

Updating Organizational Information

The "My Organization" menu item gives sharing portal users the ability to view and edit their organizational information.

The first section allows you to edit the information about the organization itself.

The second section allows you to view and edit the staff members of your organization.
[See this article for details on this second section.](#)

My Organization Detail Page

Clicking on the menu item "My Organization" allows you to see the information that was submitted when the organization was registered on the site. Clicking on the edit button will allow you to edit the organizational information"

The screenshot displays the 'My Organization' page for Troutco. The page is divided into a sidebar and a main content area. The sidebar on the left contains navigation links: Home, My Organization (highlighted with a red box), Volunteer Opportunities, Contacts, Report Attendance, Reports, and Return to Volunteer Portal. The main content area is titled 'My Organization' and features a red 'Edit' button. Below this, the 'Basic Info' section includes fields for Organization Name (Troutco), Website (http://www.troutco.com), Mission Statement, and a list of goals. The 'Organization Contact Info' section includes fields for Street (6321 Rhodes Lane), City (Riverside), State (CA), Country (United States), ZIP (92506), Main Phone ((951) 780-3609), and Fax. At the bottom, there is an 'Additional Questions' section with a table for 'Do you allow court ordered volunteers?' with a 'Yes' response.

Basic Info	
Organization Name	Troutco
Website	http://www.troutco.com
Mission Statement	Troutco helps nonprofits realize their potential. 🌟 We help people to: • Make a difference in their community • Realize community needs • Change the world! For more information on Troutco, come visit us at facebook.com/troutco Adding something extra for Jennie as a test. 🌟
Primary Population Served	Families
Primary Impact Area	Arts & Culture
Federal EIN	
Logo	

Organization Contact Info	
Street	6321 Rhodes Lane
City	Riverside
State	CA
Country	United States
ZIP	92506
Main Phone	(951) 780-3609
Fax	

Additional Questions	
Do you allow court ordered volunteers?	Yes

Edit My Organization

In edit mode you can update information about your organization to keep it current and accurate.

- Use the WYSIWYG editor to update your organization's Mission Statement (which appears on the 'browse organization detail' page for your organization).
- You can view or delete the current logo associated with your organization by clicking on 'View' or 'delete' while in edit mode. You can then add a new logo (113 x 113 size is recommended, and square is always best so it's not compressed) by dragging and dropping a logo into place.

[See this article for information on updating your organization contacts.](#)