

User Manual

OrgCentro.com

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User Manual

Register new Organization

To register go to <http://www.OrgCentro.com> then click on “Try it free 30 day trial”

This will bring up the registration screen. Enter all the required information and click “Register your Organization”.

This will send an email to your email address entered on the registration screen. This email is sent to verify email address.

Once email address is verified, administrator user account is created with user name as email address.

Setups

Homepage News

To setup **homepage news** follow the following steps:

1. Login as administrator
2. Then select **News** menu from **Setup** menu.
3. Enter Headline, News and date. News is sorted according to the date on homepage.
4. Enter web address (URL) if required.
5. Then click save button to save the News.

Now the added news will appear on the home page.

To modify the existing news entry:

1. Select the news to modify.
2. Modify the news information.
3. Then click Update button to update the news.

Events

Following are the steps to create Events:

1. Login as administrator.
2. Then select **Event** menu from **Setup** menu.
3. Enter following details for event
 - a. Event, date (event date) and time, Events is sorted according to the date.
 - b. Status is the status of the event.

- c. Location, Location URL. Event type Public(visible to all)
- d. Contact info, and RSVP date
- e. Then click **Save** button to save the event.

Now this event will appear on the homepage under event section.

To modify the events entry:

1. **Select** the event to modify.
2. Modify the event information.
3. Then click **Update** button to update the event.

Invites

Invites can be sent for an event. Following are the steps to create an invite.

1. Login as administrator.
2. Then select **Invite** menu from **Setup** menu.
3. Select the event for with you like to create Invite.
4. Enter **Text in Invite** this text will appear when guest open Invite received in email. The text in invite can contain schedule / details of the programs.
5. Click **Save** button to save the invite or click **Send/Resend Invitation** button to send email.

This screen also gives a report / list of RSVP from the recipients of email invitation for each Invite.

RSVP by members

Members can give RSVP in two different ways.

1. Login on the Organization website then Click **Invite** form menu. Select the event and give the RSVP.
2. When you click **Send/Resend Invitation** button to send email, all members will receive an email with a link (URL). Members can use this link to give RSVP.

User / Members

New users/members can be added in two different ways.

1. Members register themselves: From the organization homepage select **New Member menu** from **Members menu**.
 - a. Request Membership
 - i. Enter all the required information
 - ii. Then click Register button.
 - iii. An email will be send to the email address entered by the member for the new member to verify email address.

- iv. An email is also sent to the Organization email address with details of member requesting membership. Organization email address is on the Setup info/Organization information screen.
 - b. Approve Membership: New member cannot login to your organization website until the request is approved. To approve/deny use following steps
 - i. Login as Administrator
 - ii. Go to **Membership Request** from **Setup Menu**. This screen will display list of people requesting membership.
- 2. Member added by Administrator
 - a. Login as administrator
 - b. Select **Management Members & Users** menu from **Setup menu**
 - c. Click **Add New Member** button
 - d. Enter all the required information for the member.
 - e. Click **Save** button to save the information.