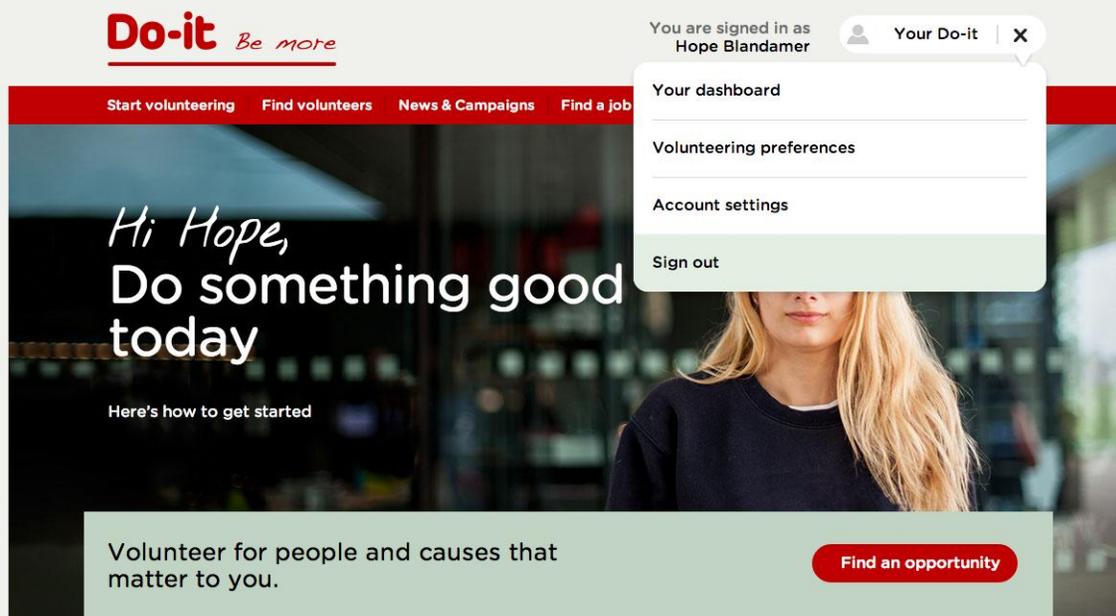


Adding a New Organisation

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:

Do-it *Be more*

Start volunteering

Find volunteers

News & Campaigns

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?

① Name ② Description ③ Location ④ Contact

What's your organisation called?

Your organisation is the charity, group or company you represent and will be recruiting volunteers for.

Organisations can be projects, clubs, charities and more...

The Really Big Charity UK West Manchester Care Society Save The Allotment Campaign

Name (required)

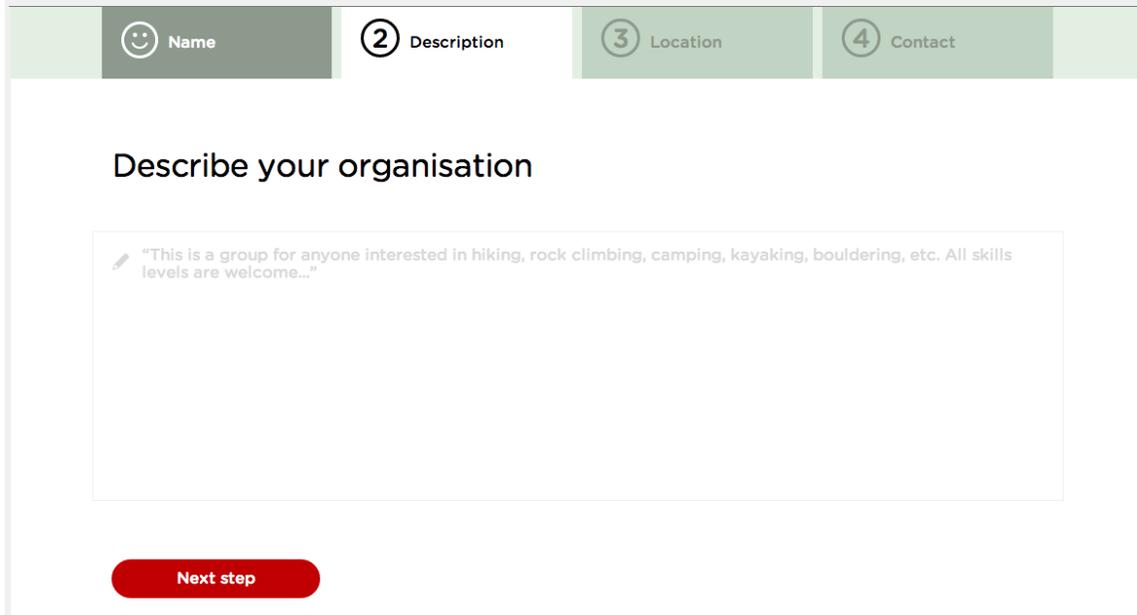
Are you a registered charity?

Next step

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



The screenshot shows a multi-step registration process. At the top, there are four tabs: 'Name' (with a smiley face icon), '2 Description' (with a circled '2'), '3 Location' (with a circled '3'), and '4 Contact' (with a circled '4'). The '2 Description' tab is currently active. Below the tabs, the heading 'Describe your organisation' is displayed. Underneath is a large text input area with a light blue border. Inside this area, there is a small pencil icon and a placeholder text: "This is a group for anyone interested in hiking, rock climbing, camping, kayaking, bouldering, etc. All skills levels are welcome...". At the bottom of the form, there is a red button with the text 'Next step'.

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?

 Name	 Description	3 Location	4 Contact
--	---	-------------------	------------------

Where is your organisation based?

Postcode	<input type="text" value="CM7 5DZ"/>
Address 1	<input type="text" value="6 St Augustine Court"/>
Address 2	<input type="text" value="Shrew Road"/>
Town	<input type="text" value="Bishops Stortford"/>
County	<input type="text" value="Hertfordshire"/>

[Next step](#)

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

Name Description Location 4 Contact

Organisation contact details

Please note: your telephone number and email address will not be publicly available.

Main Number (required)	01371850733
E-mail (required)	contact@website.org
Website	website.org
Facebook	facebook.com/yourpage
Twitter	twitter.com/yourprofile
Instagram	instagram.com/yourprofile

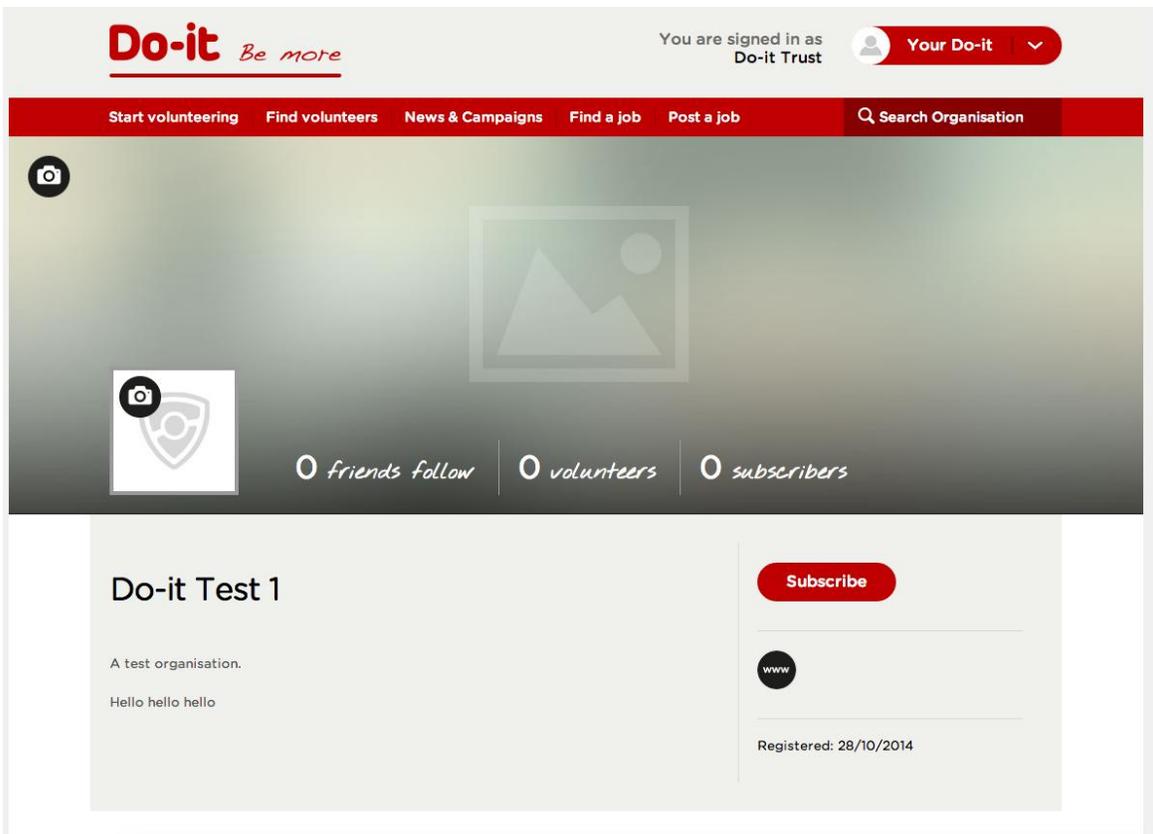
Save and view

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.

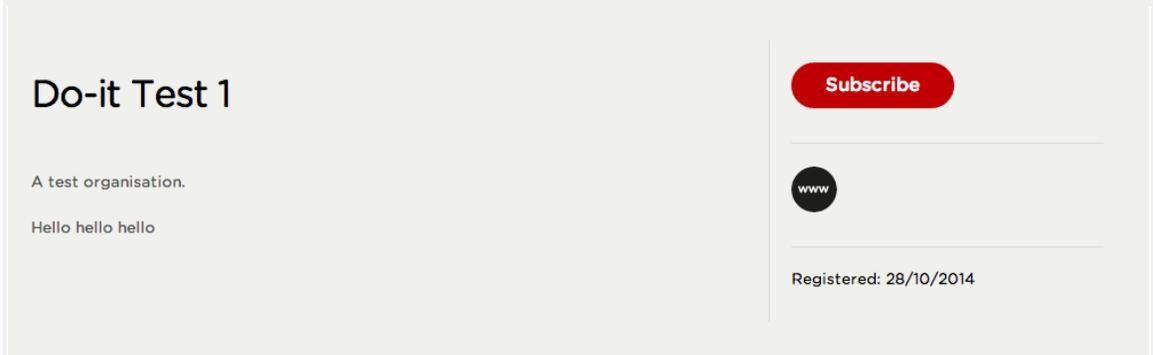
You can add a website, Facebook page, Twitter page, and Instagram if your organisation has any of them.

To finish, click, "**Save and view**".

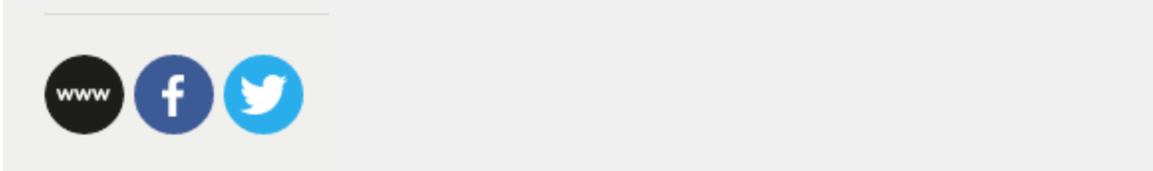
This will take you to your organisation's public profile page, i.e. what volunteers see when they click on to your organisation's page. It will look something like this:



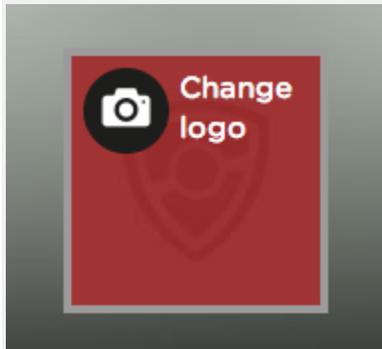
You can see the name of your organisation, and the description, here:



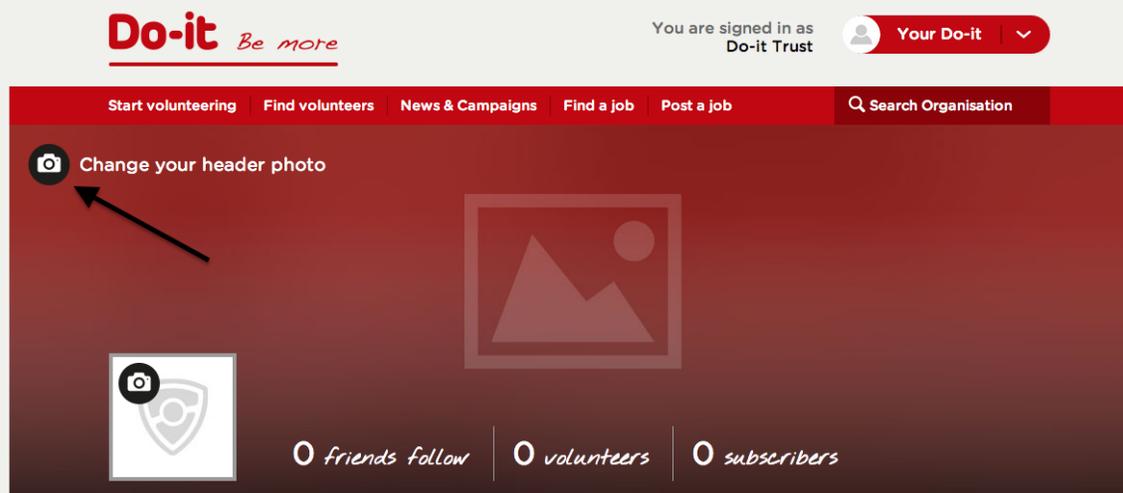
You can also see that the only information that is made public is the website, Facebook, Twitter, and Instagram such as here:



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.