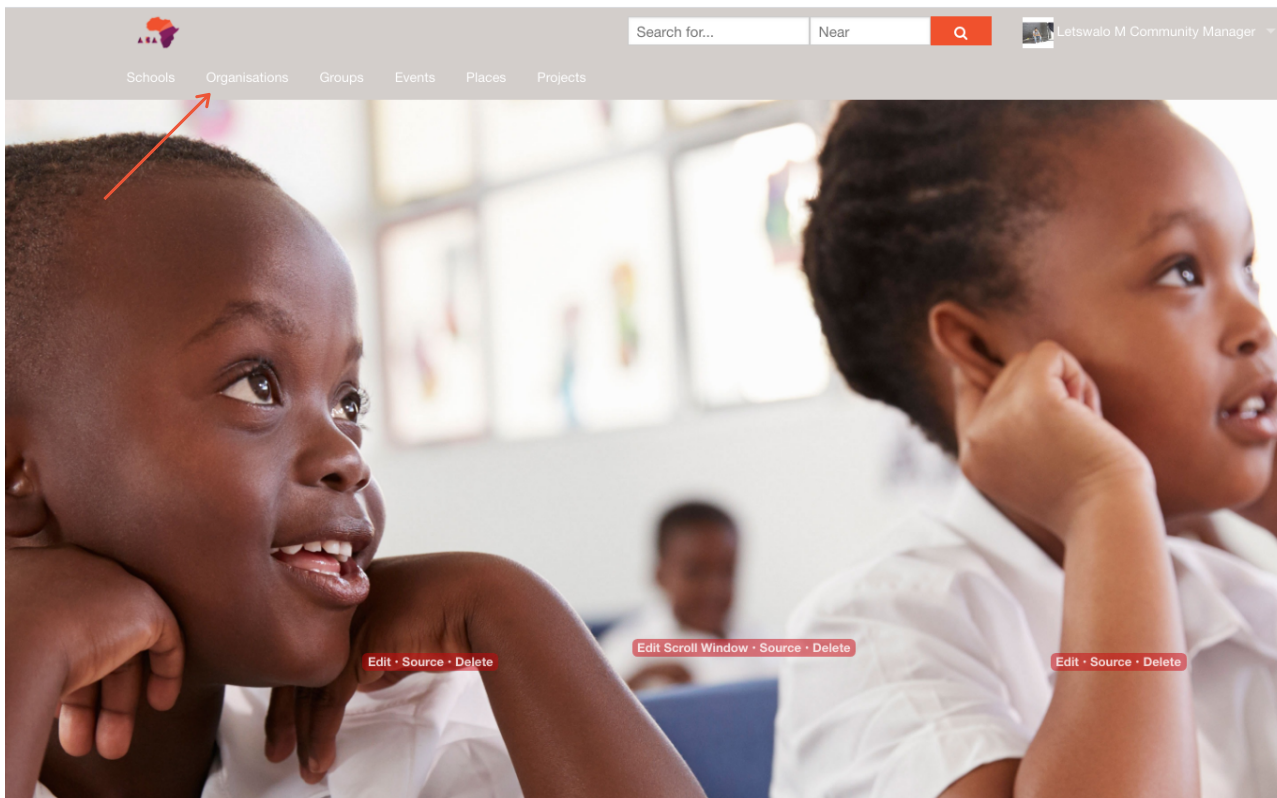
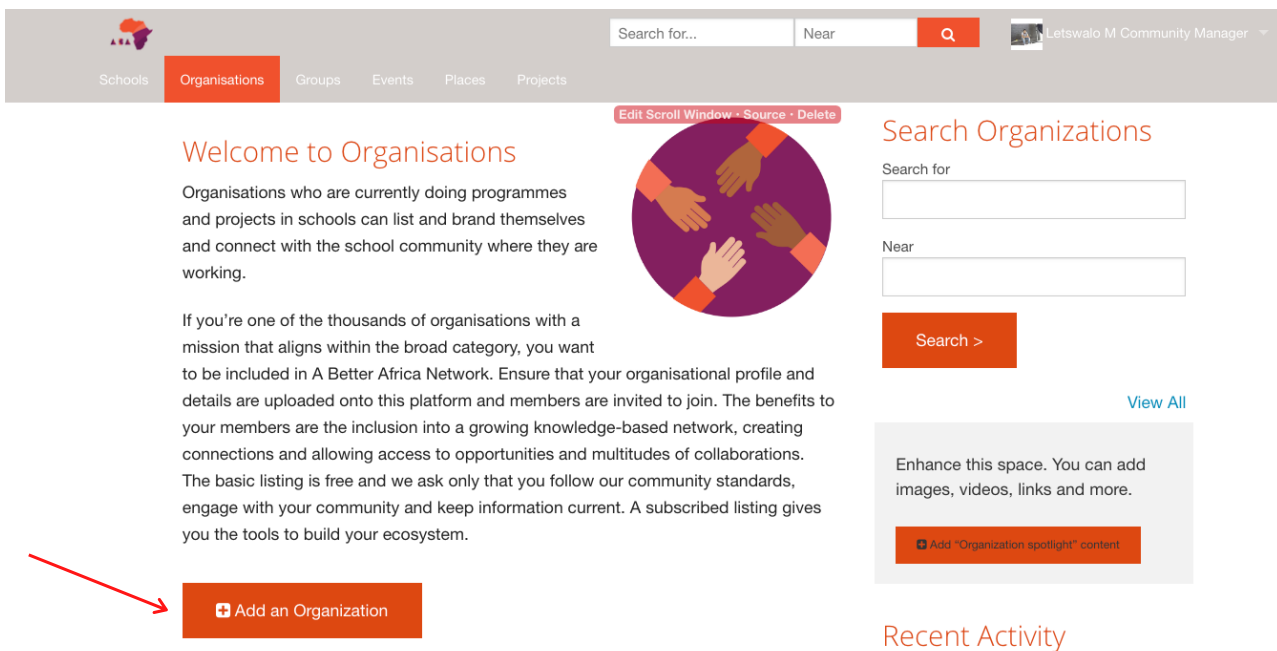


Tutorial 1

How to add an organisation in A-Better-Africa



1. Select the organisation tab on the top navigation bar



2. You will be directed to the Organisations page, scroll down and select 'add an organisation' which takes you to a form that you will need to complete.

Add an Organization

Please search to see if your organization already exists before requesting for it to be added. Next, enter listing information about your organization. After completing this form, our staff will contact you to verify your organization and help you get started.

Who can add an organization?

Any member can add an organization. If you're the owner or authorized representative, you can add an organization and manage the profile. If you're a community member that thinks one of your favorite organizations is missing, you can submit that organization too.

Basic Information

Organization Name *

100 characters max

Street Address

80 characters max

City

80 characters max

State/Province

80 characters max

Zip/Postal Code

Country

Phone Number

3. Under 'Basic information' add all the required organisation info such as organisation's name, category, street name, etc.

Short description *

1000 characters max

Search keywords (comma-separated)

255 characters max

Website

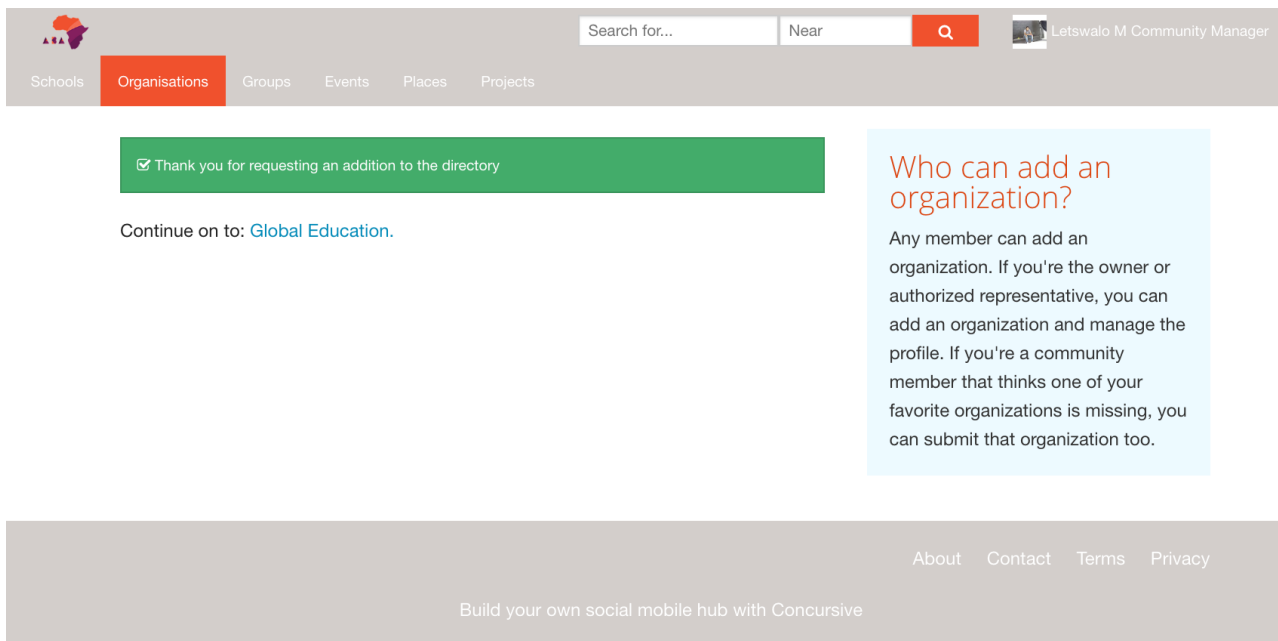
200 characters max

Claim this Listing

☐ I represent this listing and want more information on getting full access to its profile

Save

4. Make sure that you complete all the mandatory information which is marked with a red asterisk and remember to SAVE.



5. After completing the form, A verification process will be done by our team. We will alert you and you can sign in, upload content, invite others.

Thanks for completing the Tutorial.