

# Webpage Guide – Administrator

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Welcome to the Donations Desk webpage guide for non-profit organizations



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## NAVIGATION: GETTING AROUND

The screenshot shows the Donations Desk website interface. At the top, there are navigation tabs: Campaigns, Non-For Profit Organizations, Resources, and Login. The Campaigns tab is selected, and the page displays a list of campaigns. On the left, there are filters for Campaign Type (Sports, Federal, Technology, Education) and a search bar. The main content area shows a table of campaigns with columns for Org. Name, Logo, Municipality, Category, Inc. Date, Target Population, Population Impact, Supporters, and Rating. The table lists several organizations, including Academia Cristiana Logos de Yareh, Academia Santa Maria del Camino, and Accion Educativa Pro desarrollo Humano Guibarra, Inc.

Below the screenshot, there is a text box explaining the home screen:

This is your home screen. To search for any campaigns being held, you may filter through categories of search by campaign details. The same can be done with non-profit organizations.

## NAVIGATION: LOGGING IN

	<div>  <div> <a href="#">Campaigns</a> <a href="#">Non-For Profit Organizations</a> <a href="#">Resources</a> <a href="#">Login</a> </div> </div> <div> <div>   </div> <div> <p>We currently have: 388 NFPOs &amp; 0 Running Campaigns!</p> </div> </div> <div> <p><b>This Section is only for Non-For Profit Organizations</b></p> <p>Within My Account you can:</p> <ul style="list-style-type: none"> <li>• Manage your Account Information</li> <li>• Manage your Non-For Profit Organization's information</li> <li>• Manage your Organization's Campaigns</li> </ul> <p>You have to Register before you can use these features. If you haven't registered yet, just click Register to create your Non-For Profit Organization's account.</p> <p>If you have already registered at Donations Desk just Login to continue.</p> </div> <div> <p><b>Hello, Visitor!</b></p> <p><b>Login</b></p> <p>Username:</p> <input type="text" value="Enter your username"/> <p>Password:</p> <input type="password" value="Enter your password"/> <p><a href="#">Log In</a> <a href="#">Register</a></p> <p>You need to enter both: a username and a password.</p> </div> <div> <p>Donations Desk © Copyright 2014 Asesores Financieros Comunitarios</p> <p> <a href="#">f Like</a> <a href="#">t Tweet</a> <a href="#">g +1</a> </p> </div>	
	<div>  <div> <a href="#">Campaigns</a> <a href="#">Non-For Profit Organizations</a> <a href="#">Resources</a> <a href="#">Login</a> </div> </div> <div> <div>   </div> <div> <p>We currently have: 388 NFPOs &amp; 0 Running Campaigns!</p> </div> </div> <div> <p><b>This Section is only for Non-For Profit Organizations</b></p> <p>Within My Account you can:</p> <ul style="list-style-type: none"> <li>• Manage your Account Information</li> <li>• Manage your Non-For Profit Organization's information</li> <li>• Manage your Organization's Campaigns</li> </ul> <p>You have to Register before you can use these features. If you haven't registered yet, just click Register to create your Non-For Profit Organization's account.</p> <p>If you have already registered at Donations Desk just Login to continue.</p> </div> <div> <p><b>Hello, Visitor!</b></p> <p><b>Login</b></p> <p>Username:</p> <input type="text" value="asdasd"/> <p>Password:</p> <input type="password" value="*****"/> <p><a href="#">Log In</a> <a href="#">Register</a></p> <p>Invalid Information. Please register.</p> </div> <div> <p>Donations Desk © Copyright 2014 Asesores Financieros Comunitarios</p> <p> <a href="#">f Like</a> <a href="#">t Tweet</a> <a href="#">g +1</a> </p> </div>	

If you are an administrator, you will have to login to view your account details using the login screen. If you haven't registered, please notify the staff in charge to register your account.

## NAVIGATION: CREATING A NEW ADMINISTRATOR ACCOUNT

The screenshot shows the Donations Desk registration page. At the top, there is a navigation bar with links: Campaigns, Non-For Profit Organizations, Resources, and My Account. Below the navigation bar, there is a header section with the Donations Desk logo and tagline, a large 'Register' button, and a status box indicating 'We currently have: 5 active NFPOs & 6 Running Campaigns!'. The main content area is divided into two columns. The left column contains an 'ERRORS!' section with a list of errors: 'Sorry, the username 'test' is already taken.', 'Your password must be at least 6 characters long.', and 'A valid e-mail address is required.'. Below the errors is the 'Account Information' section, which includes a note: 'This information is used to manage your account and for contact purposes.' and a series of input fields for Username, Password, Password Check, E-mail, First Name, and Last Name. The Password field is highlighted with a red circle. A 'Register' button is located at the bottom of the form. The right column contains a 'Hello, Ismael!' message, a list of 'ACCOUNTS:' with links 'Create New Account' and 'Manage Accounts', a list of 'NFPOs:' with links 'Create a NFPO' and 'Manage NFPOs', a list of 'CAMPAIGNS:' with links 'Create a Campaign' and 'Manage Campaigns', and a 'Log out' link. The footer section contains the Donations Desk logo, tagline, and copyright information: '© Copyright 2014 Asesores Financieros Comunitarios'.

Donations Desk  
One site to find them all...

Campaigns Non-For Profit Organizations Resources My Account

**Register**

We currently have: 5 active NFPOs & 6 Running Campaigns!

**ERRORS!**

- Sorry, the username 'test' is already taken.
- Your password must be at least 6 characters long.
- A valid e-mail address is required.

**Account Information**

This information is used to manage your account and for contact purposes.

Username: [\*] Enter your username

Password: [\*] Enter your password

Password Check: [\*] Enter your password again

E-mail: [\*] Enter your e-mail address

First Name: [\*] Enter your First Name

Last Name: [\*] Enter your Last Name

**Register**

**Hello, Ismael!**

**ACCOUNTS:**

[Create New Account](#)

[Manage Accounts](#)

**NFPOs:**

[Create a NFPO](#)

[Manage NFPOs](#)

**CAMPAIGNS:**

[Create a Campaign](#)


[Manage Campaigns](#)

[Log out](#)

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In order to register a new administrator, sensitive and required information must be provided. Once the fields have been filled, your account is registered and ready to proceed.


## NAVIGATION: MANAGING ACCOUNTS



Donations Desk  
One site to find them all...

[Campaigns](#)
[Non-For Profit Organizations](#)
[Resources](#)
[My Account](#)

### Manage Accounts



We currently have: 5 active NFPOs & 6 Running Campaigns!

Sort by:  OR Search by Username:

Username	E-mail	First Name	Last Name	Role	Active
<a href="#">Administrador</a>	ortiz@asesoresfinancierospr.org	Ismael	Ortiz	Admin	Active
<a href="#">casillas1</a>	crash.bang.boom@live.com	Armando	Casillas Rivas	User	Active
<a href="#">test</a>	pianistapr@hotmail.com	Jorge	Pabon	User	Active
<a href="#">whatsup</a>	ilich8479@yahoo.com	Ile	a	User	Active

**Hello, Ismael!**

ACCOUNTS:

[Create New Account](#)

[Manage Accounts](#)

NFPOs:

[Create a NFPO](#)

[Manage NFPOs](#)

CAMPAIGNS:

[Create a Campaign](#)

[Manage Campaigns](#)

[Log out](#)



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One site to find them all...

[Campaigns](#)
[Non-For Profit Organizations](#)
[Resources](#)
[My Account](#)

### Manage Accounts



We currently have: 5 active NFPOs & 6 Running Campaigns!

Username:

Password: [\*]

E-mail:

First Name:

Last Name:

Permissions: ☐ Admin ☒ User

Activation Status: ☒ Active ☐ Inactive

**Hello, Ismael!**

ACCOUNTS:

[Create New Account](#)

[Manage Accounts](#)

NFPOs:

[Create a NFPO](#)

[Manage NFPOs](#)

CAMPAIGNS:


[Create a Campaign](#)

[Manage Campaigns](#)

[Log out](#)

As an administrator, you can manage non-for profit organization accounts. Just refer to your navigation hub on the right and click on the links under the 'ACCOUNTS' category.

## NAVIGATION: CREATING & MANAGING A NON-PROFIT ORGANIZATION

Create NFPO


We currently have: 389 NFPOs & 4 Running Campaigns!

**ERRORS!**

- Fields marked with an asterisk are required.

### Basic NFPO Information

**Account Username [\*]** test1

**Organization Name [\*]** zeasaraee

**Physical Address [\*]** Enter Physical Address

**Postal Address [\*]** asdasdasdasd

**Municipality [\*]** Adjuntas

**Zip Code [\*]** 00918

**Incorporation Date [\*]** 2014-03-24

**Supporters / Sponsors** ☐ Fundación Banco Popular ☐ Fundación Angel Ramos ☐ Fondos Unidos

**Category [\*]**

☐ Agricultural
☐ Animal
☐ Art & Culture
☐ Children
☐ Climate Change
☐ Disaster Relief
☐ Economic Development
☐ Education
☐ Environment
☐ Federal
☐ Health
☐ Humanitarian Help
☐ Human Rights
☐ Labor
☐ Literacy
☐ Political
☐ Scientific
☐ Social & Recreational
☐ Religious
☐ Sports
☒ Technology
☐ Veteran
☐ Women & Girls

**Save Changes!**

**Hello, Ismael!**

**ACCOUNTS:**

[Create New Account](#)

[Manage Accounts](#)

**NFPOs:**

[Create a NFPO](#)


[Manage NFPOs](#)

**CAMPAIGNS:**

[Create a Campaign](#)

[Manage Campaigns](#)

[Log out](#)

Create NFPO


We currently have: 389 NFPOs & 4 Running Campaigns!

Organization Created!

### Basic NFPO Information

**Account Username [\*]** test

**Organization Name [\*]** Zas Piompa

**Physical Address [\*]** Calle Tal Numero Cual

**Postal Address [\*]** Ese mismo apartado que esta alla

**Municipality [\*]** San Germán

**Zip Code [\*]** 00912

**Incorporation Date [\*]** 2014-03-22

**Supporters / Sponsors** ☐ Fundación Banco Popular ☐ Fundación Angel Ramos ☐ Fondos Unidos

**Category [\*]**

☐ Agricultural
☐ Animal
☐ Art & Culture
☐ Children
☐ Climate Change
☐ Disaster Relief
☐ Economic Development
☐ Education
☐ Environment
☐ Federal
☐ Health
☒ Humanitarian Help
☐ Human Rights
☐ Labor
☐ Literacy
☐ Political
☒ Scientific
☐ Social & Recreational
☐ Religious
☐ Sports
☐ Technology
☐ Veteran
☐ Women & Girls

**Save Changes!**

**Hello, Ismael!**

**ACCOUNTS:**

[Create New Account](#)

[Manage Accounts](#)

**NFPOs:**

[Create a NFPO](#)

[Manage NFPOs](#)

**CAMPAIGNS:**

[Create a Campaign](#)

[Manage Campaigns](#)

[Log out](#)

As an administrator, you will be able to create and manage non-profit organizations from your account. Just refer to the navigation hub on your right side and click on the links.

## NAVIGATION: CREATING & MANAGING A CAMPAIGN

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One site to find them all...

[Campaigns](#)
[Non-For Profit Organizations](#)
[Resources](#)
[My Account](#)

### Create a Campaign

We currently have: 5 active NFPOs & 6 Running Campaigns!

Please wait for the upload to complete once you click SUBMIT. It may seem unresponsive but it is actually working.  
Fields marked with [\*] are required!

**Account Username [\*]**

**Campaign Logo**

 no file selected

**Campaign Goal [\*]**

**Campaign Description (Info) [\*]**

**PayPal Address [\*]**

**End Date [\*]**  
FORMAT YYYY-MM-DD

**Category [\*]**

☐ Agricultural
 ☐ Animal
 ☐ Art & Culture
 ☐ Children
 ☐ Climate Change
 ☐ Disaster Relief
 ☐ Economic Development
 ☐ Education
 ☐ Environment
 ☐ Federal
 ☐ Health
 ☐ Humanitarian Help
 ☐ Human Rights
 ☐ Labor
 ☐ Literacy
 ☐ Political
 ☐ Scientific
 ☐ Social & Recreational
 ☐ Religious
 ☐ Sports
 ☐ Technology
 ☐ Veteran
 ☐ Women & Girls

**Hello, Ismael!**

**ACCOUNTS:**

[Create New Account](#)

[Manage Accounts](#)

**NFPOs:**

[Create a NFPO](#)

[Manage NFPOs](#)

**CAMPAIGNS:**

[Create a Campaign](#)

[Manage Campaigns](#)

[Log out](#)

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[Campaigns](#)
[Non-For Profit Organizations](#)
[Resources](#)
[My Account](#)

### Create a Campaign

We currently have: 5 active NFPOs & 6 Running Campaigns!

**Account Username [\*]**

**Campaign Logo**

 no file selected

**Campaign Goal [\*]**

**Campaign Description (Info) [\*]**

**PayPal Address [\*]**

**End Date [\*]**  
FORMAT YYYY-MM-DD

**Category [\*]**

☐ Agricultural
 ☐ Animal
 ☐ Art & Culture
 ☐ Children
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 ☐ Disaster Relief
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 ☐ Women & Girls

**Hello, Ismael!**

**ACCOUNTS:**

[Create New Account](#)

[Manage Accounts](#)

**NFPOs:**

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[Manage NFPOs](#)

**CAMPAIGNS:**

[Create a Campaign](#)

[Manage Campaigns](#)

[Log out](#)

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As an administrator, you will be able to also create and manage campaigns. Just refer to the navigation hub on you right side to create or manage any campaign.