Webpage Guide – Administrator
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Welcome to the Donations Desk webpage guide for non-profit organizations

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NAVIGATION: GETTING AROUND

This is your home screen. To search for any campaigns being held, you may filter through categories of search by campaign details. The same can be done with non-profit organizations.

NAVIGATION: LOGGING IN

If you are an administrator, you will have to login to view your account details using the login screen. If you haven't registered, please notify the staff in charge to register your account.

NAVIGATION: CREATING A NEW ADMINISTRATOR ACCOUNT

Campaigns   Non-For Profit Organizations   Resources   My Account

Register

We currently have: 5 active
NFPOs & 6 Running Campaigns!

ERRORS!
- Sorry, the username 'test' is already taken.
- Your password must be at least 6 characters long.
- A valid e-mail address is required.

Account Information
This information is used to manage your account and for contact purposes.

Username: [*]	Enter your username
Password: [*]	Enter your password
Password Check: [*]	Enter your password again
E-mail: [*]	Enter your e-mail address
First Name: [*]	Enter your First Name
Last Name: [*]	Enter your Last Name

Register

Hello, Ismael!

ACCOUNTS:
Create New Account

Manage Accounts

NFPOs:
Create a NFPO

Manage NFPOs

CAMPAIGNS:
Create a Campaign

Manage Campaigns

Log out

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Campaigns   Non-For Profit Organizations   Resources   My Account

Register

We currently have: 5 active
NFPOs & 6 Running Campaigns!

Your registration was successful!

However, your account is NOT active.

Please, check your e-mail for activation instructions.

Check your Junk/Spam Folder if you don't see it.

Click here to Log In

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In order to register a new administrator, sensitive and required information must be provided. Once the fields have been filled, your account is registered and ready to proceed.

NAVIGATION: MANAGING ACCOUNTS

As an administrator, you can manage non-for profit organization accounts. Just refer to your navigation hub on the right and click on the links under the 'ACCOUNTS' category.

NAVIGATION: CREATING & MANAGING A NON-PROFIT ORGANIZATION

As an administrator, you will be able to create and manage non-profit organizations from your account. Just refer to the navigation hub on your right side and click on the links.

NAVIGATION: CREATING & MANAGING A CAMPAIGN

As an administrator, you will be able to also create and manage campaigns. Just refer to the navigation hub on you right side to create or manage any campaign.