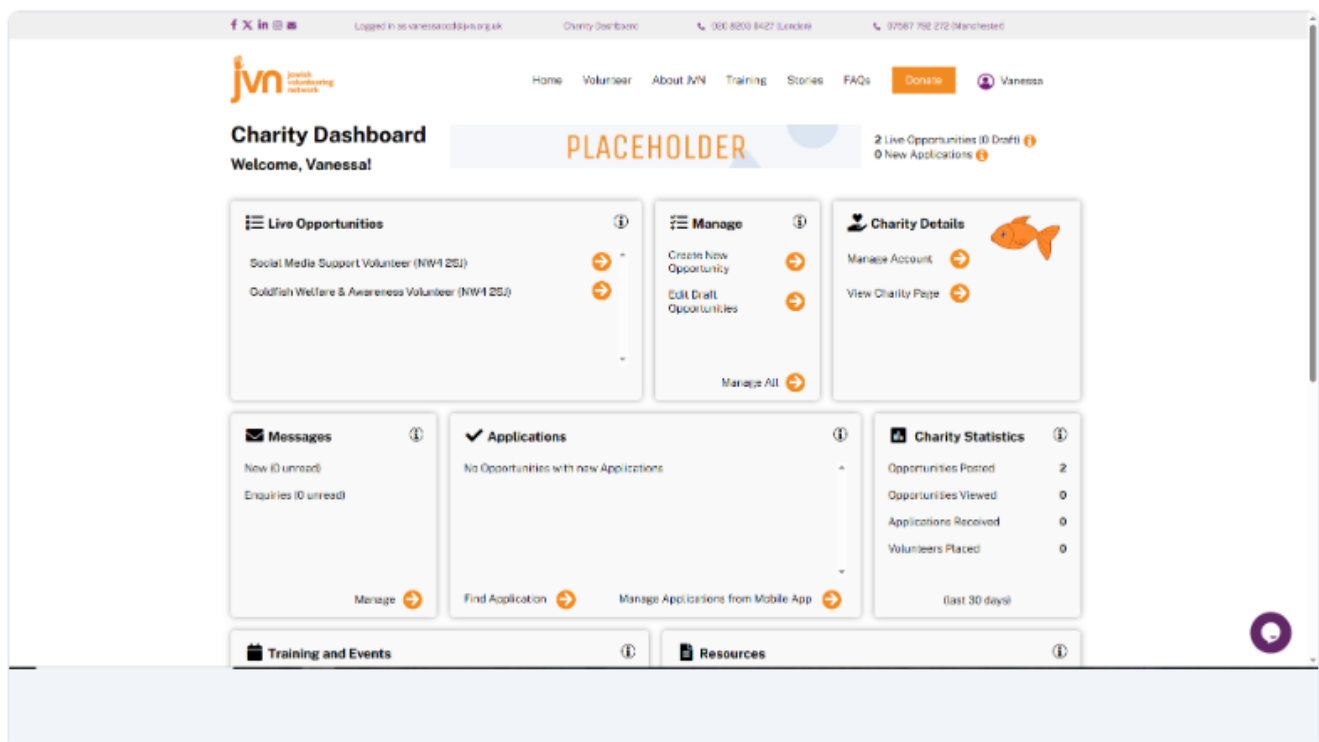


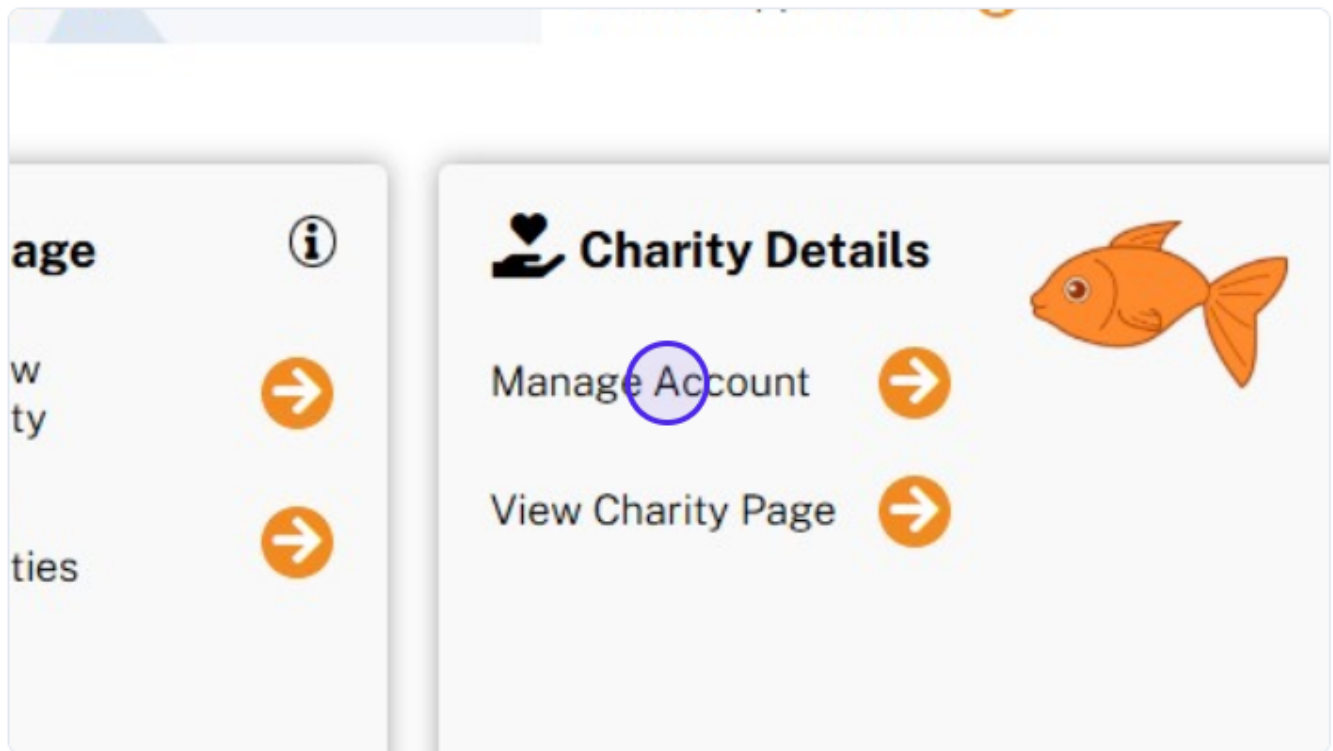
How to Manage Organisation Contacts on the Charity Dashboard

As part of the Charity Dashboard, a new '**Charity Admin**' role has been created. Only those users assigned '**Charity Admin**' will be able to perform Charity Account Management functions via the '**Manage Account**' link in the '**Charity Details**' section. This is where you can also add and edit other organisation contacts.

1 Go to the Charity Dashboard

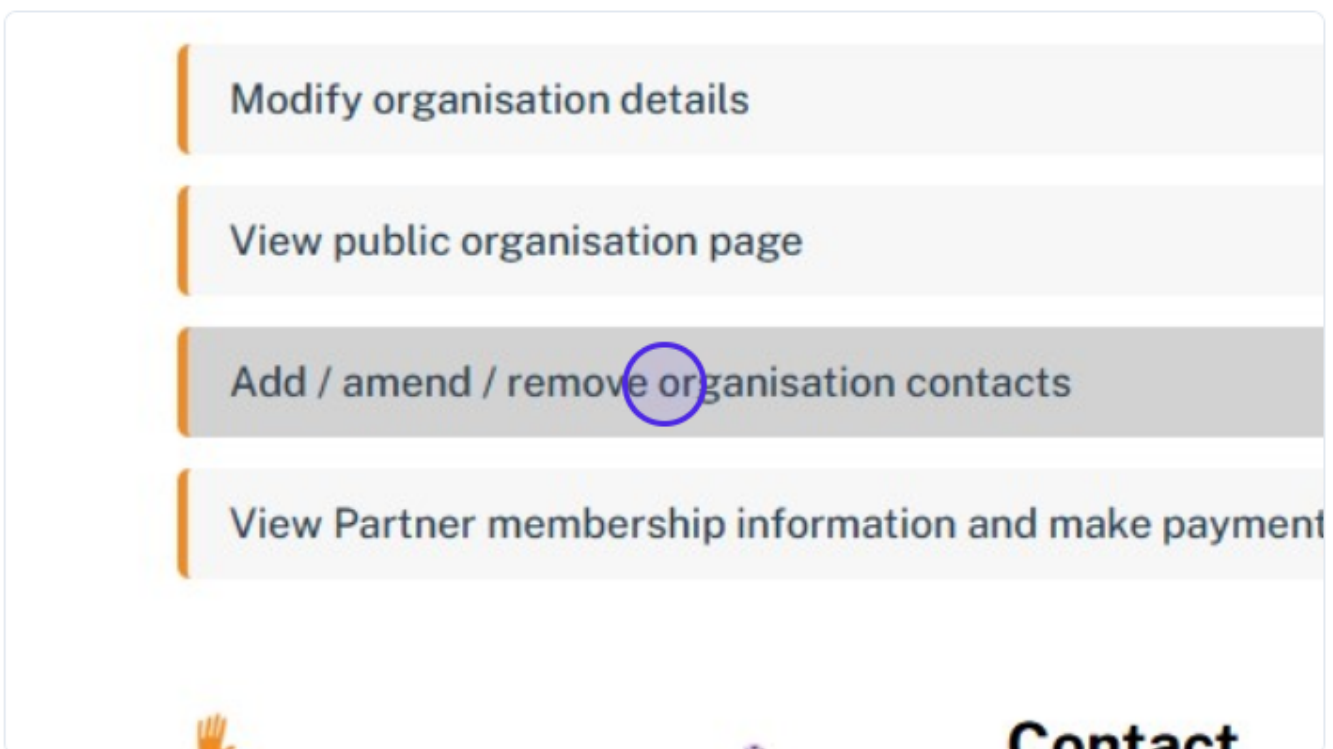


2 Access Manage Account Settings



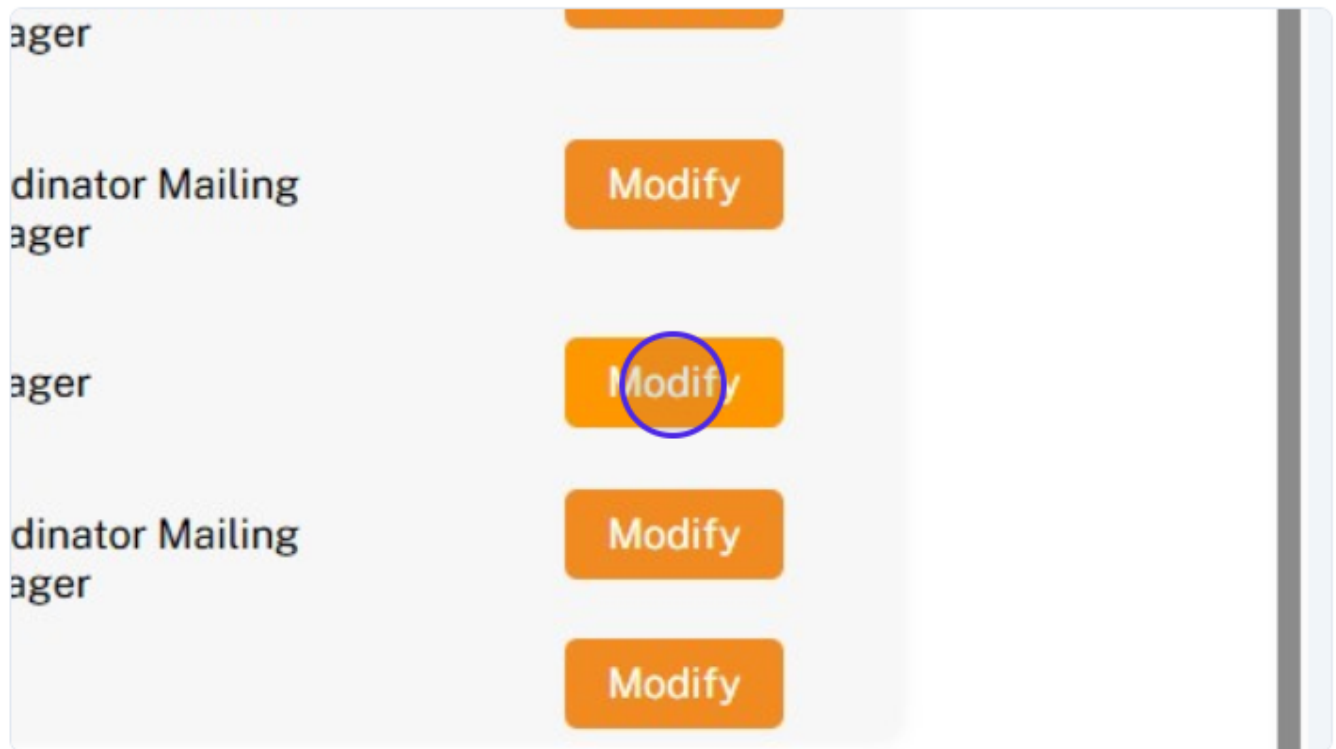
From the Charity Dashboard, click on '**Manage Account**' under the '**Charity Details**' section.

3 Select to Manage Organisation Contacts



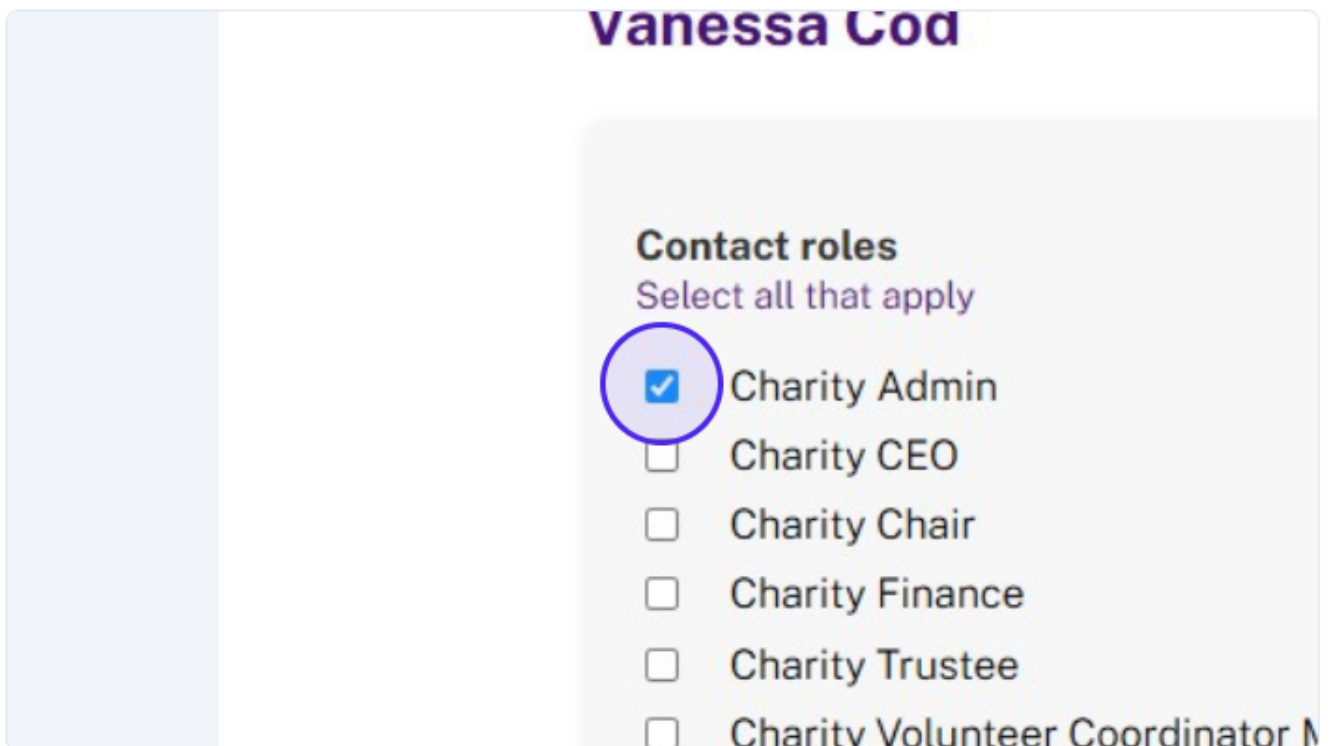
On the account settings page, click on the option to '**Add/amend/remove organisation contacts**'.

4 Initiate Contact Modification



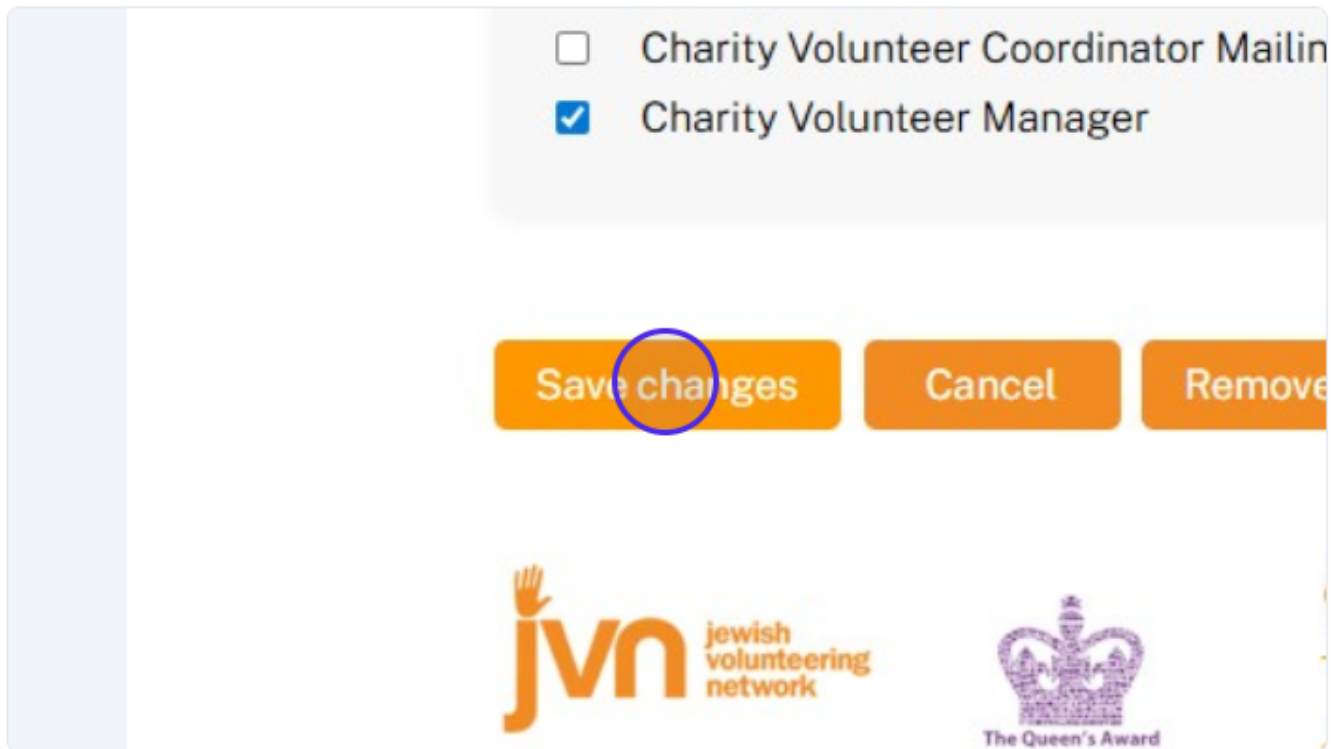
Locate the contact whose details need updating and click the **'Modify'** button next to their entry.

5 Update Contact Roles



On the **'Modify organisation contact'** screen, review or change the contact roles by checking or unchecking the available boxes for your selected contact. You can have multiple roles selected.

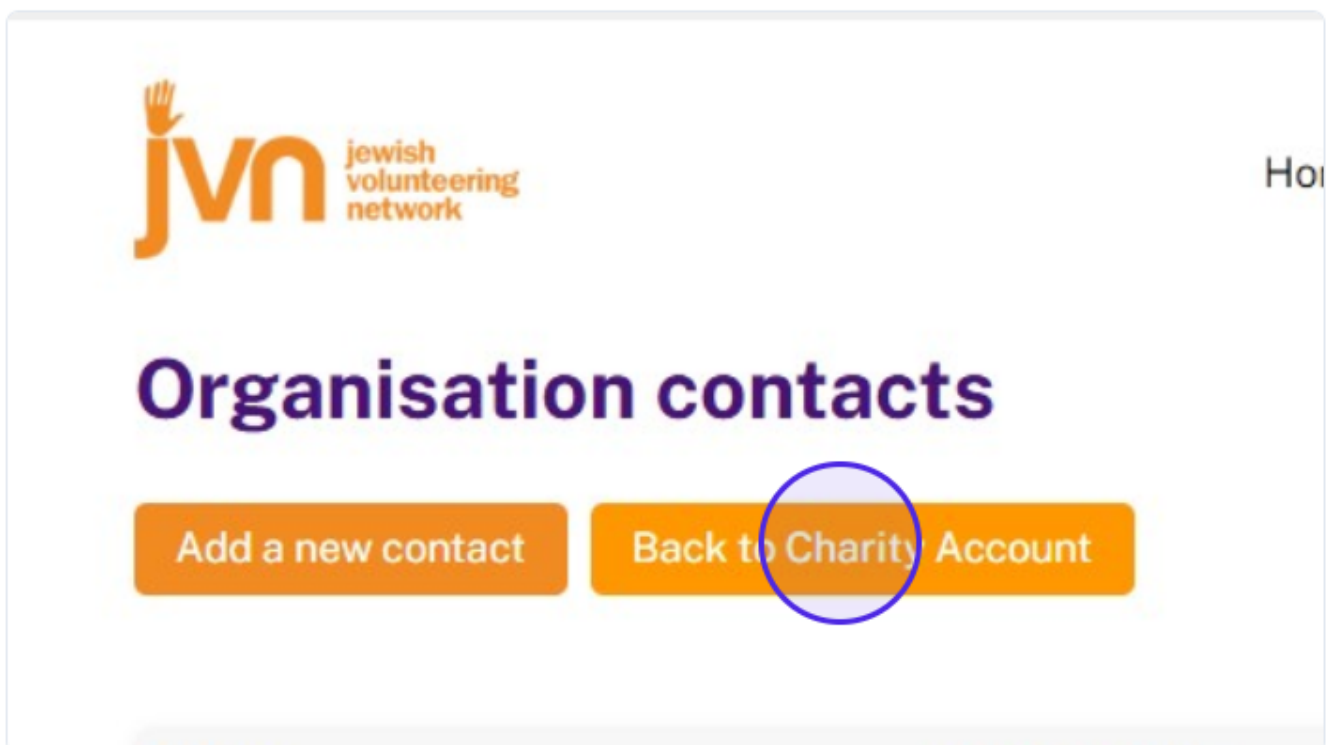
6 Save Changes to Contact



A screenshot of a web interface for managing contact roles. At the top, there are two checkboxes: 'Charity Volunteer Coordinator Mailing' (unchecked) and 'Charity Volunteer Manager' (checked). Below these, there are three orange buttons: 'Save changes' (circled in blue), 'Cancel', and 'Remove'. At the bottom, there are two logos: the 'jvn jewish volunteering network' logo on the left and 'The Queen's Award' logo on the right.

After making necessary adjustments to the contact roles, click the **'Save changes'** button.

7 Return to Charity Account Page



A screenshot of the 'Organisation contacts' page. At the top left is the 'jvn jewish volunteering network' logo. To the right, the text 'Home' is partially visible. The main heading is 'Organisation contacts'. Below this, there are two orange buttons: 'Add a new contact' and 'Back to Charity Account' (circled in blue).

After saving the changes, click **'Back to Charity Account'** to navigate away from the organisation contacts list.
