "To get started, please review the details below. To edit your information, please log into your Walmart account." The form contains fields for First Name (Testrise), Last Name (Testrise), Email (testrise1@walmart.com), and Mobile Phone Number. A "Continue" button is located at the bottom right.

**Screenshot 2: Add organization details**  
This screen shows the "Add organization details" page. It includes a progress bar at the top with three steps: Account, Organization, and Contacts. The main heading is "Add organization details". Below it, a message states: "Please provide us some information about your organization." The form contains fields for Organization, Address, Address 2 (optional), City, State (a dropdown menu with "--Select An Option--"), and Zip Code. "Back" and "Continue" buttons are located at the bottom.

**Screenshot 3: Add an emergency contact**  
This screen shows the "Add an emergency contact" page. It includes a progress bar at the top with three steps: Account, Organization, and Contacts. The main heading is "Add an emergency contact". Below it, a message states: "Please add an emergency person to this account." The form contains fields for First Name, Last Name, Email, and Mobile Phone Number. Red error messages are displayed below the First Name, Last Name, and Mobile Phone Number fields, indicating they are required. A "Back" button is located at the bottom left, and a "Complete" button is located at the bottom right, circled in red.

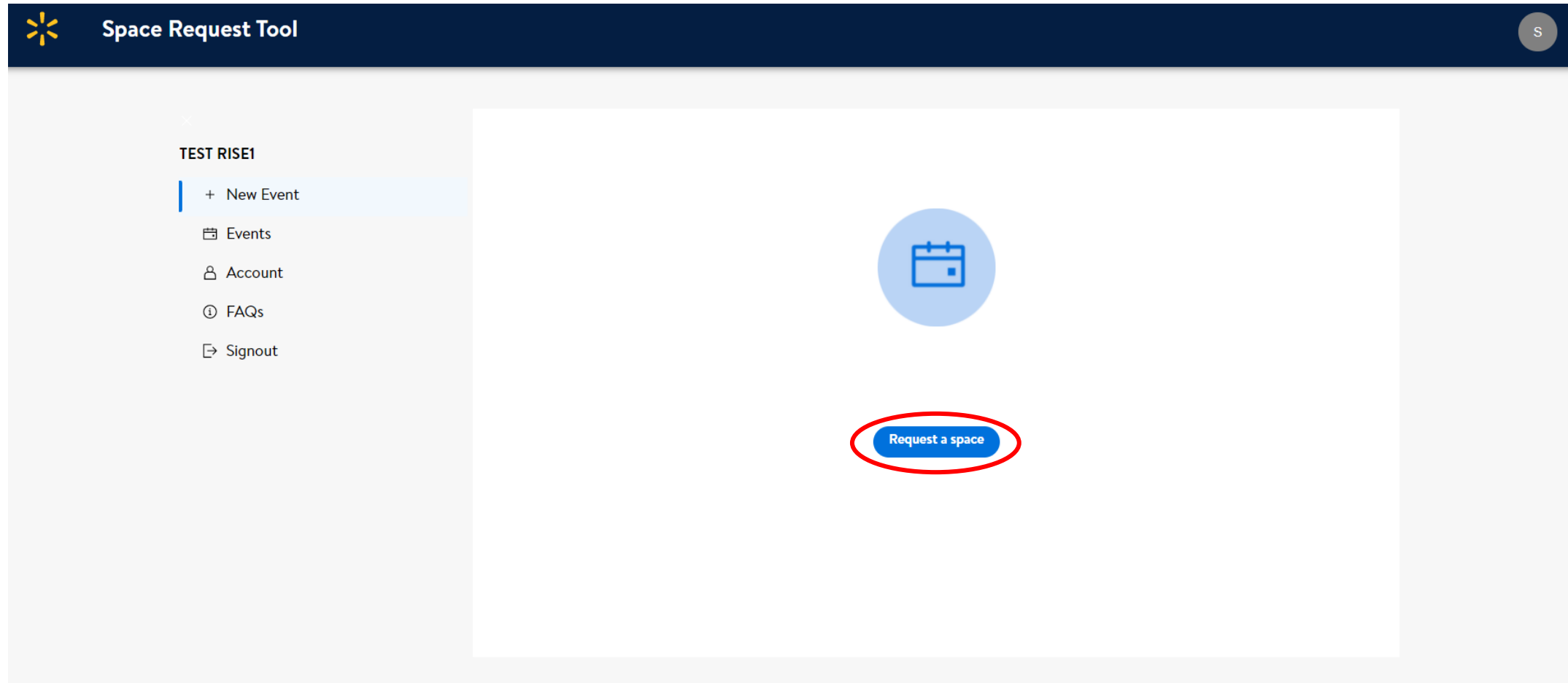




Create a space request




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





6. Create your event. Click “Continue.”

 Space Request Tool

**Tell us about your event!**

1. What is the purpose of the event ?

Purpose

--Select An Option--

2. Which focus area best describes the event ?

Focus Area

--Select An Option--

3. Who will be the main contact for the event ?

Contact

--Select An Option--

4. Please write a short description about your event. (E.g. What is the purpose, how many people will be attending and why you would like to use our outside space?)

Event Description

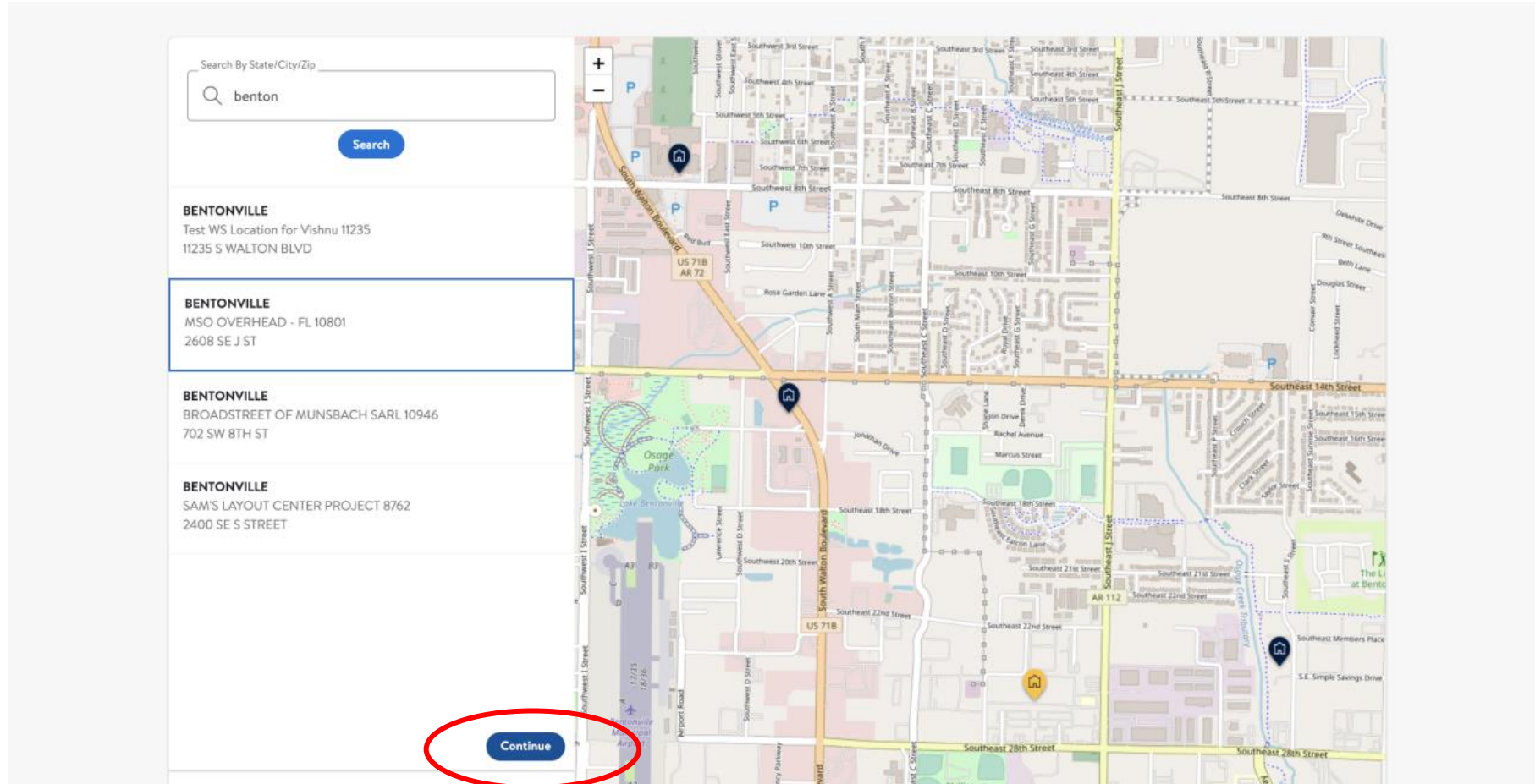
**Continue**

- Purpose
- 1. Fundraising
  - 2. In-kind donations
  - 3. Awareness or education
  - 4. Voter registration
  - 5. Blood drives/health-related drives
  - 6. Other activities

- Focus Areas:
- 1. Animals & Pets
  - 2. Arts, Creative & Culture
  - 3. Community Support & Social Action
  - 4. Disaster Relief & Prevention
  - 5. Education & Economic Empowerment
  - 6. Environment & Sustainability
  - 7. Faith & Spiritual
  - 8. Health & Wellness
  - 9. Hunger & Homelessness
  - 10. Personal Emergency
  - 11. Veterans & Military Families
  - 12. Youth Services



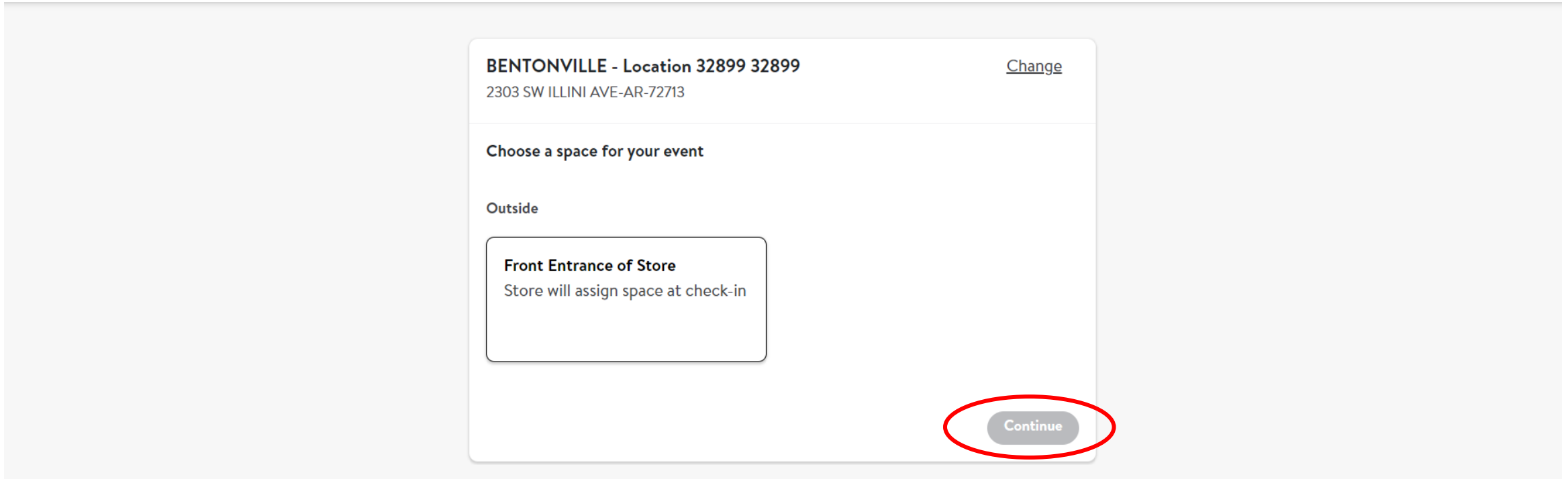
## 7. Select the store location. Click “Continue”.



To search locations, you can search by state abbreviation (i.e. TX, AZ), city, and zip.



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



The screenshot shows a web interface for selecting an event space. At the top, it displays the location: "BENTONVILLE - Location 32899 32899" with the address "2303 SW ILLINI AVE-AR-72713" and a "Change" link. Below this, the heading "Choose a space for your event" is followed by the category "Outside". A single selection box is visible, labeled "Front Entrance of Store" with the note "Store will assign space at check-in". At the bottom right, a grey "Continue" button is highlighted with a red circle.

BENTONVILLE - Location 32899 32899 [Change](#)  
2303 SW ILLINI AVE-AR-72713

Choose a space for your event

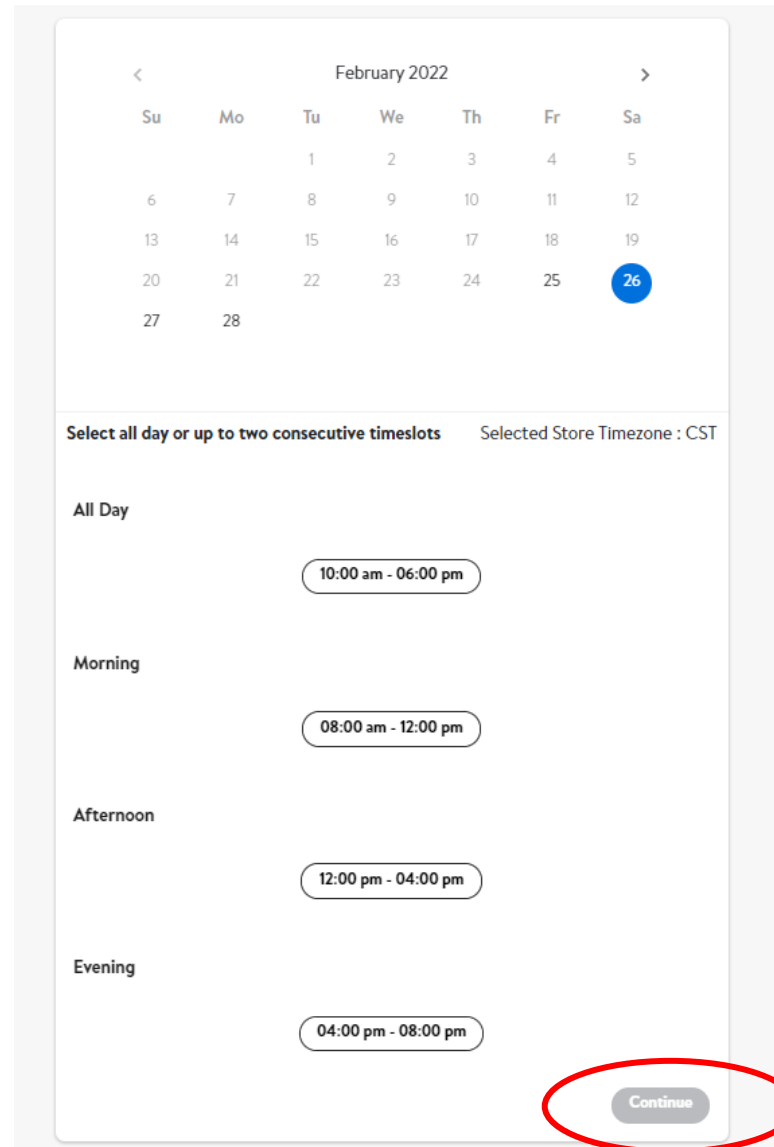
Outside

**Front Entrance of Store**  
Store will assign space at check-in

Continue



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



The screenshot displays the Walmart.org event booking interface. At the top, a calendar for February 2022 is shown. The date 26 is selected and highlighted in blue. Below the calendar, the text "Select all day or up to two consecutive timeslots" and "Selected Store Timezone : CST" are visible. The interface then presents 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). At the bottom right, a "Continue" button is circled in red.

Note: Dates will be greyed out +21 days. (i.e. A user can only select an event day 22 days out.)

You can select all-day or up to two consecutive timeslots (i.e. morning/afternoon, afternoon/evening).

If a timeslot is greyed out, it means there is already an approved event for that location on that date/time.



## 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

**Store and Space Location**
[Edit](#)

BENTONVILLE - 10801  
2608 SE J ST  
Front entrance of store

**Main Contact**
[Edit](#)

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](#)

Note: You will receive email and in-app notifications. Please go to account settings if you want to opt out of email notifications.

Note: You will receive email and in-app notifications. Please go to account settings if you want to opt out of email notifications.





# Dashboard: Events



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

TESTRISE TESTRISE

+ New Event

**Events**

Account

FAQs

Signout

Upcoming/Ongoing Events

No data

Pending Requests

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

Pending Approval

BENTONVILLE - MSO OVERHEAD - FL 10801

2608 SE J ST | Front entrance of store

testrise

Past Events

Feb 25th Friday, 2022 , 08:00 AM - 12:00 PM (CST)

BENTONVILLE - MSO OVERHEAD - FL 10801

2608 SE J ST | Front entrance of store

Laurie

testrise testrise

+ New Event

**Events**

Account

FAQs

Signout

Upcoming/Ongoing Events

Jan 23rd, 2022 , 10:00 AM - 06:00 PM (CST)

Approved

BENTONVILLE - MSO OVERHEAD - FL 10801

2608 SE J ST | Parking Lot

testrise

Pending Requests


No data

Past Events

No data



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

 Space Request Tool

TESTRISE TESTRISE

+ New Event

Events

Account

FAQs

Signout

Upcoming/Ongoing Events

No data

Pending Requests

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

Pending Approval

BENTONVILLE - MSO OVERHEAD - FL 10801  
2608 SE J ST | Front entrance of store

>

Past Events

Feb 25th Friday, 2022 , 08:00 AM - 12:00 PM (CST)

Rejected

BENTONVILLE - MSO OVERHEAD - FL 10801  
2608 SE J ST | Front entrance of store

Laurie

>

Event Details

Back

Date and Time

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

Store and Space Location

BENTONVILLE - 10801  
2608 SE J ST  
AR 72712-3724  
Front entrance of store

Main Contact

Testrise Testrise  
testrise1@walmart.com  
4796335288

Event Details

Fundraising  
Animals & Pets  
Test Trial

Cancel Event





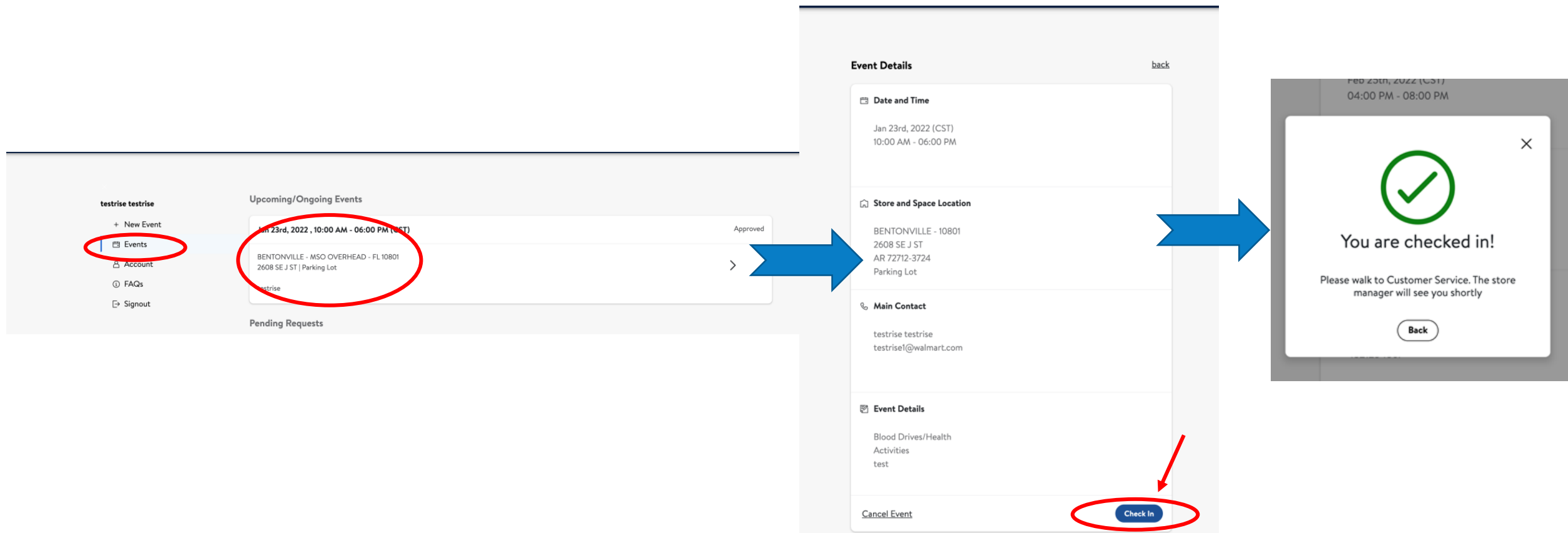
Event Day: Check in



13. Event Day: Please check in to let the store know you are at the store.

Go to “**Events.**” Click on the event under Upcoming Events. Click “**Check in.**”

Note: Check in button is available 1 hour before event.



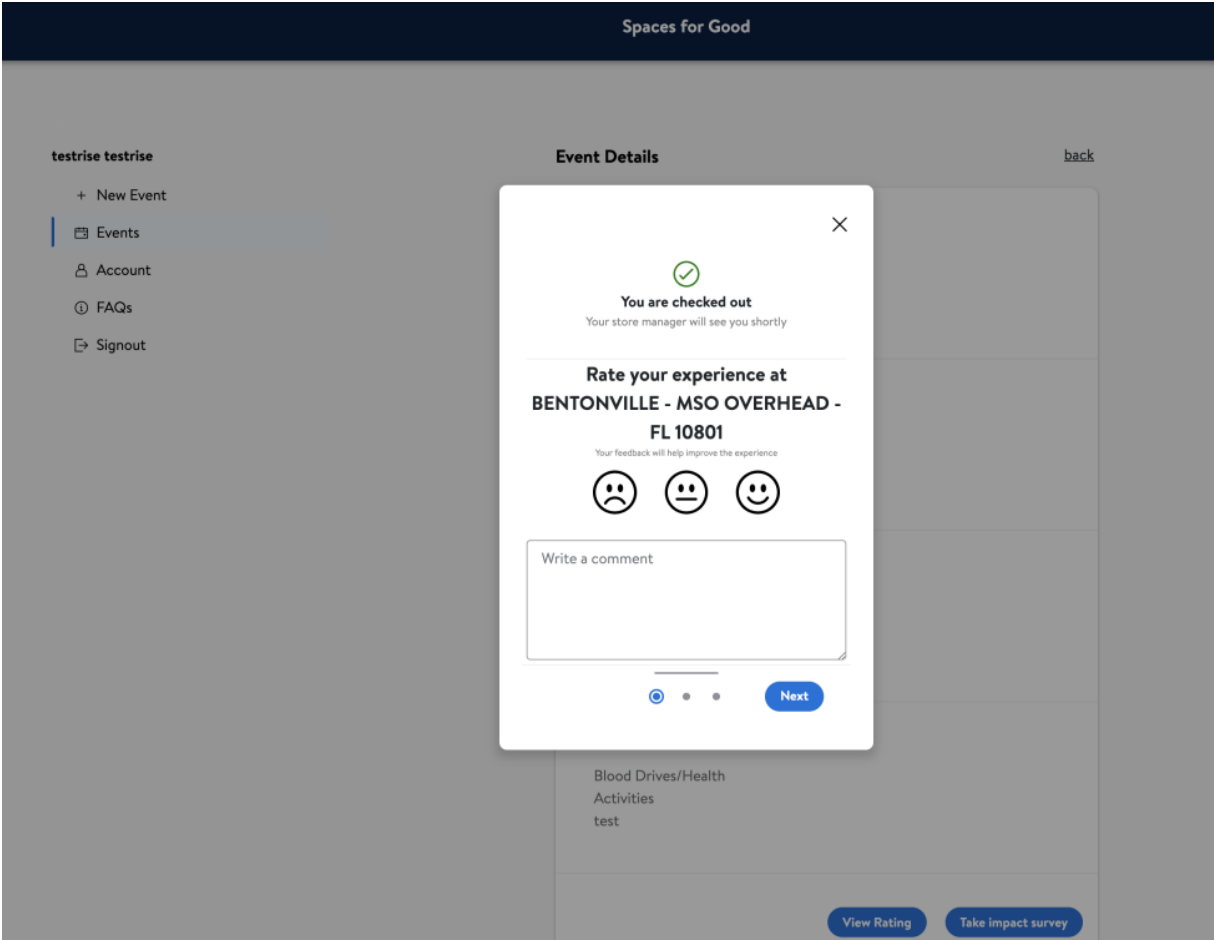
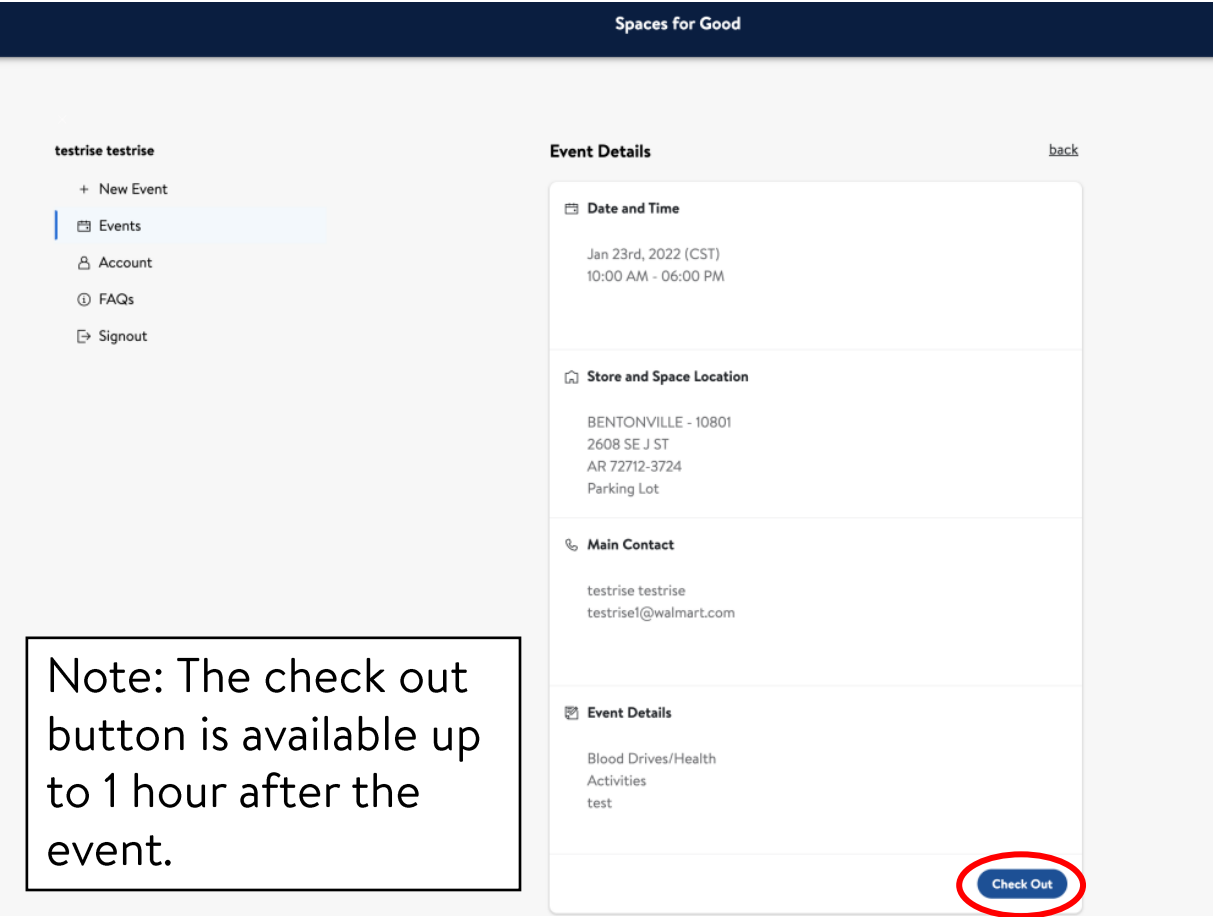




Event Day: Check out

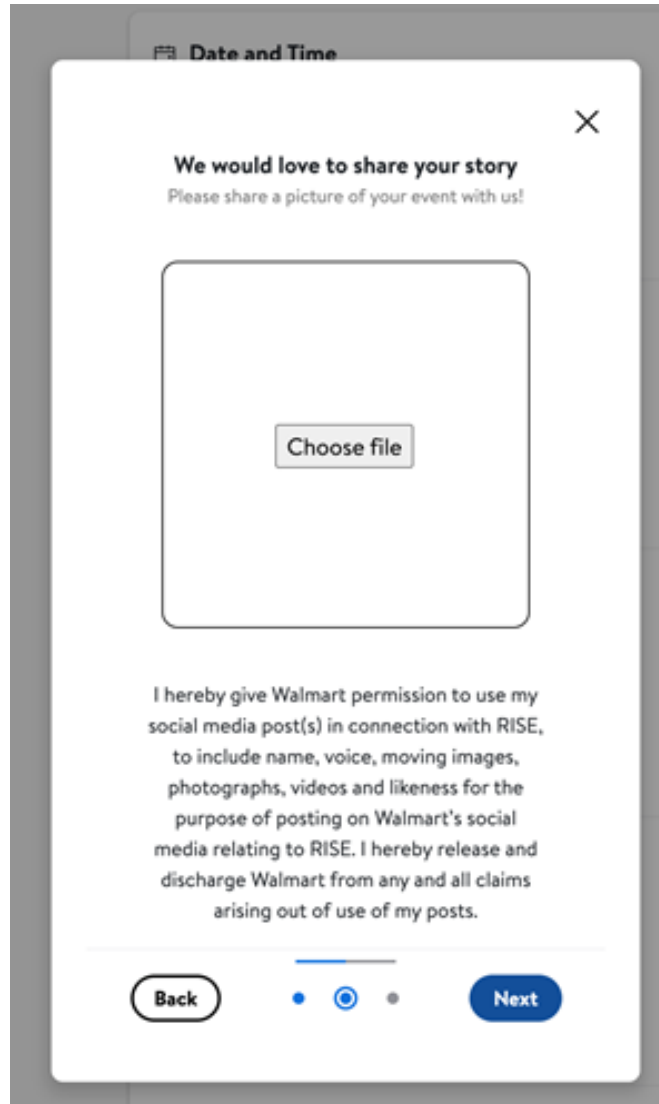


14. After your event: Check out of event and provide some feedback





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

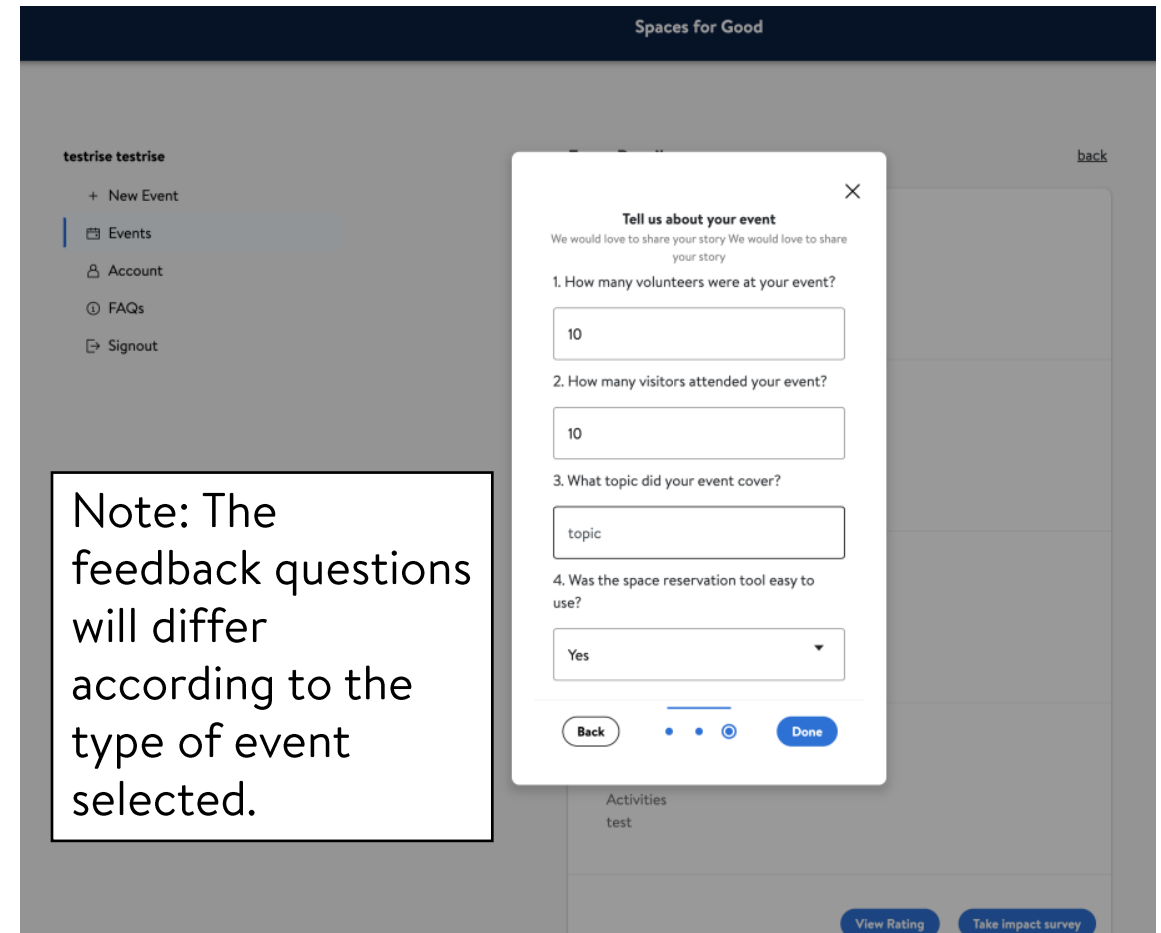


**We would love to share your story**  
Please share a picture of your event with us!

Choose file

I hereby give Walmart permission to use my social media post(s) in connection with RISE, to include name, voice, moving images, photographs, videos and likeness for the purpose of posting on Walmart's social media relating to RISE. I hereby release and discharge Walmart from any and all claims arising out of use of my posts.

Back Next



**Tell us about your event**  
We would love to share your story We would love to share your story

1. How many volunteers were at your event?  
10

2. How many visitors attended your event?  
10

3. What topic did your event cover?  
topic

4. Was the space reservation tool easy to use?  
Yes

Back Done

Activities test

View Rating Take Impact survey

Note: The feedback questions will differ according to the type of event selected.



# 16. Take the impact survey

testrise testrise

+ New Event

Events

Account

FAQs

Signout

Event Details

Date and Time

Jan 23rd, 2022 (CST)  
10:00 AM - 06:00 PM

Store and Space Location

BENTONVILLE - 10801  
2608 SE J ST  
AR 72712-3724  
Parking Lot

Main Contact

testrise testrise  
testrise1@walmart.com

Event Details

Blood Drives/Health  
Activities  
test

View Rating

Take impact survey

testrise testrise

+ New Event

Events

Account

FAQs

Signout

Impact Survey

Jan 23rd, 2022,09:30 PM- 05:30 AM

Tell us about your event

We would love to share your story We would love to share your story

1. Please share a memorable experience with us

good

2. How would you rate your experience with the store manager and associates?

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

Submit survey

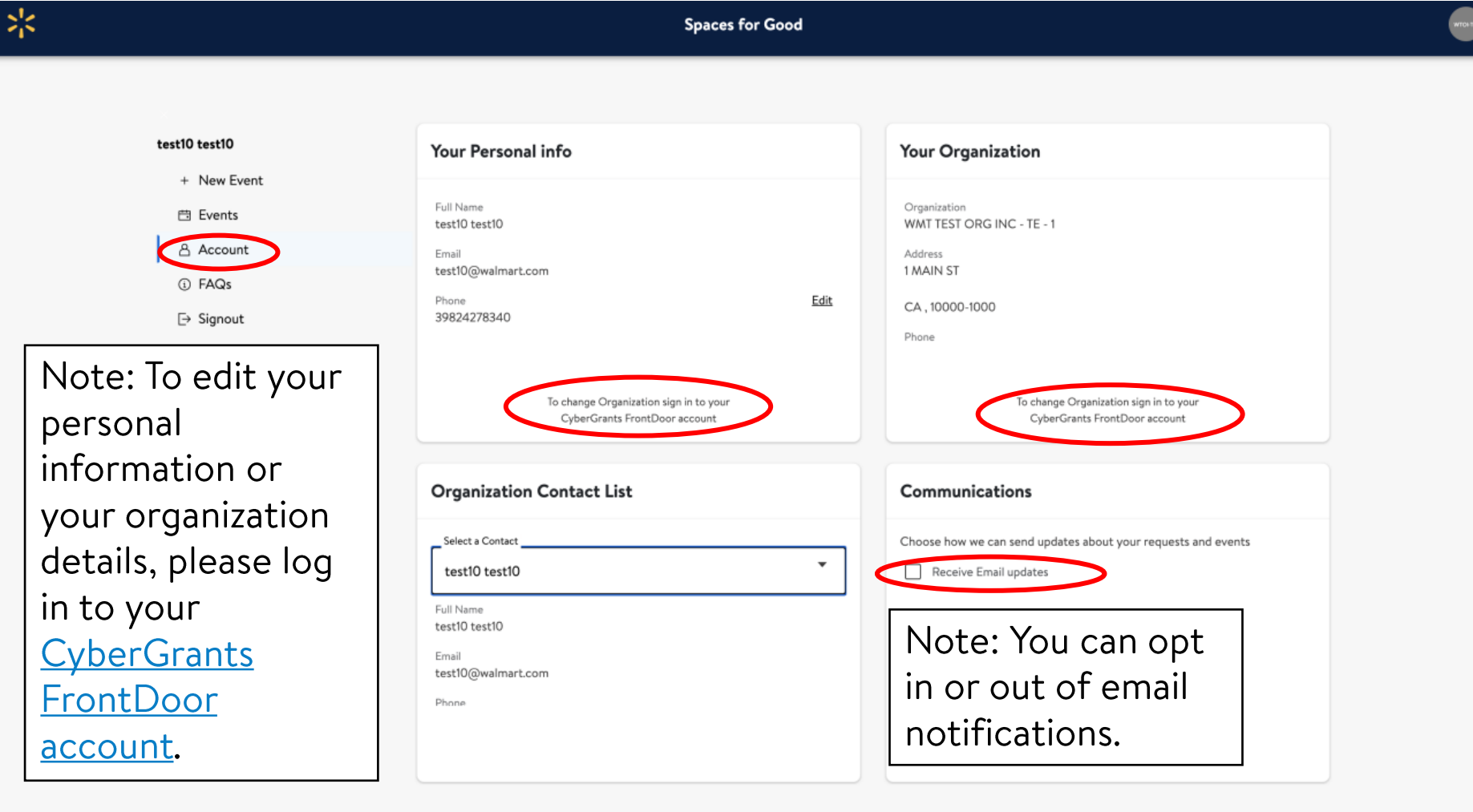




# Dashboard: Account Settings



## 17. View account settings (verified CyberGrants FrontDoor nonprofit account)



test10 test10

- + New Event
- Events
- Account**
- FAQs
- Signout

**Your Personal info**

Full Name  
test10 test10

Email  
test10@walmart.com

Phone  
39824278340

[Edit](#)

To change Organization sign in to your CyberGrants FrontDoor account

**Your Organization**

Organization  
WMT TEST ORG INC - TE - 1

Address  
1 MAIN ST

CA , 10000-1000

Phone

To change Organization sign in to your CyberGrants FrontDoor account

**Organization Contact List**

Select a Contact

test10 test10

Full Name  
test10 test10

Email  
test10@walmart.com

Phone

**Communications**

Choose how we can send updates about your requests and events

☐ Receive Email updates

Note: To edit your personal information or your organization details, please log in to your [CyberGrants FrontDoor account](#).

Note: You can opt in or out of email notifications.




## 18. View account settings (all other local organization account)

TESTRISE TESTRISE

+ New Event

📅 Events

 [Account](#)

📄 FAQs

➔ Signout

Your Personal Information

Full Name  
Testrise Testrise

Email  
testrise1@walmart.com

Phone  
+1 (122)323-2324

[Edit](#)

To edit your personal information sign into Walmart Account

Your Organization

[Edit](#)

Organization  
Test pari

Address  
test  
test  
AK , 56008

Emergency Contact

[Edit](#)

Full Name  
Dds Fsf

Email  
sfs@gmail.com

Phone  
+1 (233)435-3453

Communications

Choose how we can send updates about your requests and events

☒ [Receive Email updates](#)

Note: You can opt in or out of email notifications.