

Quickstart: Charities

- Signing Up

investorsincommunity.org



Ordinary people
doing extraordinary things.

Firstly, head to our homepage and click the sign up button.



HOME

ABOUT

EXPLORE

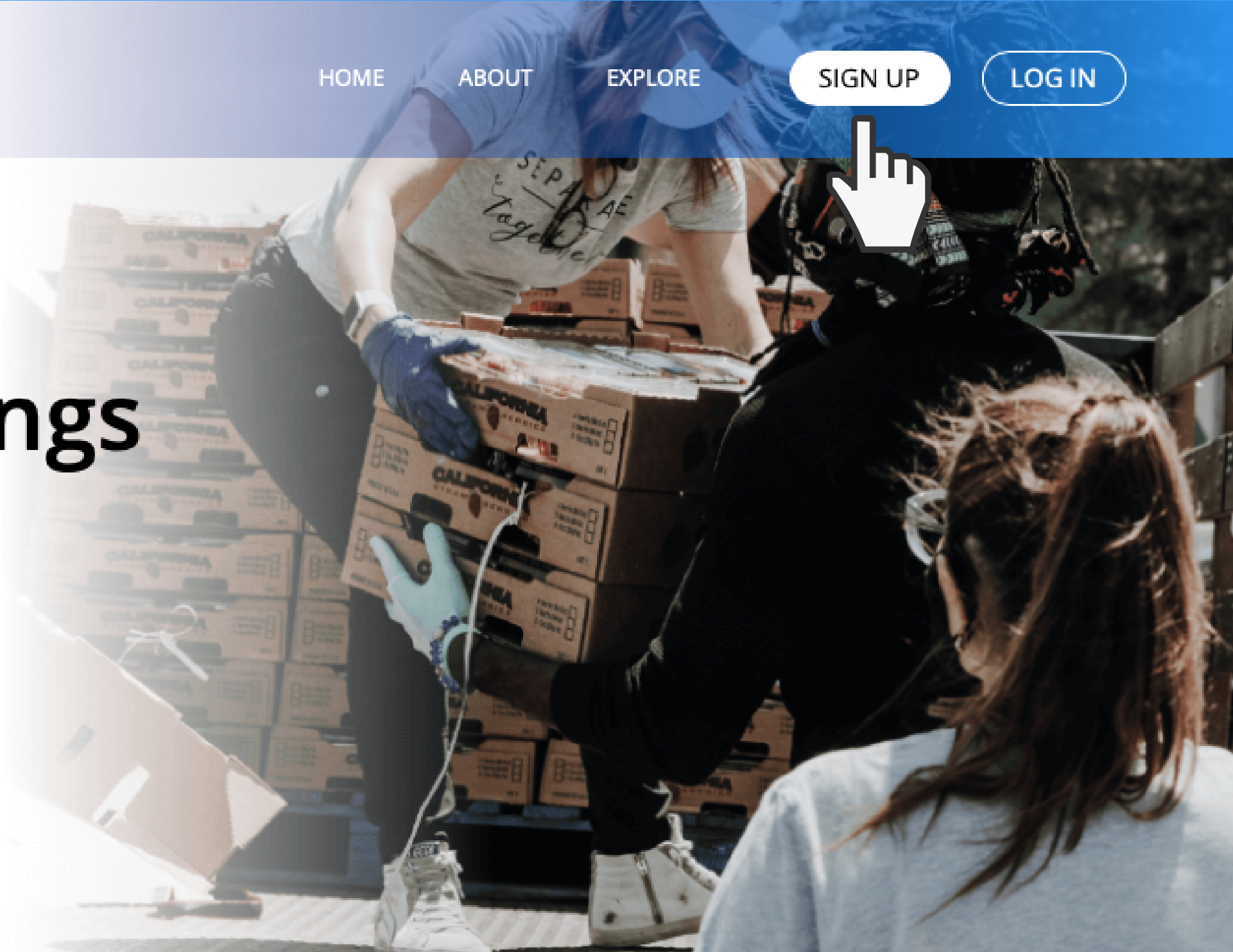
SIGN UP

LOG IN

Ordinary People Doing Extraordinary Things

Our platform is the most effective way of connecting organisations, individuals, charities, and community groups to show that by working together powerful and evidenced social impact can be created.

Get Involved



You will see a sign up page, select the create good cause/charities button, then fill out all the personal details, this will be your personal address, email etc then click proceed to next step.

Sign Up as Individual

Sign up for your free account; where you can earn Community Credits 100% of your giving is passed on to your chosen good cause.

Create Good Cause/Charities

Sign up for your free account; to engage with businesses and individuals to gain the support you need for your chosen projects in terms of volunteering, gifting items, cash donations and fundraising.

Create Business Account

Become a business member for as little as £10 per employee per annum. You can control, manage and report on all your Corporate Social Responsible (CSR) activity from a single dashboard.

1

Personal Details

2

Charity/Good Cause Details

PERSONAL DETAILS

Email

First Name

Last Name

Gender

Phone Number

Date of Birth

Year

Month

Day

Address

City

Password

Repeat Password

PROCEED TO THE NEXT STEP

After clicking proceed to next step you will be taken to step 2, fill in your charity details here, then click create account.

Sign Up as Individual

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1
Personal Details

2
Charity/Good Cause Details

CHARITY DETAILS

Charity Community Group

Charity Name

Type of Charity

--Select--

Registered Charity Number

Charity Phone Number

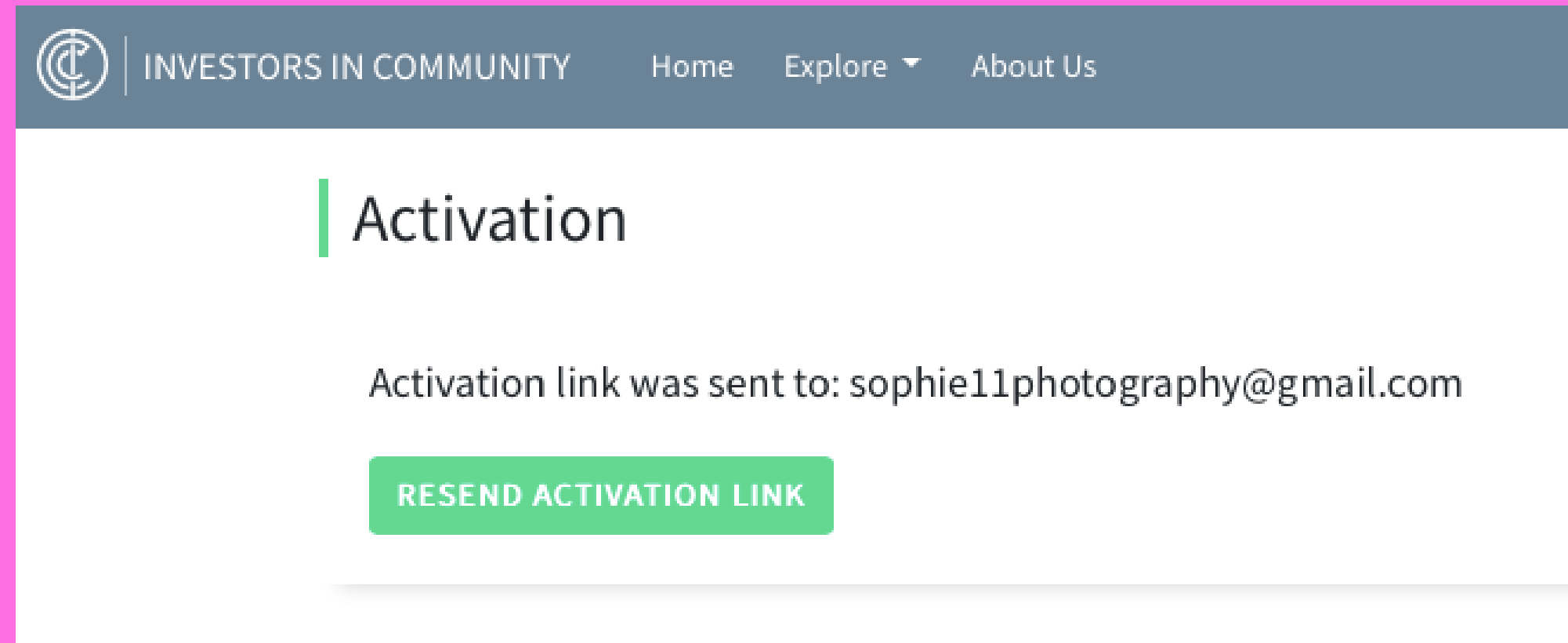
City

Address

I have read and agree to the [Terms of Service](#)

CREATE ACCOUNT

After creating your account you will see this page:

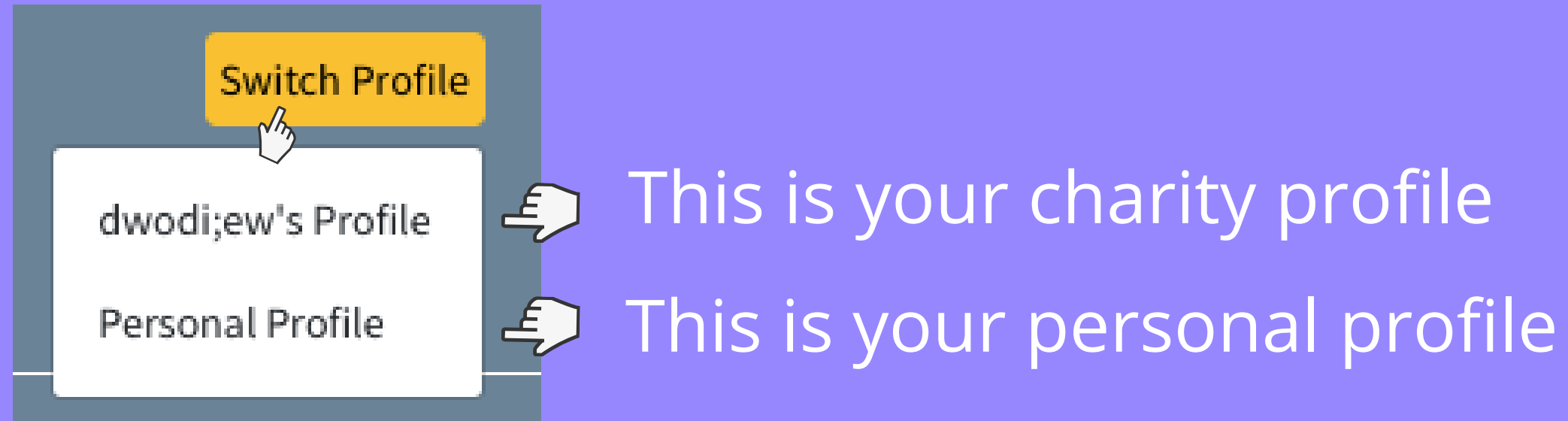


Please go to your personal email where your activation link has been sent and then follow steps 1 and 2. If it isn't in your inbox, please check your spam folder.

Step 1 - Please click the link to activate your account.

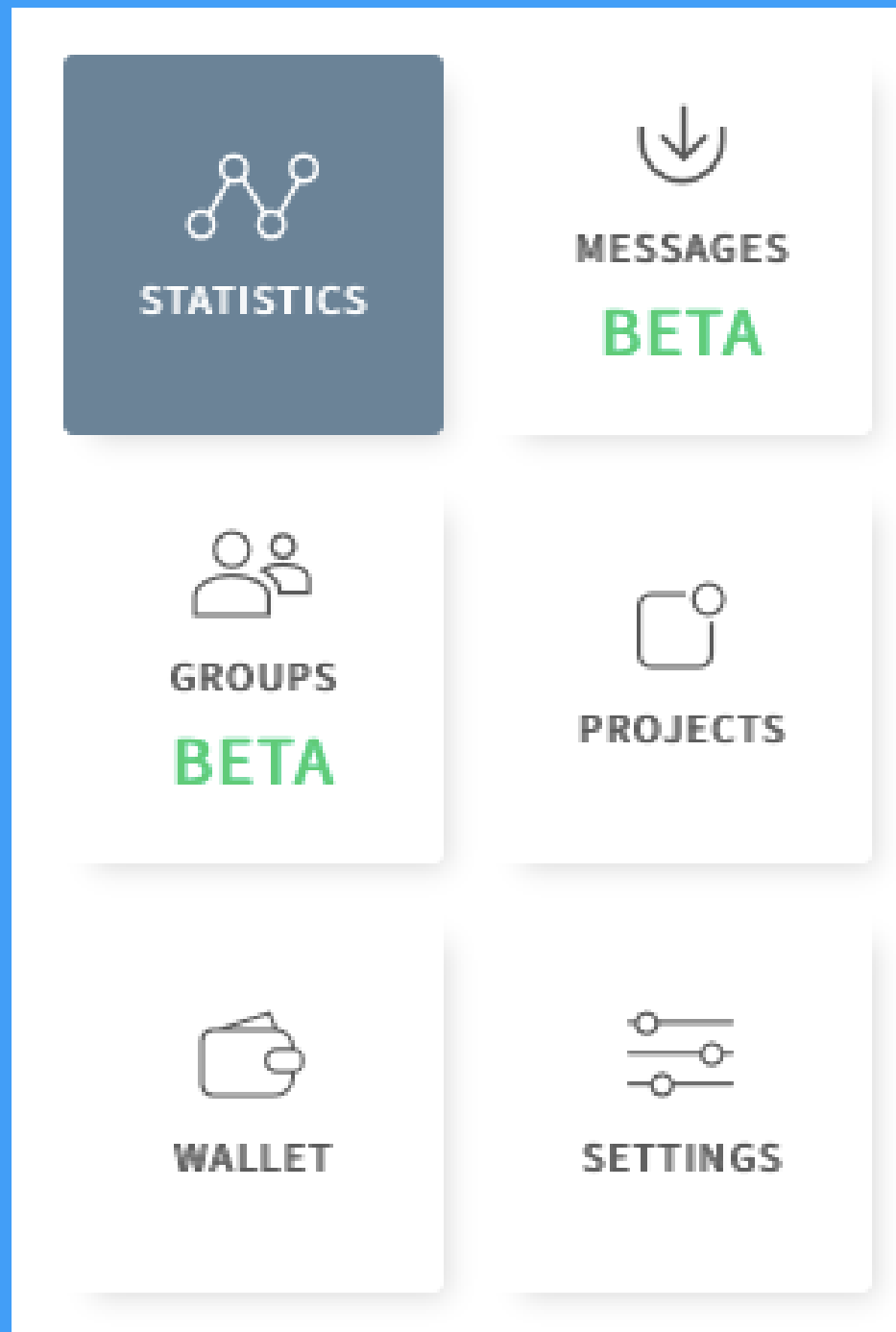
Step 2 - After successful account activation please go back to the email and log on where it says: "here" to access your personal profile.

Switching Profiles.



Tip: Other members of your charity who wish to sign up should sign up as individuals, you can then add them as admins onto your charity account!

Personal Profile.



Statistics -This is where you will see your donations/volunteering experiences and community credits.

Messages - If you send messages to charity projects you're interested in you can keep up to date with them all here.

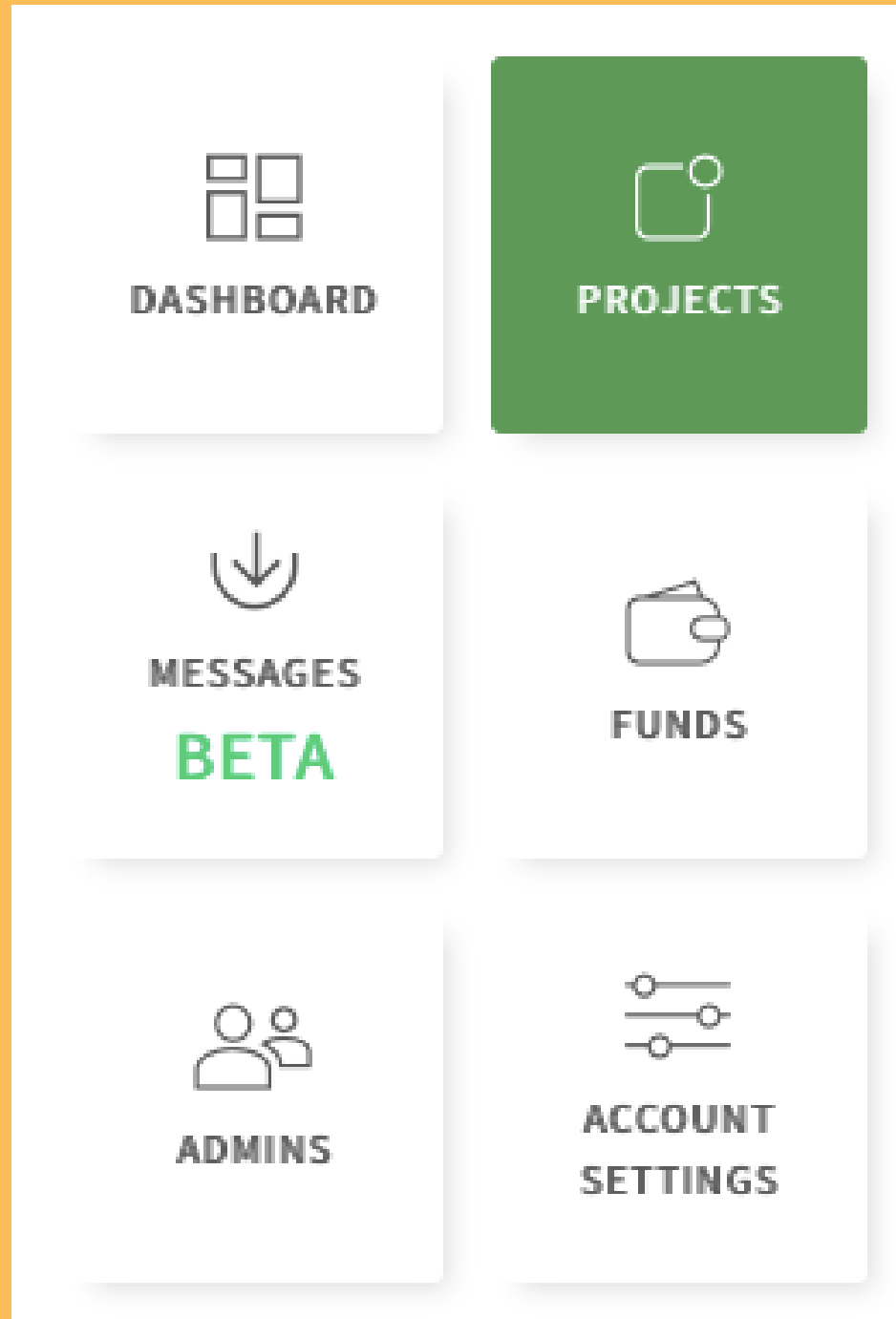
Groups - Can be created by companies or individuals, they can be private or public, whilst you can be invited to join groups you are also welcome to make your own group free of charge.

Projects - You can add personal projects here if you're fundraising yourself.

Wallet - This is where you upload money into your wallet to donate.

Settings - This is where you change your account settings such as picture, address etc.

Charity Profile.



Dashboard - This is where you will see your donations/volunteering offers, you can accept or reject offers here.

Projects - This is where your charity will post about projects you need funds/volunteers for.

Messages - People interested in volunteering/donating etc with your charity will message you here for more information.

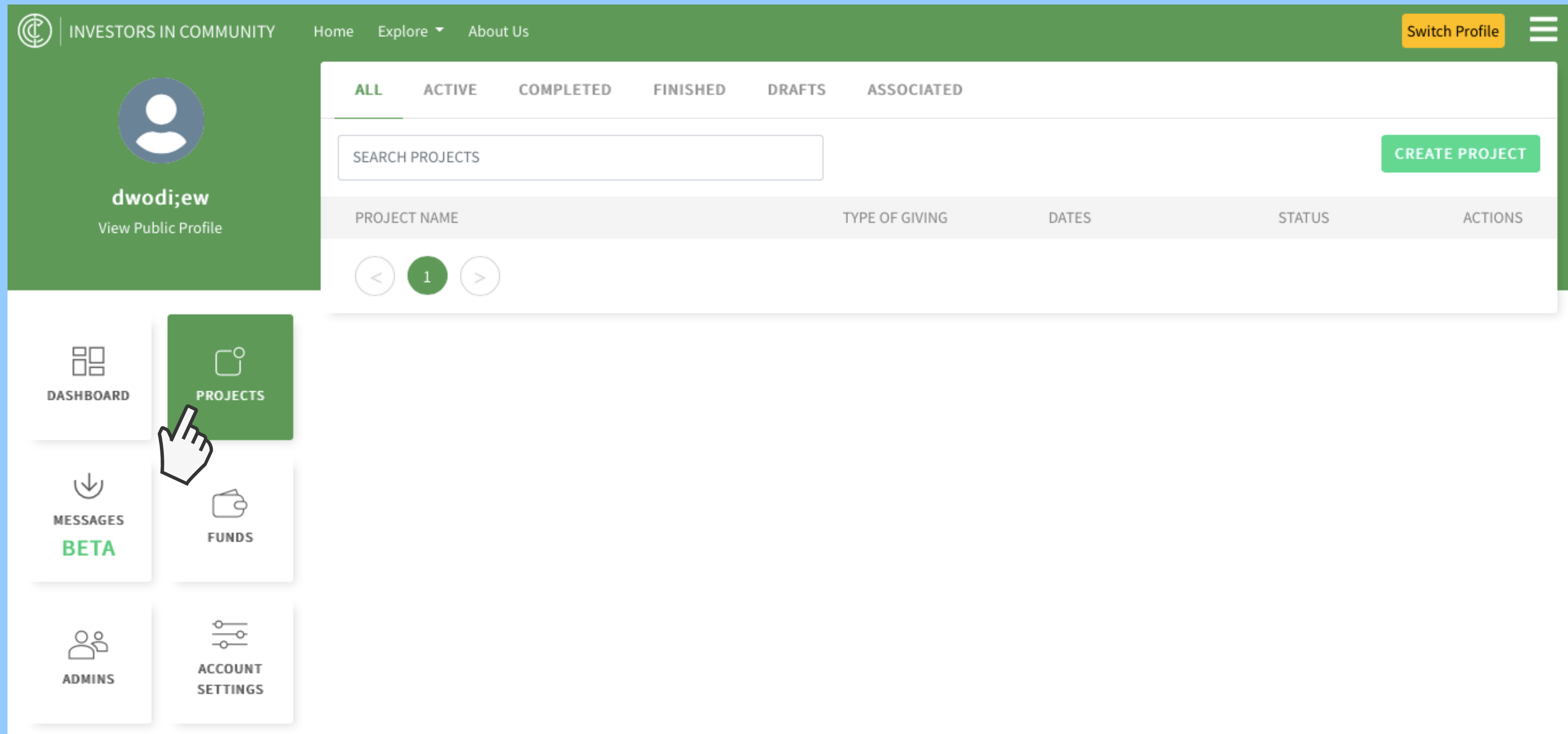
Funds - This is where you can see how much has been raised.

Admins - This is where you will see your admins for your charity account, you can choose as many as you would like but we recommend 3 so things don't get complicated.

Settings - This is where you change your account settings such as picture, address etc.

Adding Projects.

To create projects from your charity profile, ensure you have selected your charity profile from the top right, then click projects from the options, then click create project.



The screenshot displays the 'Investors in Community' website interface. At the top, the navigation bar includes the logo, 'INVESTORS IN COMMUNITY', and links for 'Home', 'Explore', and 'About Us'. A 'Switch Profile' button and a menu icon are located in the top right corner. The main content area is divided into a left sidebar and a central panel. The sidebar contains navigation options: 'DASHBOARD', 'PROJECTS' (highlighted with a hand cursor), 'MESSAGES BETA', 'FUNDS', 'ADMINS', and 'ACCOUNT SETTINGS'. The central panel features a filter menu with options: 'ALL', 'ACTIVE', 'COMPLETED', 'FINISHED', 'DRAFTS', and 'ASSOCIATED'. Below the filter menu is a search bar labeled 'SEARCH PROJECTS' and a green 'CREATE PROJECT' button. A table header is visible with columns: 'PROJECT NAME', 'TYPE OF GIVING', 'DATES', 'STATUS', and 'ACTIONS'. Below the header, there are pagination controls showing a single page '1' between left and right arrows.

To create a project, fill out all the details that are shown, you should then save the project as draft.

We recommend going over it again before publishing just to ensure all details are correct as once your project is published you can't change it! After you have done this, click publish, your project will be shown on the IIC projects page and we will push it out through social media.

We recommend you also share out on your social media!

INVESTORS IN COMMUNITY Home Explore About Us Switch Profile

dwodi;ew
View Public Profile

DRAFT

Choose an image from your computer
JPEG, PNG / 10MB file limit

PROJECT NAME

PROJECT LOCATION

SAVE AS DRAFT

DASHBOARD **PROJECTS** MESSAGES BETA FUNDS ADMINS ACCOUNT SETTINGS

GENERAL INFORMATION

PROJECT DATES
Start Date: 14/10/2020 End Date: 21/10/2020

CHOOSE TYPE OF GIVING
Type of Giving

ADD ANOTHER TYPE OF GIVING

CHOOSE CATEGORY
--Select--

IMAGES
ADD IMAGES
JPEG, PNG / 10MB file limit

DOCUMENTATION
ADD DOCUMENTS

DESCRIPTION

Exceeded Funds would be spent on something relevant to the project description

SAVE AS DRAFT

Thanks for reading!

Please get in touch if you have more questions.

Contact: tracey.oley-jones@investorsincommunity.org

investorsincommunity.org



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