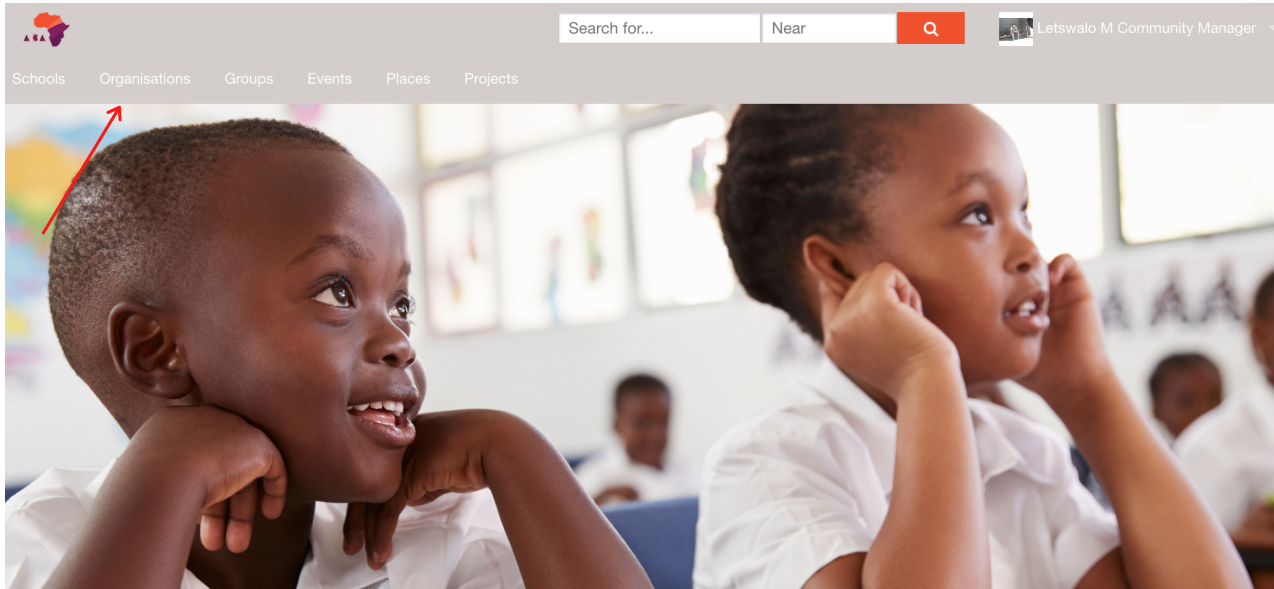


# Tutorial 2


## How to start adding basic content to your organization



1. At this stage, we assume you have added your organization in our platform, A-Better-Africa and the confirmation process have been received or your organisation already exist in our platform.

If not, we recommend you read the tutorial on 'how to add your organisation in A-Better-Africa.





To add basic content first, on the landing page. Simply select 'Organizations' on the navigation bar.

Search for... Near  Letswalo M Community Manager

Schools **Organisations** Groups Events Places Projects

# Organisations

Edit Scroll Window • Source • Delete

**Welcome to Organisations**

Organisations who are currently doing programmes and projects in schools can list and brand themselves and connect with the school community where they are working.

If you're one of the thousands of organisations with a mission that aligns within the broad category, you want to be included in A Better Africa Network. Ensure that your organisational profile and details are uploaded onto this platform and members are invited to join. The benefits to your members are the inclusion into a growing knowledge-based network, creating connections and allowing access to opportunities and multitudes of collaborations. The basic listing is free and we ask only that you follow our community standards, engage with your community and keep information current. A subscribed listing gives you the tools to build your ecosystem.

**My Organizations**  
Global Education


**Search Organizations**

Search for

Near

Search >

2. On the organisation's page, select your organisation profile under 'My Organisations'.

 **Global Education** PUBLIC PROFILE

Set an image for Global Education

[+ Set a profile image](#)

[Admin](#) [Configuration](#)

[Overview](#) [About us](#) [Members](#)

[Send Email to Members](#)

[Send This Page to a Friend](#)

[Add to My Lists](#)

[Invite Members](#)

[Clone This Listing](#)

[Archive This Listing](#)

**Who are we?**  
Global EDUCATION [Update 'Who are we?'](#)

Enhance this space. You can add images, videos, links and more.

[Add "Profile Message" content](#)

**Organization Information**

Please take a moment to update information about this organization, to share with others.

[Update the Organization Information](#)

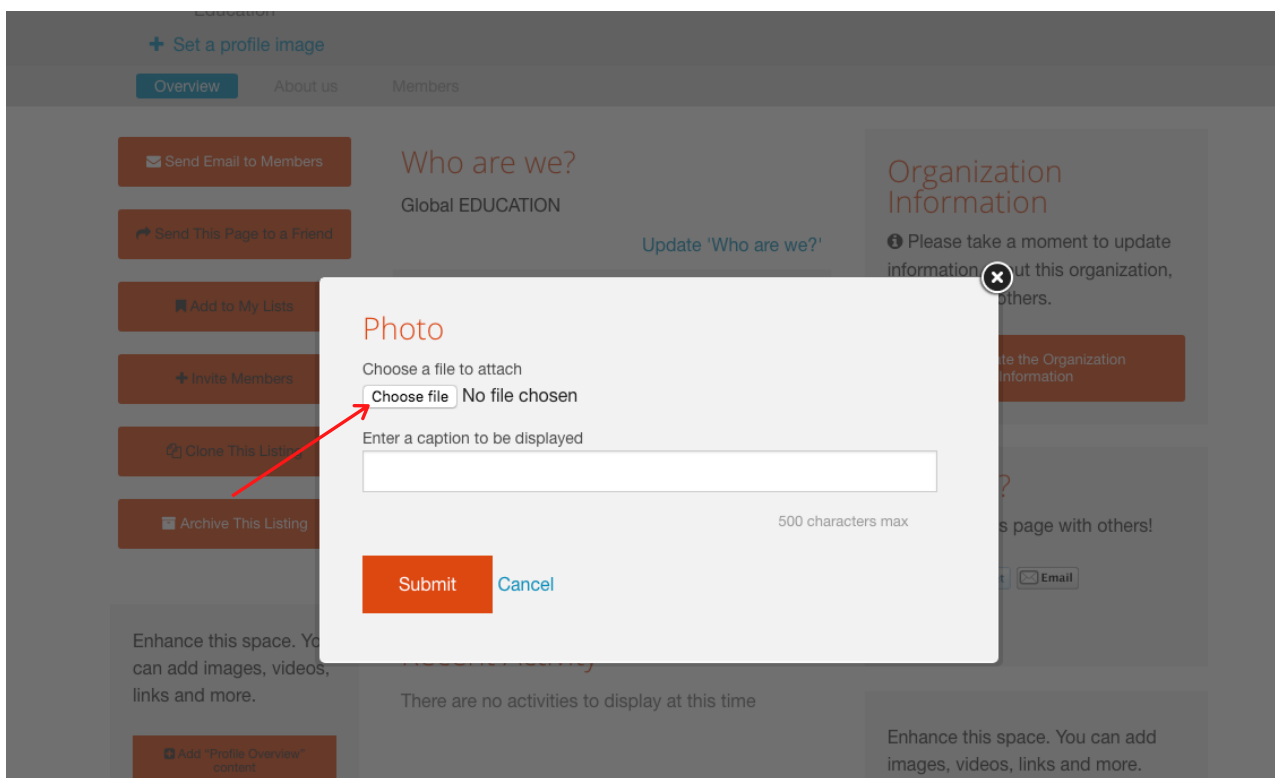
**Like this?**  
Help share this page with others!

[Share](#) [Tweet](#) [Email](#)

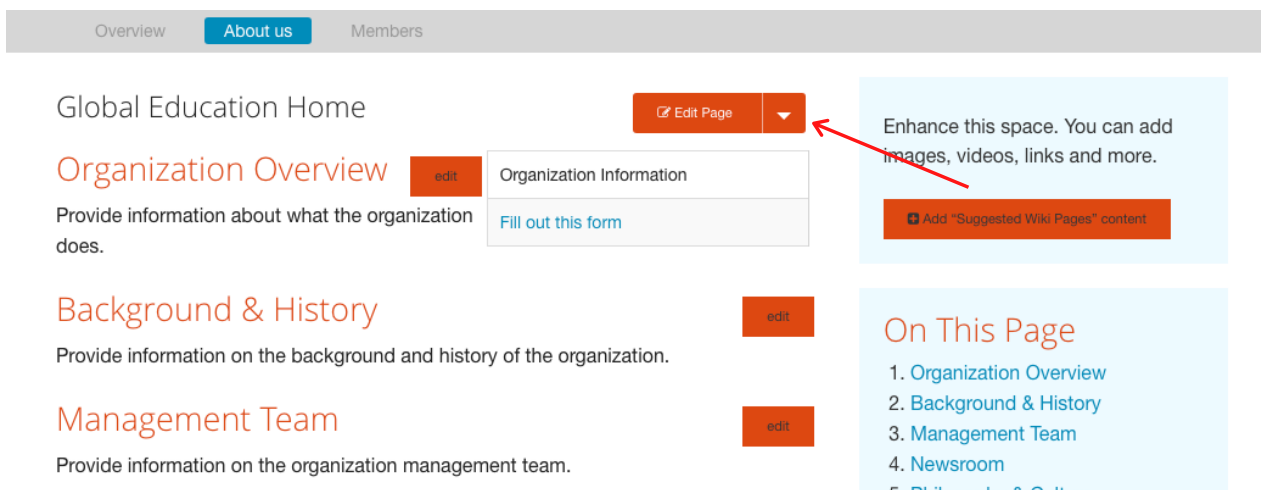
What's happening?

[Share](#)

3. It's a good idea that you have some images ready such as the organisation's logo and some photos. Once you're in the organisation profile, add the logo of the organisation by selecting 'set a profile image' in the top left corner of the screen.

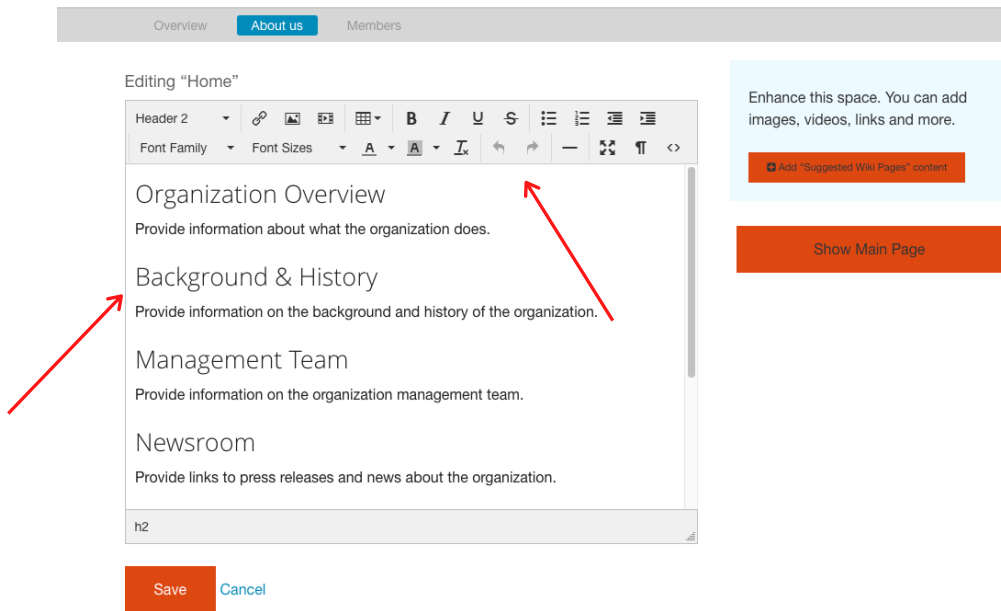


4. Select 'choose file': this will open files in your computer, select the folder with the organisation pictures. Select the logo and click 'open'. You can include a caption if you want too, under 'enter a caption to be displayed'. Save the logo by selecting 'Submit'.



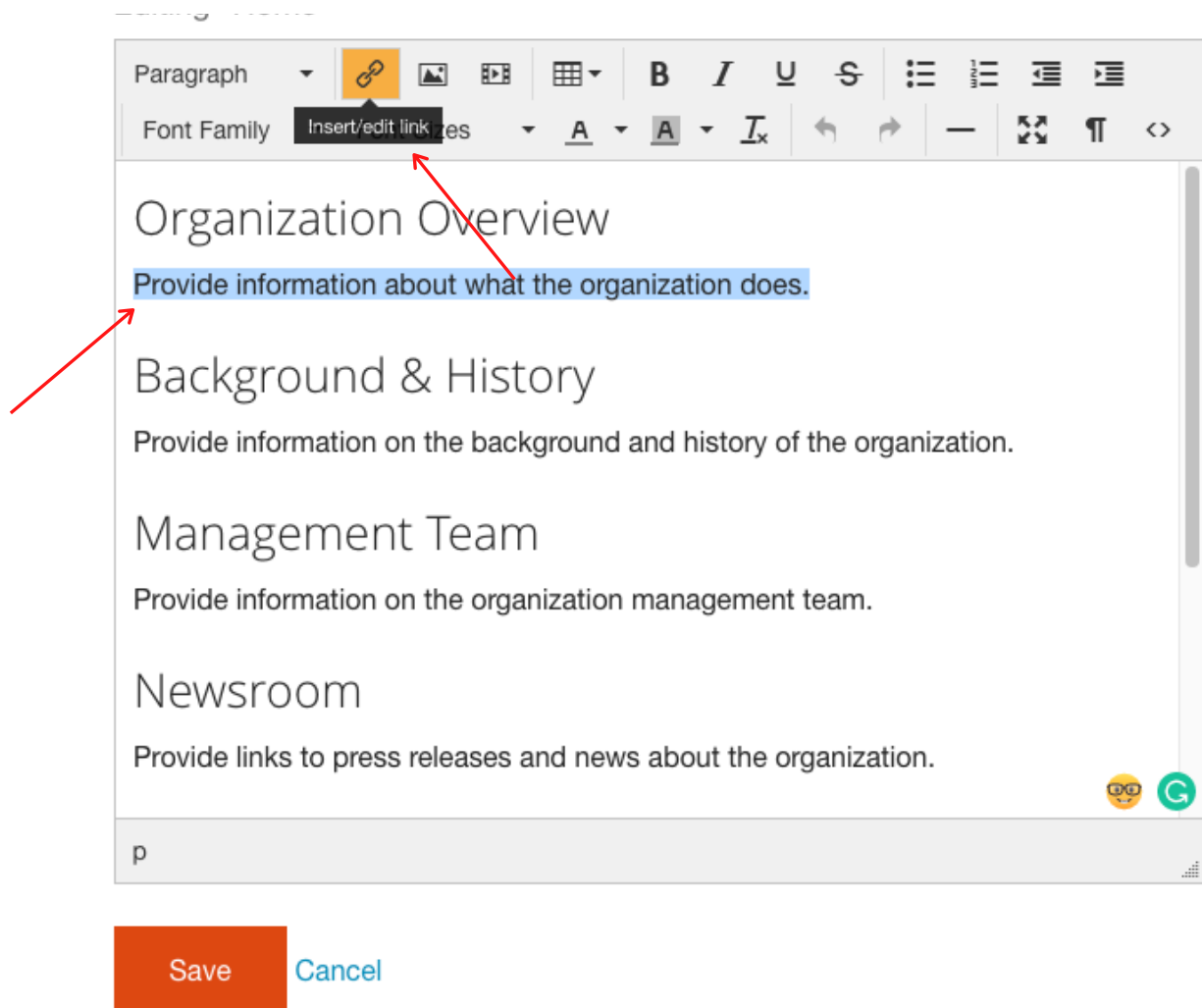
5. Now let's get some important information about the organisation, captured into the profile. In the navigation bar select 'About'.

In the 'About' page select 'Edit page' and add public-facing information or history of the organisation. When we refer to public-facing, we're talking about information that you are happy to share with a public audience.

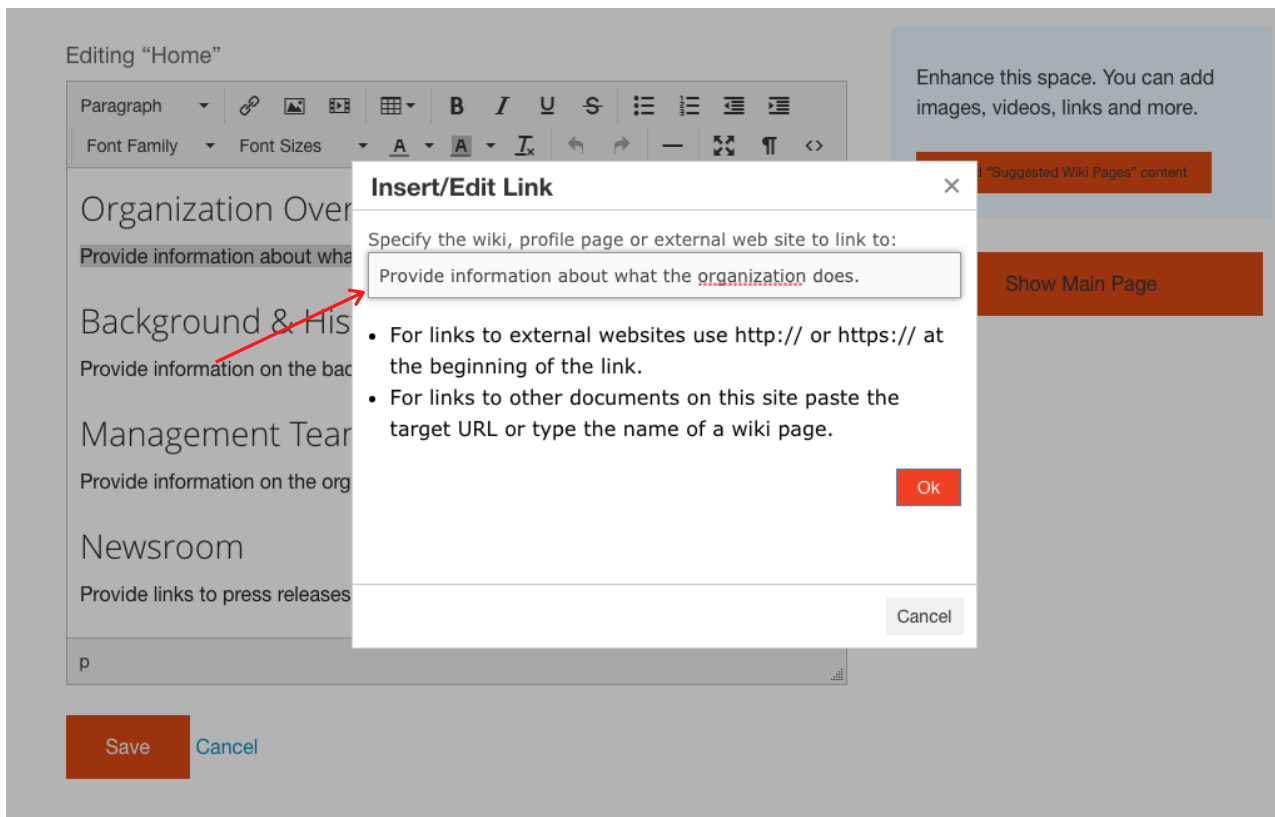


6. In line with the screen capture above. If you notice on top of the edit box, first there's paragraph, then a hyperlink tool, followed by an image upload and then a video upload. In this case we recommend, if you have good video content or photos to share, you consider adding one of two.

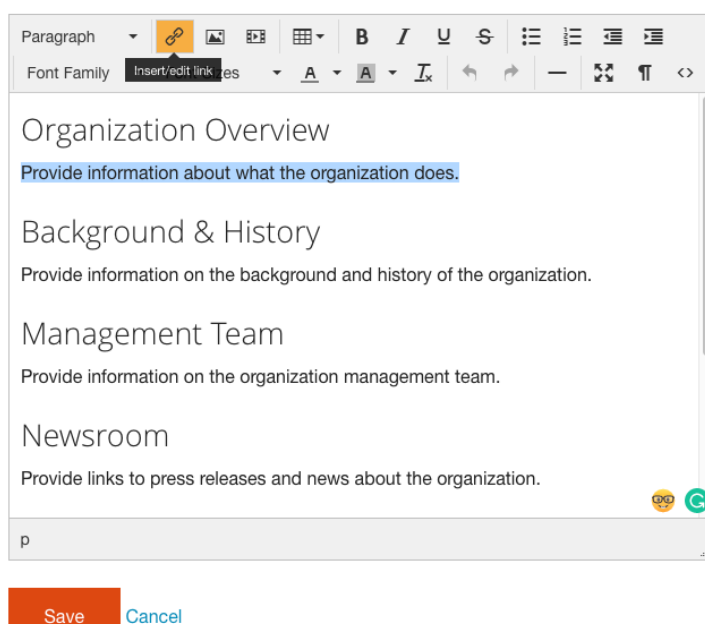
We also recommend that you hyperlink your organisation's information. This will enable you to direct people to a number of different pages from your 'about'.



7. First, highlight the word or sentence that you want to hyperlink and then select the 'hyperlink icon' as shown in the screen capture above.



8. As shown in the screen capture above, copy and paste the URL of the page that you want to direct your users too and select 'ok'.



9. When you're done SAVE.

## Global Education Home

[Edit Page](#)

### Organization Overview

[edit](#)

Provide information about what the organization does.

[Organization Information](#)[Fill out this form](#)

### Background & History

Provide information on the background and history of the organization.

[edit](#)

### Management Team

Provide information on the organization management team.

[edit](#)

### Newsroom

Provide links to press releases and news about the organization.

[edit](#)

### Philosophy & Culture

Provide information about the organization's philosophy and culture.

[edit](#)

### Fundraising

Provide information about fundraising.

[edit](#)

Enhance this space. You can add images, videos, links and more.

[Add "Suggested Wiki Pages" content](#)

### On This Page

1. [Organization Overview](#)
2. [Background & History](#)
3. [Management Team](#)
4. [Newsroom](#)
5. [Philosophy & Culture](#)
6. [Fundraising](#)

[Show Page Index](#)[Show Exported Pages](#)

10. Select 'Fill out this form', under 'Editing home' insert all the required information.

USD ▾

Key People

Area(s) Served

City/Region

Hours of operation

When is the organization open?

Type

- ✓ -- None --
- Public
- Private
- Education
- Government

Cancel

9. Under 'Type' classify your organisation by select one of the options provided by our system.

The screenshot shows a form for creating an organization profile. It includes the following fields and labels:

- Name:** A text input field with a "100 characters" limit.
- Area(s) Served:** A text input field with a "100 characters" limit.
- City/Region:** A text input field with a "100 characters" limit.
- Hours of operation:** A text input field with a "255 characters" limit.
- When is the organization open?:** A text input field with a "255 characters" limit.
- Type:** A dropdown menu currently showing "-- None --".

At the bottom of the form are two buttons: "Save Page" (highlighted with a red box and a red arrow pointing to it) and "Cancel".

9. When you're done SAVE.

Well done on getting your organisation profile started.