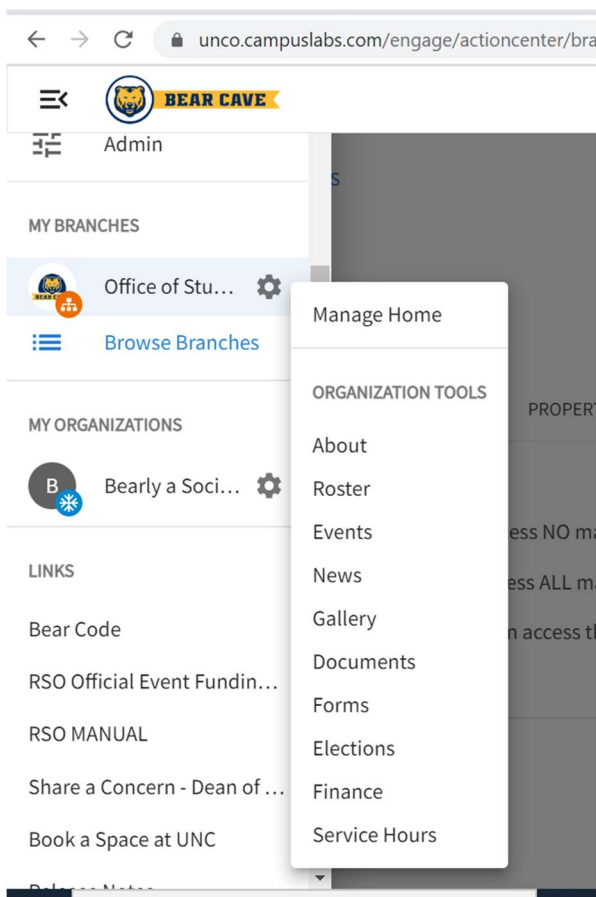




To make changes to an organization page, you must be either the primary contact, or hold an officer position within the group that has been assigned access to administrative features. If you are looking to contact someone that can make changes to a page you are a member of, you can find contact information on the Roster page for your organization.

Editing information about your organization

If you have permissions to make changes to your organization, edit your organization's details by going to the Action Center for your organization, opening up the org tool icon drawer, and selecting *About*.



Here you will be able to update your organization summary, contact information, social media information and profile picture. If you are adding a Facebook link, make sure it's a group page. When you're done making changes, click *Update* to save.

This is where you also submit and edit Events, manage/expand your Roster, write News articles, upload Gallery images, Documents, and create Forms!