

# Add a new organization

9 Steps [View most recent version](#) 

---

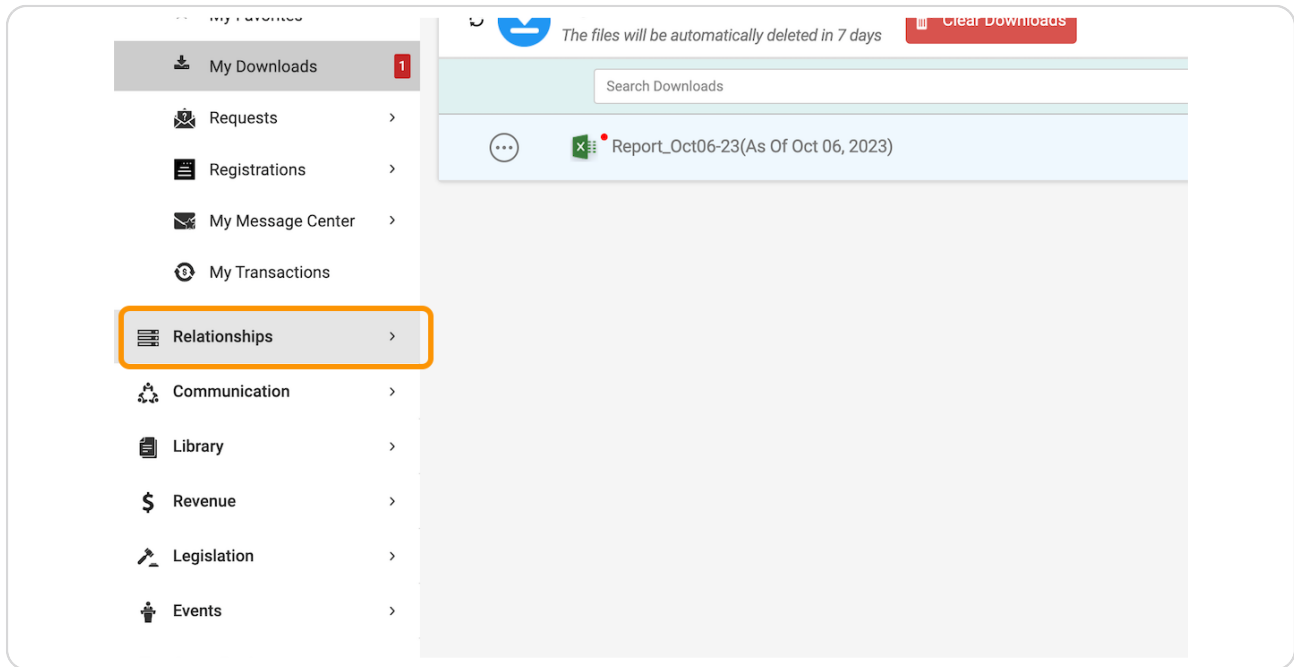
Created by  
Engagifii Inc.

Creation Date  
October 9, 2023

Last Updated  
October 9, 2023

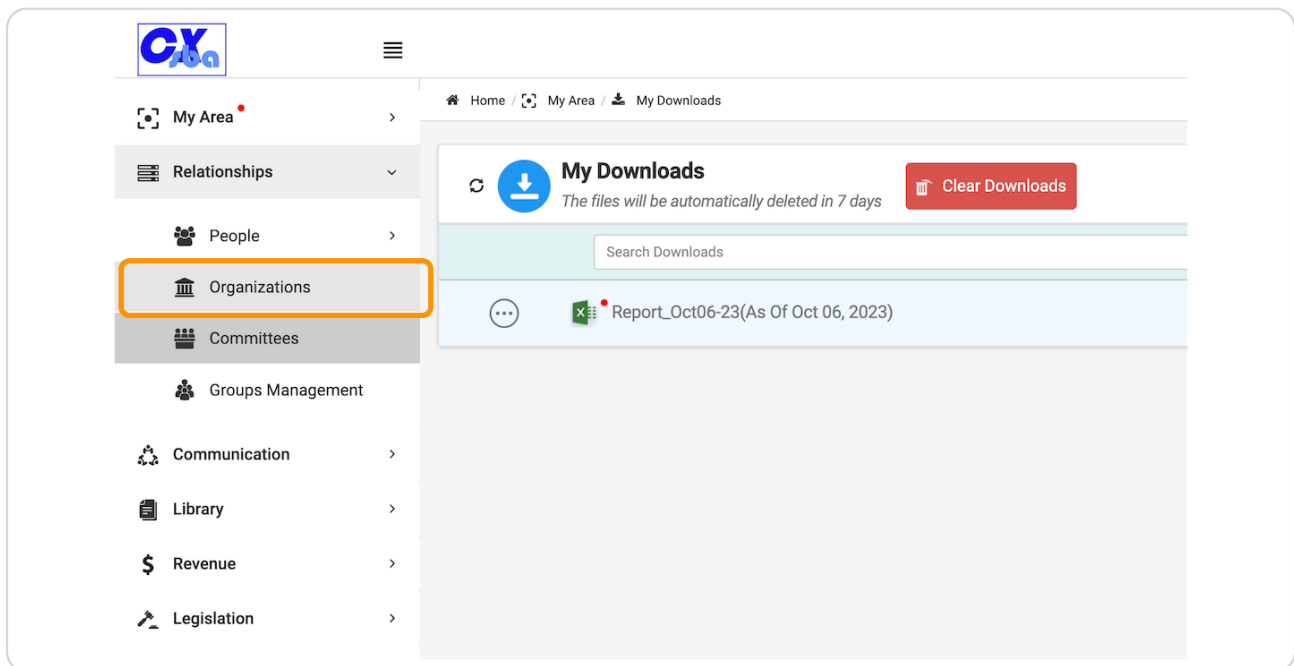
## STEP 1

### Click on Relationships



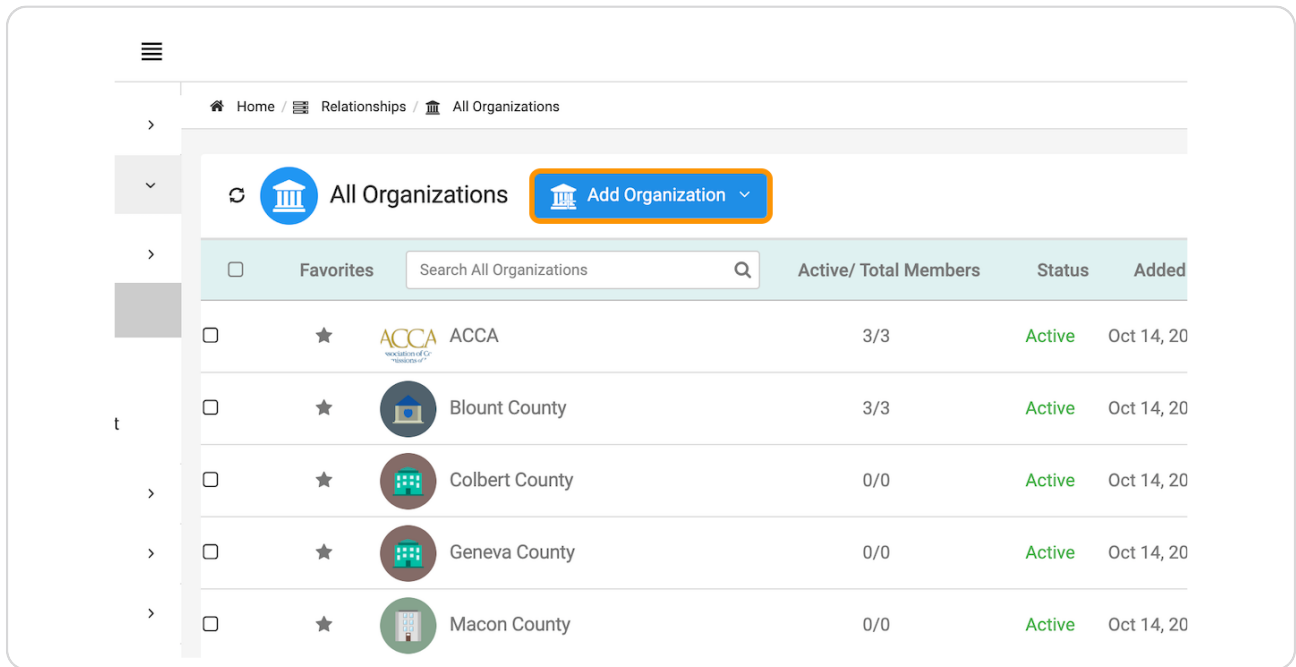
## STEP 2

### Click on Organizations



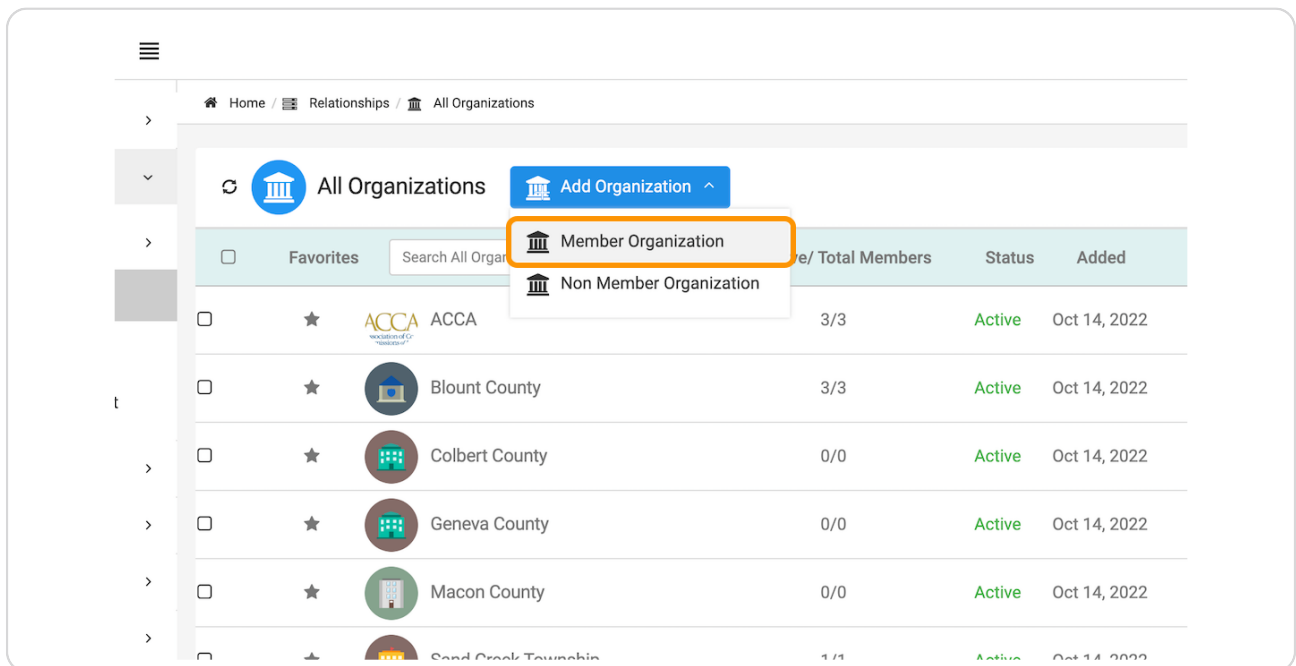
### STEP 3

## Click on Add Organization



### STEP 4

## Choose between Member Organization or Non Member Organization



## STEP 5

### Fill in the Organization Name

The screenshot shows the 'All Organizations' page. The 'Organization Name' field is highlighted with an orange box. The page displays a list of organizations with the following columns: Favorites, Search All Organizations, Active/Total Members, Status, Added, Last Updated, Tags, and Org.

Favorites	Search All Organizations	Active/Total Members	Status	Added	Last Updated	Tags	Org
<input type="checkbox"/>	★ ACCA	3/3	Active	Oct 14, 2022	Oct 14, 2022		Wor
<input type="checkbox"/>	★ Blount County	3/3	Active	Oct 14, 2022	May 05, 2023		Me
<input type="checkbox"/>	★ Colbert County	0/0	Active	Oct 14, 2022	Oct 14, 2022		Me
<input type="checkbox"/>	★ Geneva County	0/0	Active	Oct 14, 2022	Oct 14, 2022		Me
<input type="checkbox"/>	★ Macon County	0/0	Active	Oct 14, 2022	Oct 14, 2022		Me
<input type="checkbox"/>	★ Sand Creek Township	1/1	Active	Oct 14, 2022	Oct 14, 2022		Me
<input type="checkbox"/>	★ Tetete	1/1	Active	Aug 18, 2023	Aug 18, 2023		Me
<input type="checkbox"/>	★ Hickory Grove Township	0/0	Active	Oct 14, 2022	Oct 14, 2022		Me
<input type="checkbox"/>	★	0/0	Active	Oct 14, 2022	Oct 14, 2022		Me

## STEP 6

### The Type is determined when you initially add the organization

The screenshot shows the 'Organization Type' dropdown menu. The 'Member Organization' option is selected and highlighted with an orange box. The page displays a table with the following columns: Tags, Organization Type, Email, Phone, and Location.

Tags	Organization Type	Email	Phone	Location
	Member Organization			

## STEP 7

Click on Main Contact to identify specific point person

The screenshot shows the 'All Organizations' page. The 'Main Contact' dropdown menu is open, showing a list of organization types: Member Organization and Non Member Organization. The 'Main Contact' field is highlighted with an orange border.

	Favorites	Search All Organizations	Active/ Total Members	Status	Added	Last Updated	Tags	Org
<input type="checkbox"/>	★	ACCA	3/3	Active	Oct 14, 2022	Oct 14, 2022		Wc
<input type="checkbox"/>	★	Blount County	3/3	Active	Oct 14, 2022	May 05, 2023		N
<input type="checkbox"/>	★	Colbert County	0/0	Active	Oct 14, 2022	Oct 14, 2022		N
<input type="checkbox"/>	★	Geneva County	0/0	Active	Oct 14, 2022	Oct 14, 2022		N
<input type="checkbox"/>	★	Macon County	0/0	Active	Oct 14, 2022	Oct 14, 2022		N
<input type="checkbox"/>	★	Sand Creek Township	1/1	Active	Oct 14, 2022	Oct 14, 2022		N

## STEP 8


Select the name from the contact list

The screenshot shows the 'Main Contact' dropdown menu. The dropdown menu is open, showing a list of contact names: Crescerance Admin, Dean Martin, Diana Ross, Elicia Hawkins, Elmer Fudd, Howard Hughes, and Irene Roberts. The 'Crescerance Admin' option is selected.

STEP 9

Click on Save

Close Save

Organization Type	Email	Phone	Location
Workspace Organization	cxsbaengagifii@yopmail.com <i>Email</i>		
Member Organization	info@sharonsshacks.com <i>Email</i>		