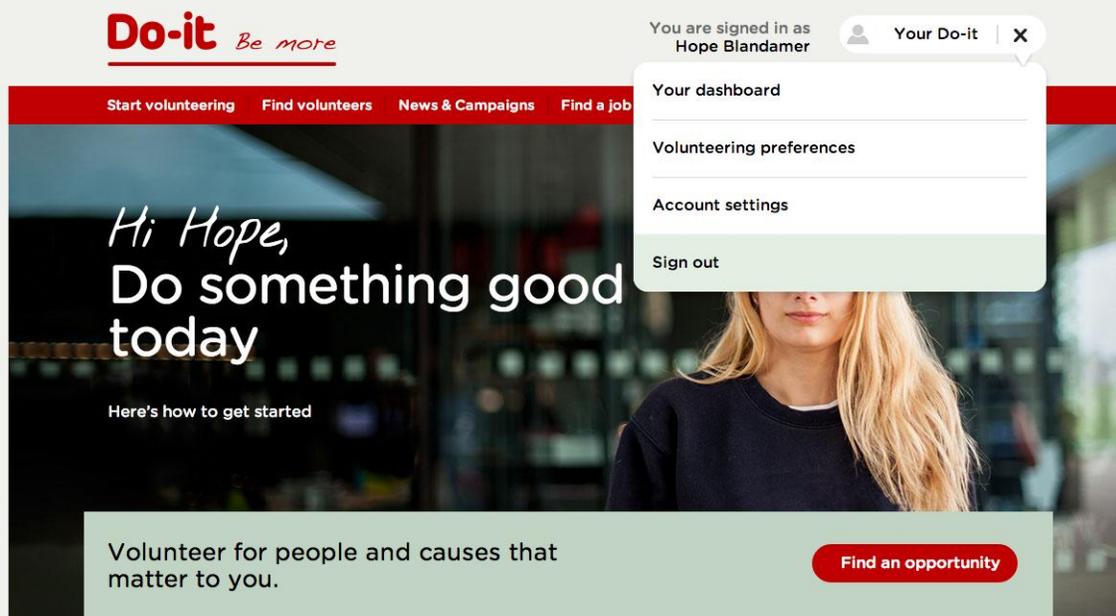# Adding a New Organisation

Looking to recruit volunteers? This guide will explain how to add your organisation to Do-it.org.

You have now successfully signed up on Do-it, verified your email address, and signed in for the first time.

You will be seeing the home page, and initially it will look as though you are signed up as a volunteer. This is correct, because every user profile is set up to be both a volunteer profile, and a recruiter profile:

Please click on "**Find Volunteers**" here:

This brings up a page with some information: **please read carefully**, and if you feel you meet the conditions please click 'Got it. Let's go.'

This brings you to the 4 stage process to adding your organisation.

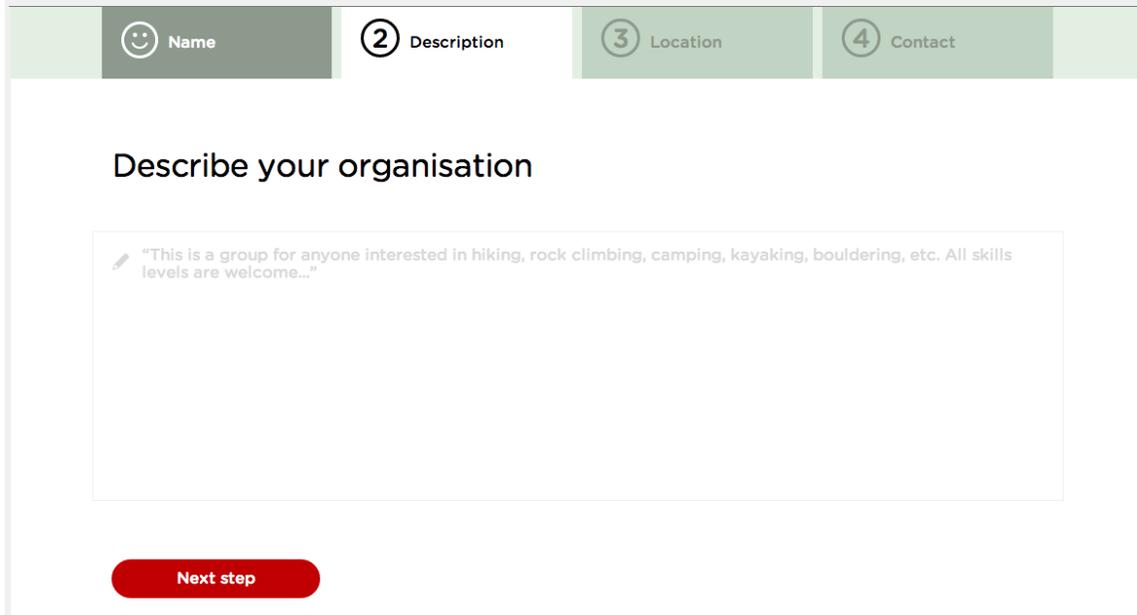1. **What's your organisation called?**

You will need to enter a **unique name** for your organisation, i.e. there can only be one organisation with any given name. If your organisation's name is already taken, please contact support@do-it.org for help.

You should also enter your charity number here if you have one.

2. Describe your organisation

Next, enter a description of your organisation. This could explain your organisation's mission and goals; the activities your organisation is engaged in; when you were set up etc. It can be any description you want, limited to 4000 characters.

3. Where is your organisation based?

Here is where you should enter the address for your organisation headquarters. For example, if you are creating a local old people's home as an organisation, the organisation is based in that home.

Postcode, Address 1 and Town are mandatory fields: you must enter something in these boxes.

Bear in mind, the volunteer will be mainly interested in where the *opportunity* is located, so while you should aim to be as accurate as possible here, you could use a registered address rather than the exact address that the opportunities take place at, if for some reason you do not want to add the exact address (e.g. a women's shelter).

4.   Organisation contact details
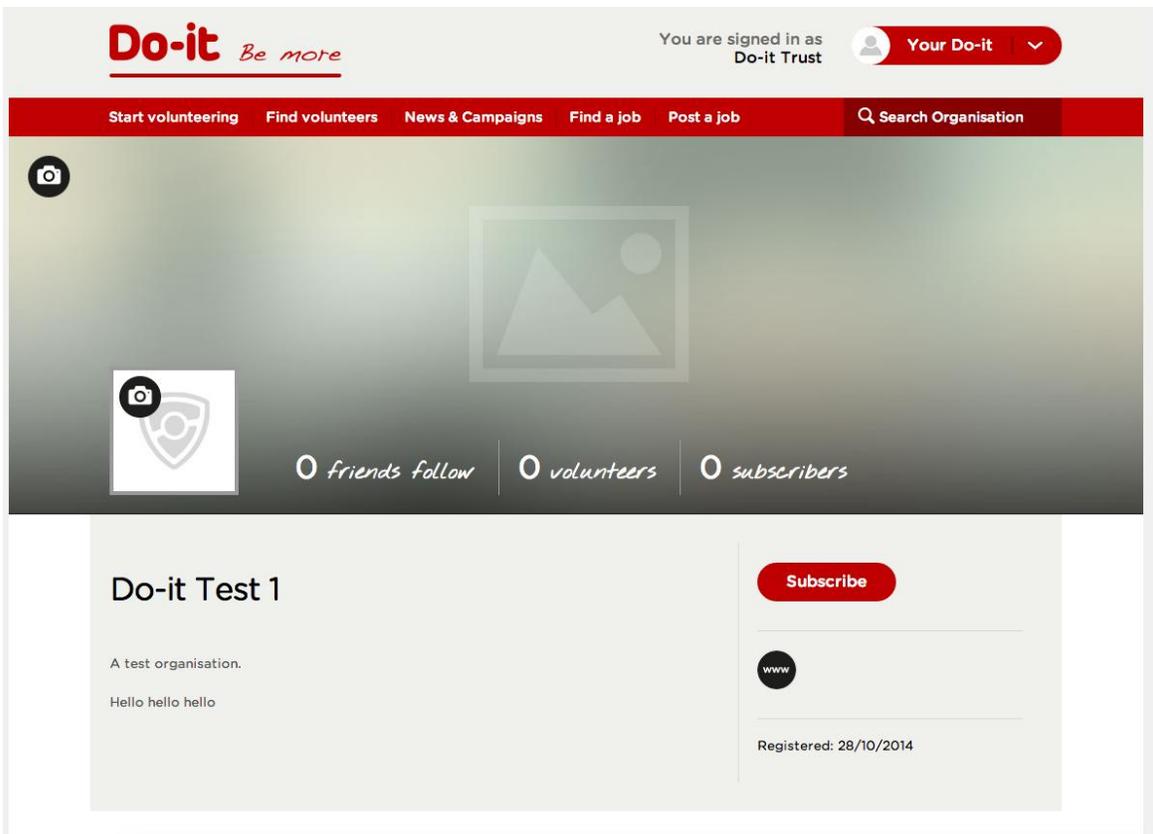
The last stage is to add your organisation contact details. At this stage, only a phone number and email address are mandatory. The phone number and email address will not be made publicly available, until an application is made, at which point the volunteer will be informed of them.
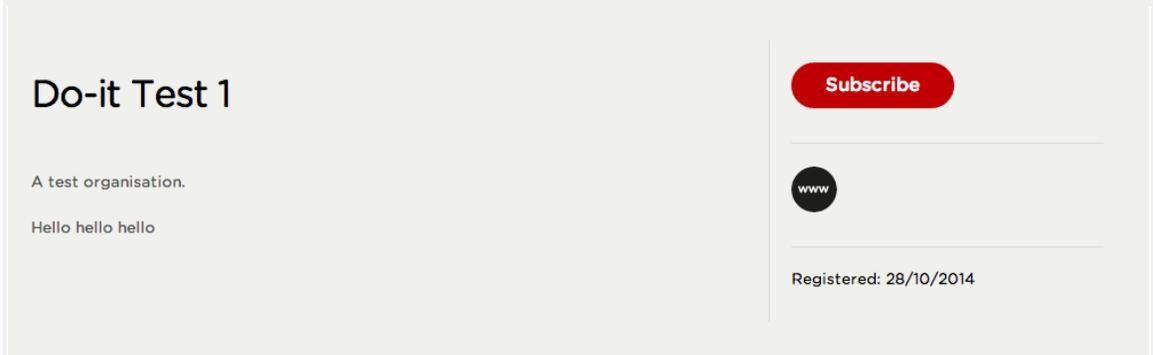
You can add a website, Facebook page, Twitter page, and Instagram if your organisation has any of them.
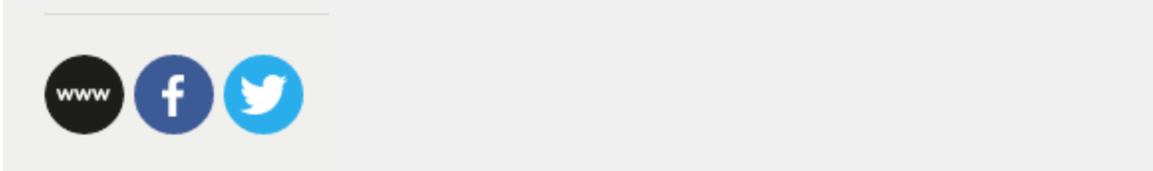
To finish, click, "**Save and view**".

This will take you to your organisation's public profile page, i.e. what volunteers see when they click on to your organisation's page. It will look something like this:
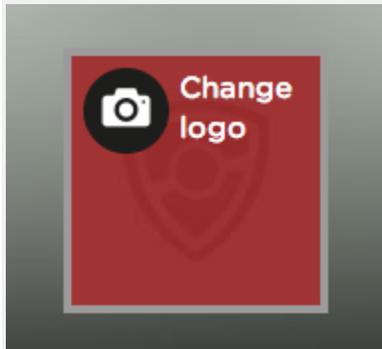
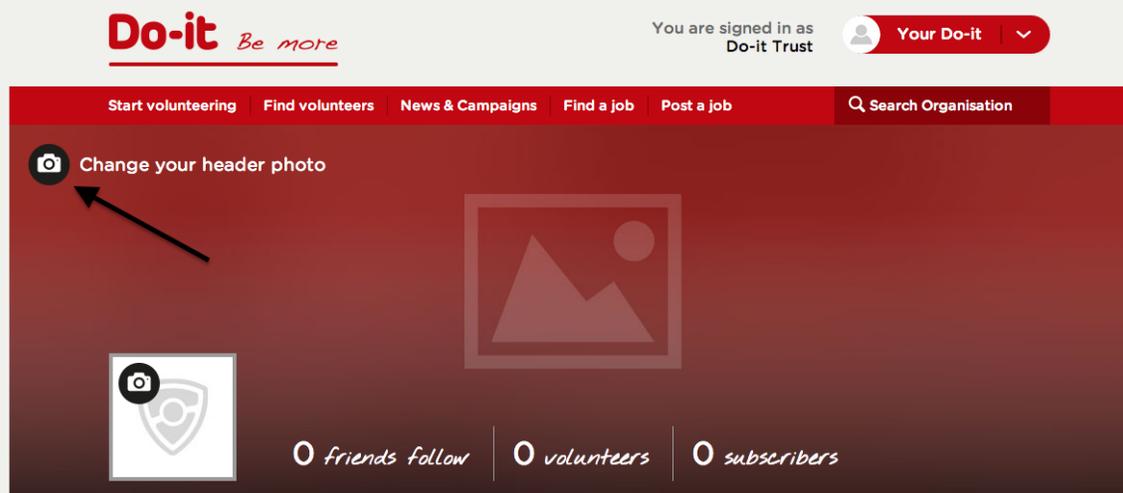You can see the name of your organisation, and the description, here:

You can also see that the only information that is made public is the website, Facebook, Twitter, and Instagram such as here:

In order to add a logo, you need to click on the black camera icon within the small box:

And to add a header image, you need to click on the black camera icon within the large header box:

For more detailed information on how to add images, please see our guide.