

# How do I edit the organization short name for texts?

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Your **Organization Short Name** appears on auto-reply text messages that your supporters see after making donations.

Your short name is limited to 15 characters. It is best to use your full organization name. If your organization name is too long it is best to use a commonly recognized acronym.

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## Edit your organization Short Name

In the Navigation bar, click on **Settings** (the gear icon) in the upper right.

Select **Organization** on the left menu and enter your desired **Short Name**.

While you're here, verify or update your Organization Name, EIN, Info Email, and Website URL as needed.

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