

# Quickstart: Charities

## - Onboarding

[investorsincommunity.org](https://investorsincommunity.org)



Ordinary people  
doing extraordinary things.

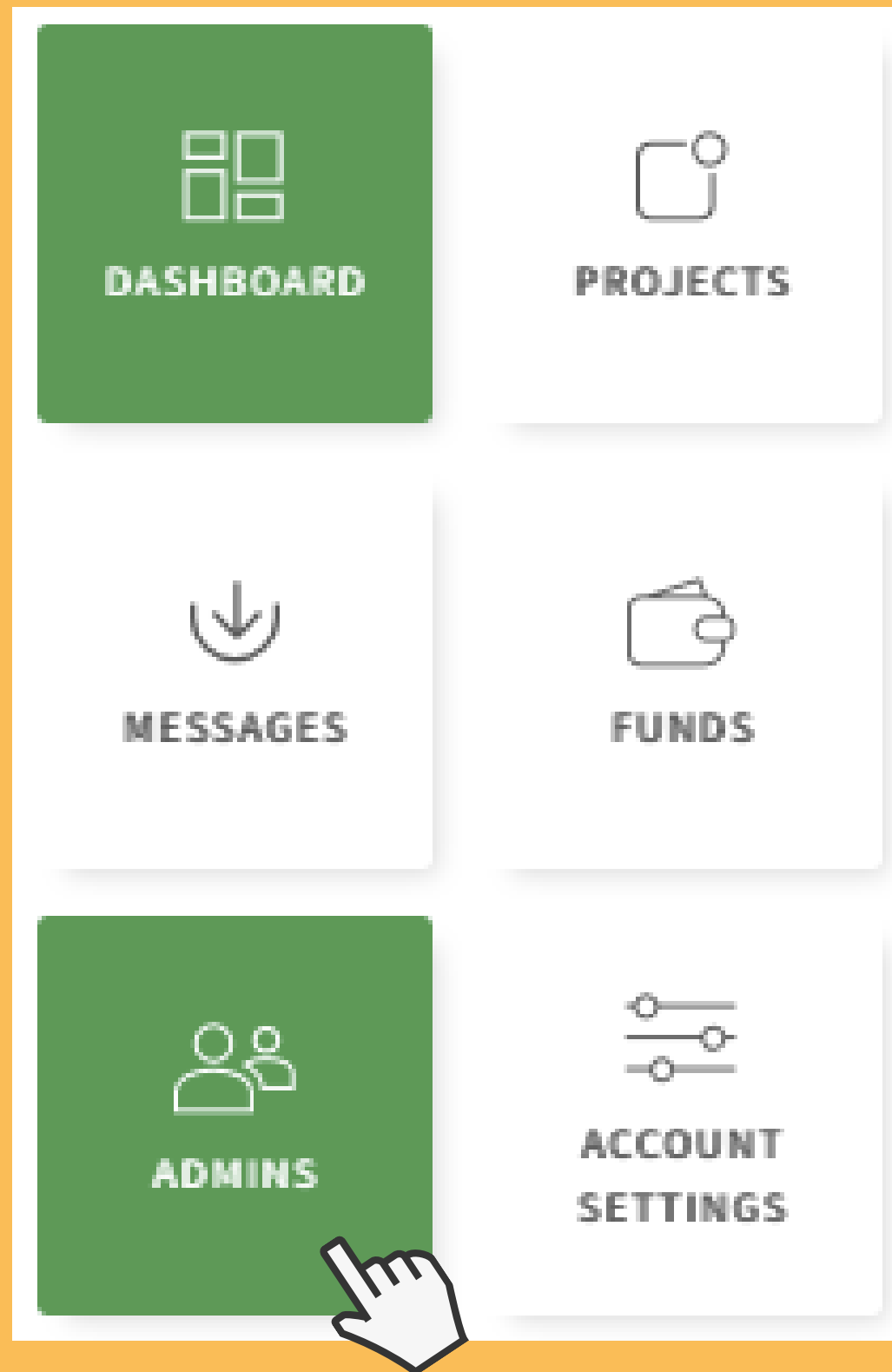
Firstly, ensure you are in your charity profile. Do this by selecting switch profile and clicking on your charity profile.

The screenshot displays the 'INVESTORS IN COMMUNITY' dashboard. The top navigation bar includes 'Home', 'Explore', and 'About Us'. A user profile for 'jfkldjlkds' is shown on the left, with a 'View Public Profile' link. A 'Switch Profile' button is highlighted in the top right corner, with a dropdown menu showing options: 'jfkldjlkds's Profile', 'IIC Business's Profile', and 'Personal Profile'. The dashboard is divided into several sections:

- Project Donations:** A table with columns for NAME, PROJECT, DATE, DONATION, and ALL. It includes a 'FUNDS' tab and pagination controls.
- Direct Donations:** A table with columns for NAME, DATE, DONATION, and ALL. It includes a 'FUNDS' tab and pagination controls.
- Project Requests:** A table with columns for NAME and CREATED PROJECT. It features 'REJECT' and 'ACCEPT' buttons and pagination controls.
- Expired Projects:** A table with columns for CHARITY, PROJECT, and END DATE. It includes pagination controls.

A sidebar on the left contains navigation icons for DASHBOARD, PROJECTS, MESSAGES, FUNDS, ADMINS, and ACCOUNT SETTINGS.

Now click admins from the sidebar.



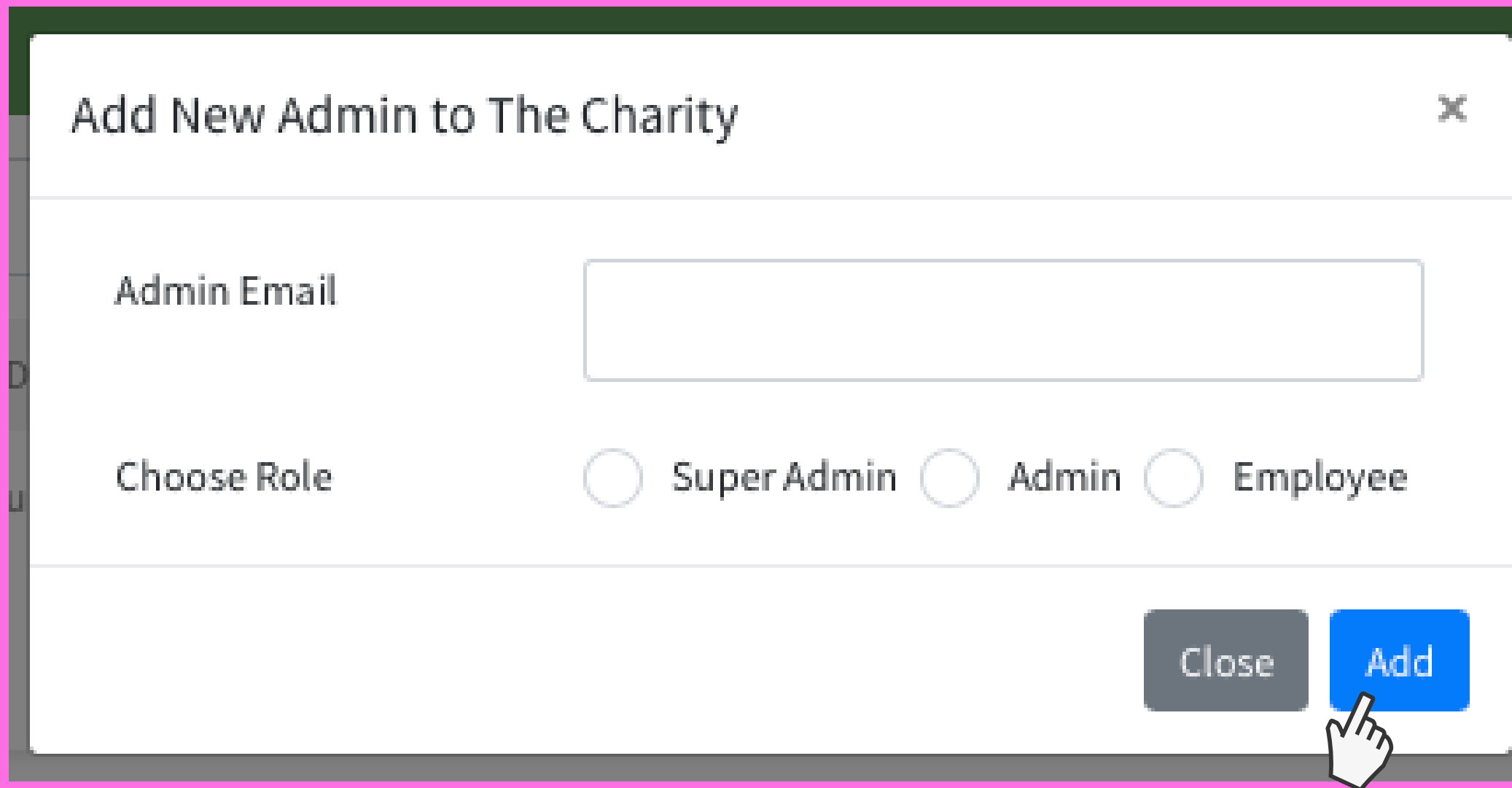
You will see this page, please click add admin.

NAME	ADMIN TYPE	EMAIL	LOCATION	ACTIONS
Sophie Ellingham	Super Admin	sophie.ellingham@investorsincommunity.org	Chesterfield	Actions

< 1 >

**ADD ADMIN**

Please fill in the email of the person you would like to invite to be an admin then select whether they are Super admin, Admin or Employee then click add. They will receive an invitation email to accept the request and then they will be added to the charity profile as whichever role you have selected for them.



The image shows a screenshot of a web form titled "Add New Admin to The Charity". The form has a white background and a dark grey border. At the top right of the form is a close button (an 'x' icon). Below the title, there are two main sections. The first section is labeled "Admin Email" and contains a single-line text input field. The second section is labeled "Choose Role" and contains three radio button options: "Super Admin", "Admin", and "Employee". At the bottom right of the form, there are two buttons: a grey "Close" button and a blue "Add" button. A white mouse cursor icon is pointing at the "Add" button.

Add New Admin to The Charity

Admin Email

Choose Role  Super Admin  Admin  Employee

Close Add

Thanks for reading!

Please get in touch if you have more questions.

Contact: [tracey.oley-jones@investorsincommunity.org](mailto:tracey.oley-jones@investorsincommunity.org)

[investorsincommunity.org](http://investorsincommunity.org)



Ordinary people  
doing extraordinary things.