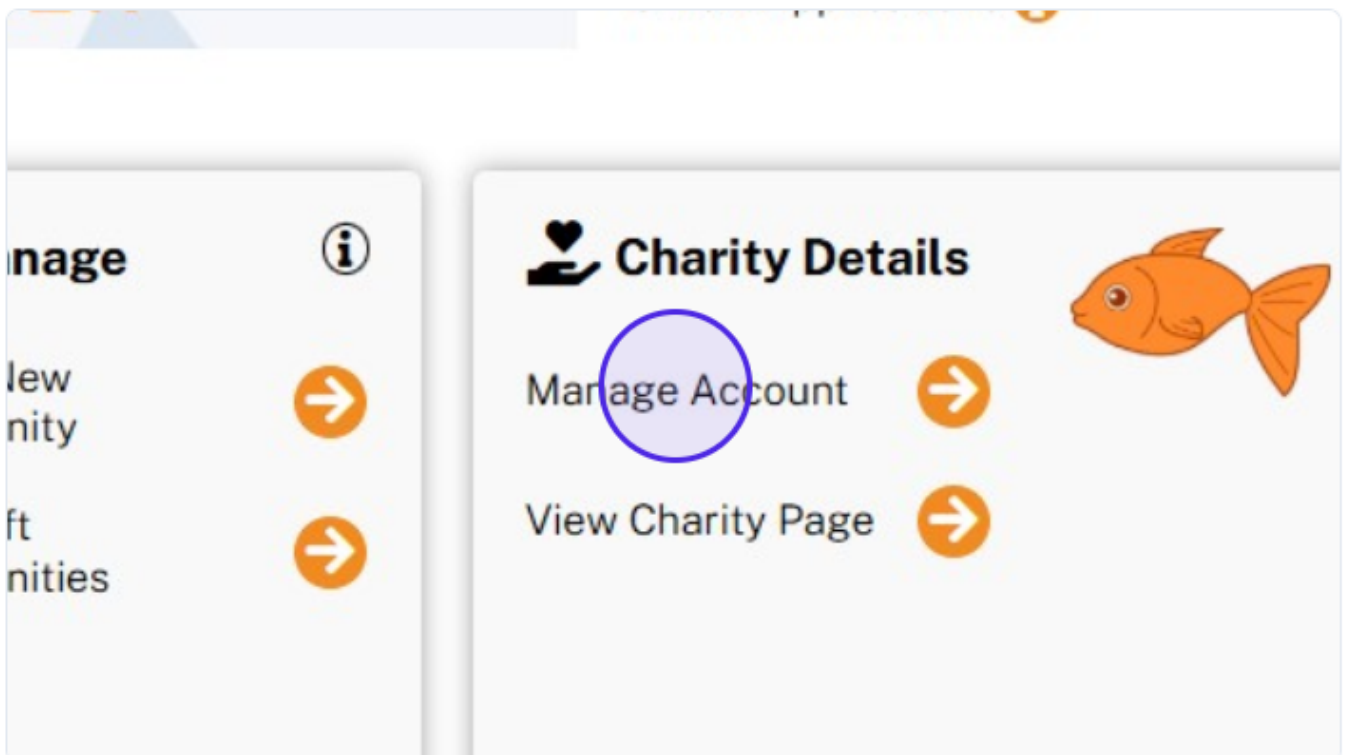


How to manage Charity Account activities via the JVN Dashboard

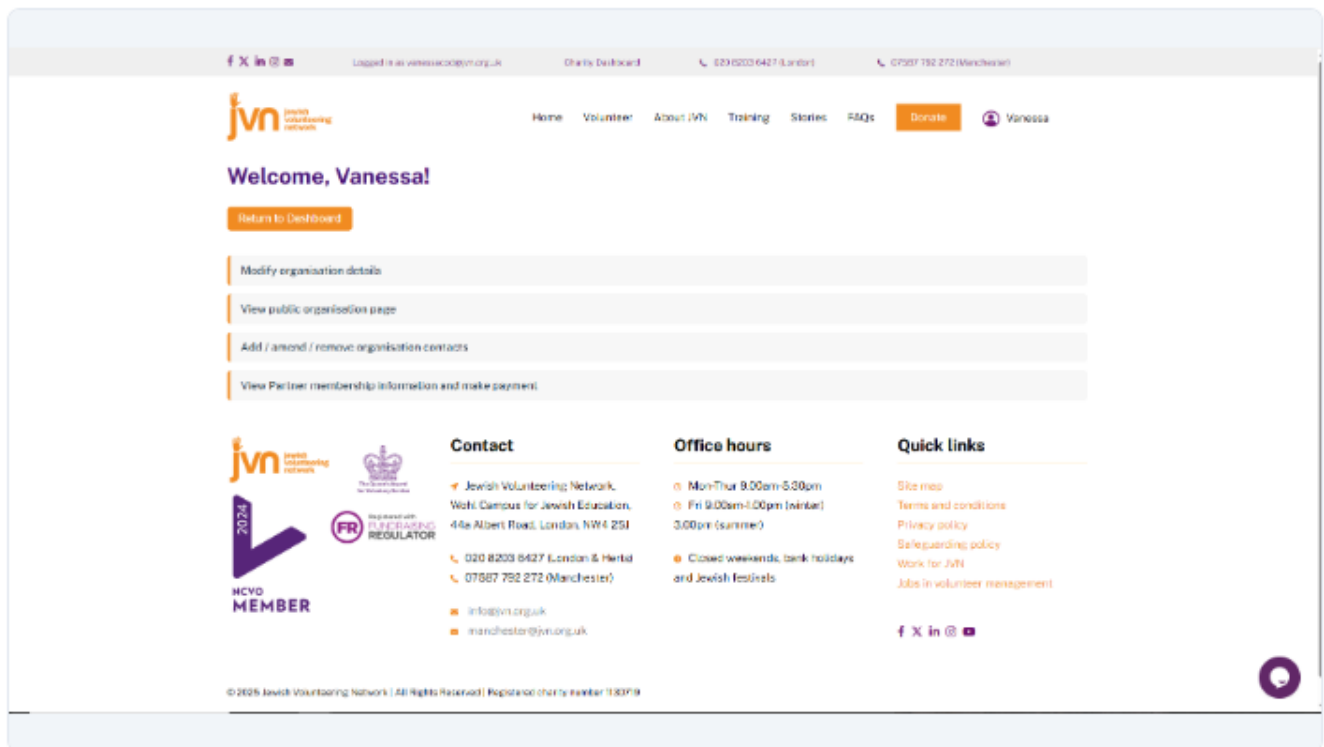
This guide describes how to perform specific Charity Account tasks. This includes **'Modifying Account Details'**, **'Viewing the Public Page'**, and **'Pay for Charity Partnership'**.

1 Navigate to Manage Account



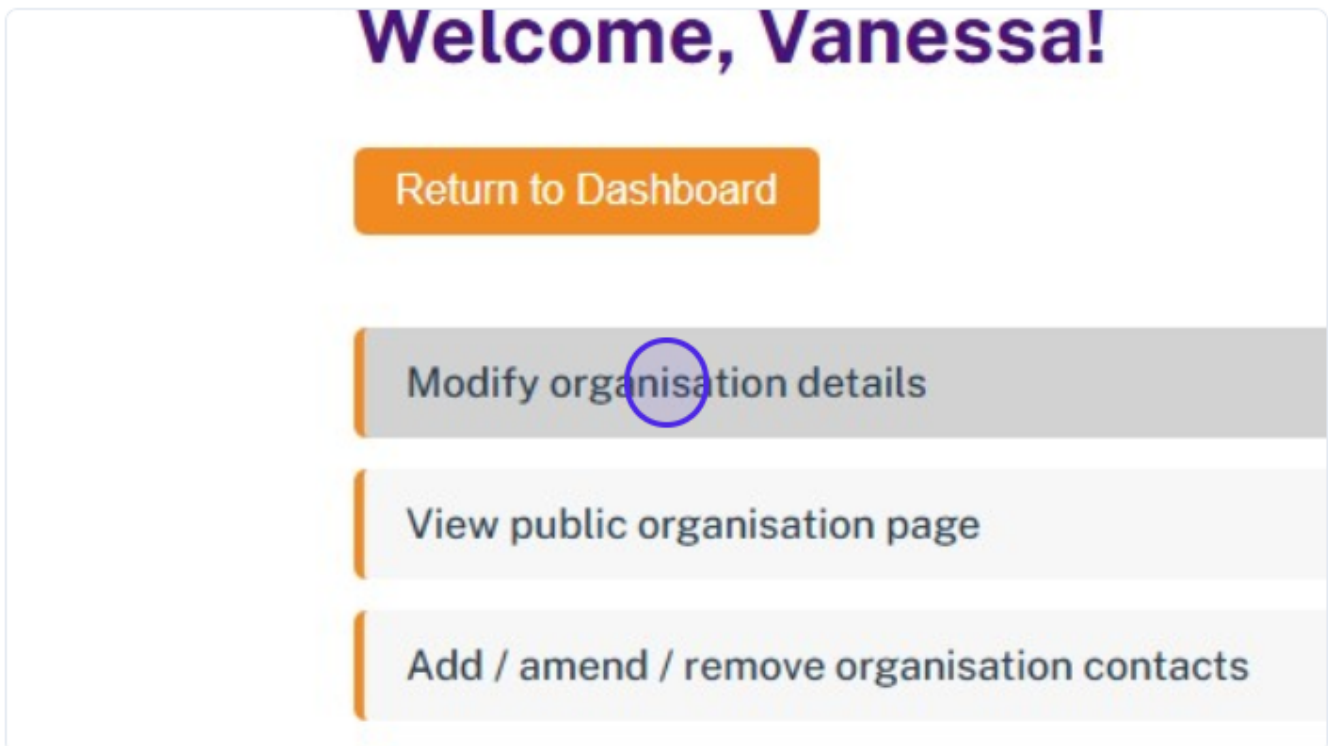
From the Charity Dashboard, click on **'Manage Account'** under the **'Charity Details'** section.

2 Overview of options



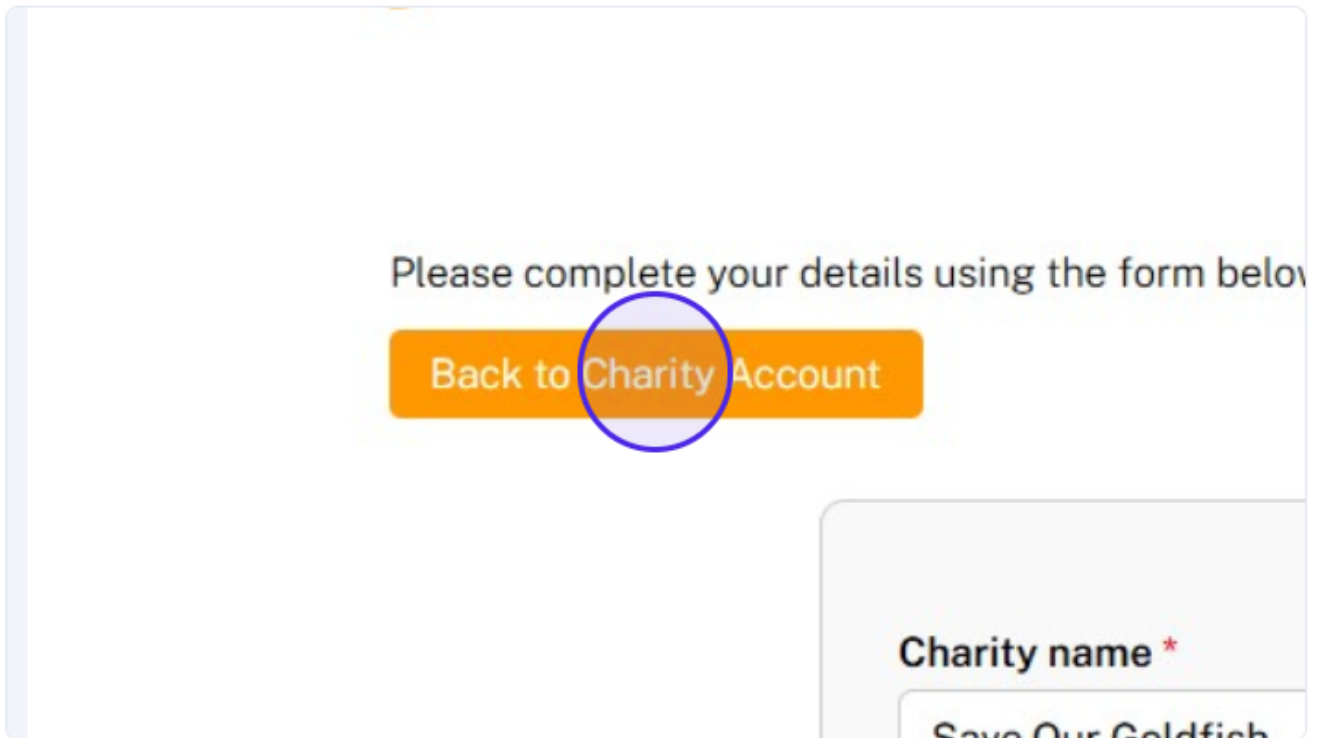
Here you will see different areas of Charity Account Management.

3 Select to Modify Organisation Details



Click '**Modify Organisation Details**' to make any changes to your charity's information.

6 Return to Charity Account Overview



Please complete your details using the form below

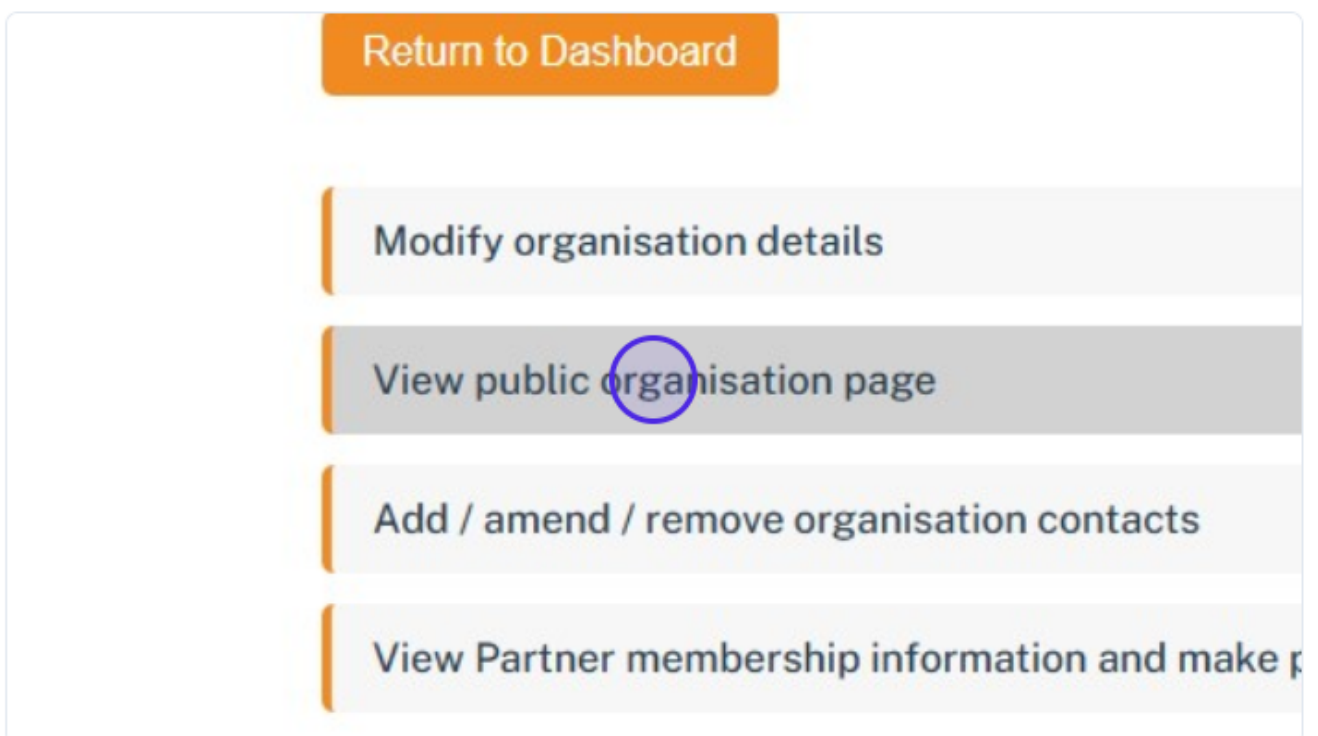
Back to Charity Account

Charity name *

Save Our Goldfish

Click the 'Back to Charity Account' button to return to the main account options page.

7 View Public Organisation Page



Return to Dashboard

Modify organisation details

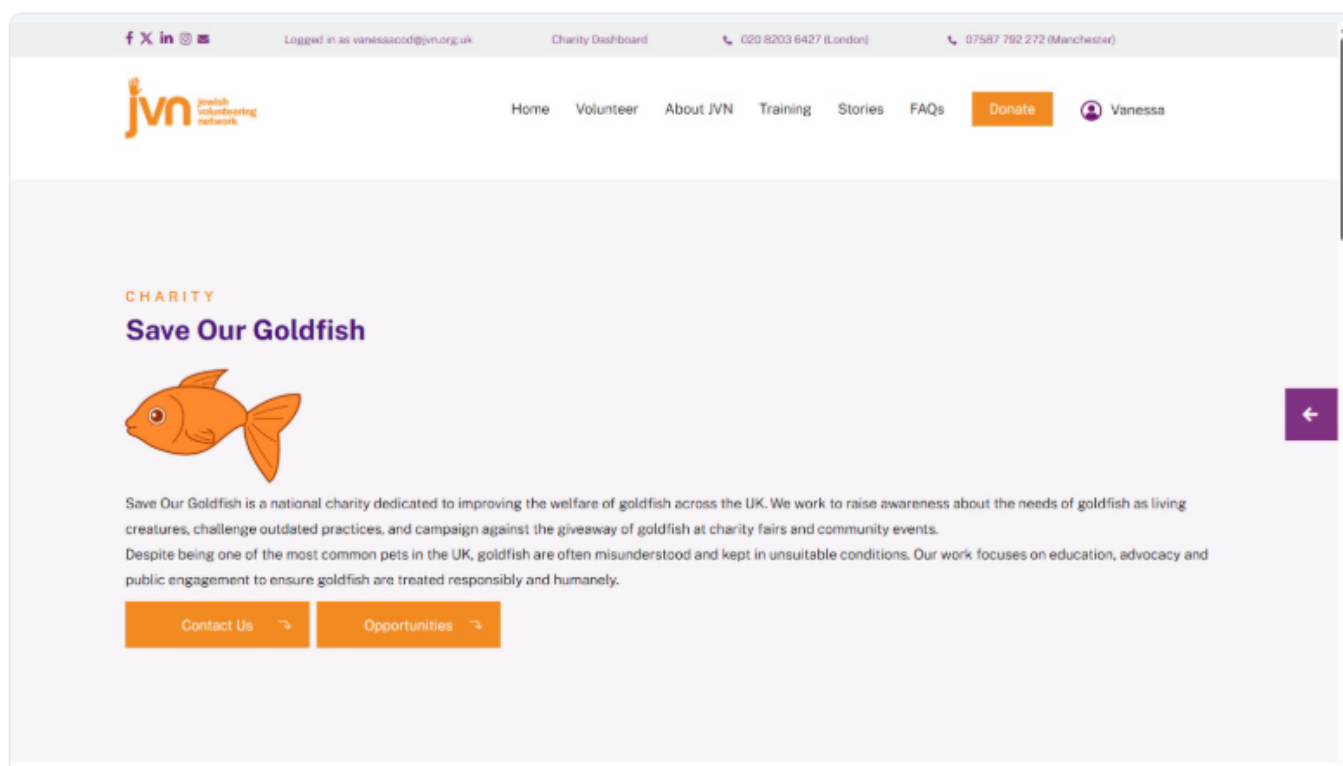
View public organisation page

Add / amend / remove organisation contacts

View Partner membership information and make p

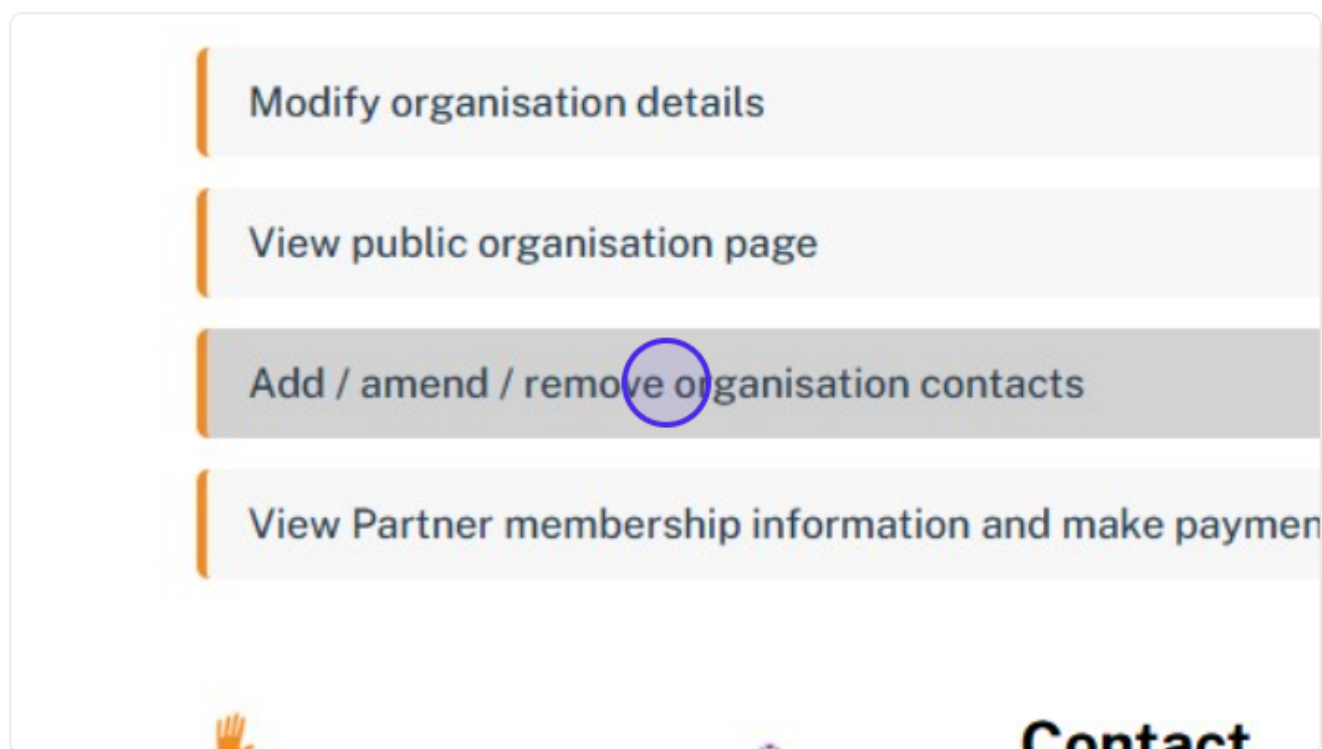
Click 'View Public Organisation Page' to see how the charity appears to the public.

8 Navigate to Charity Profile Page



The Public Profile Page for 'Save Our Goldfish' is displayed, showing details and contact options. To return to the Charity Account section, simply click on floating purple icon and '**Back to Charity Account**'.

9 You can access Organisation Contacts Management



From the management section you can '**Add, Amend and Remove Organisation Contacts**'. It is helpful to keep this updated regularly so we can ensure we are contacting the relevant members of your team.

10 View Partnership Information and Payment Options

Modify organisation details

View public organisation page

Add / amend / remove organisation contacts

View Partner membership **information** and make payment



Contact

➤ Jewish Volunteering Netw

You can also click through to view 'Charity Partnership benefits and make payment'.