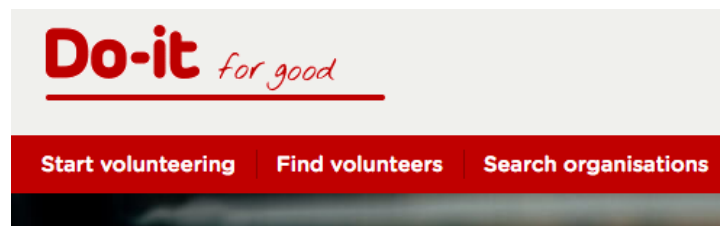


Signing your organisation up

If you are creating your **first** organisation, begin by signing in on the main do-it.org homepage with your personal account.

Tip: Its worth to make sure that your organiastions hasn't already got an account. You can do this by Searching on the main page.

1. Once you are signed in, click on 'Find volunteers' from the top of the page.

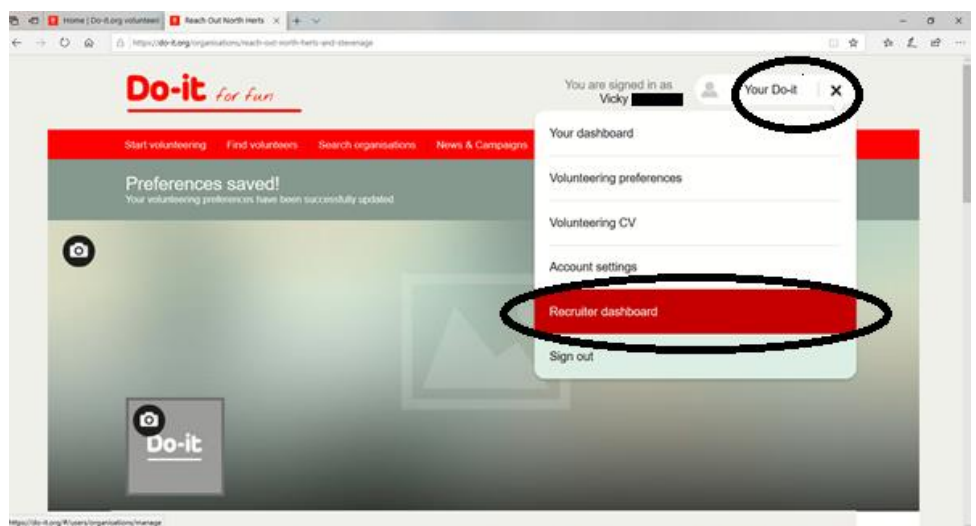


2. Scroll to the bottom of that page where your find a big button saying 'Got it Lets Go' click on this.
3. Fill the form in.

Tip: Make sure you have all the relvent information to hand about your organisation. Your need to have your social media links, website, contact details to hand.

4. Click 'Finish' and your profile will be created. Here your need to upload a few images and logo to make you profile reflect your organiastion.

5. Your find in the top righthand corner 'Your Do It' click on here and a coloumn will drop down and your be able to click on 'Recruiter Dashboard' this is how you access your volunteer applications, add roles and amend your organisation information.



Please Note: *Do-It does not allow organisations with the same name to be added again. For example, if Cancer Research UK exists on Do-It already elsewhere it will not allow you to create another organisation with the exact name. In this case you either need to alter the name e.g. Cancer Research UK (North Herts & Stevenage)*