How do I edit the organization short name?

Your **organization short name** appears on auto-reply text messages that your supporters see after making donations. It is also used as a Twitter hashtag if a donor taps the twitter button on the donation Thank You page.

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. Having an inconsistent short name will confuse your supporters.
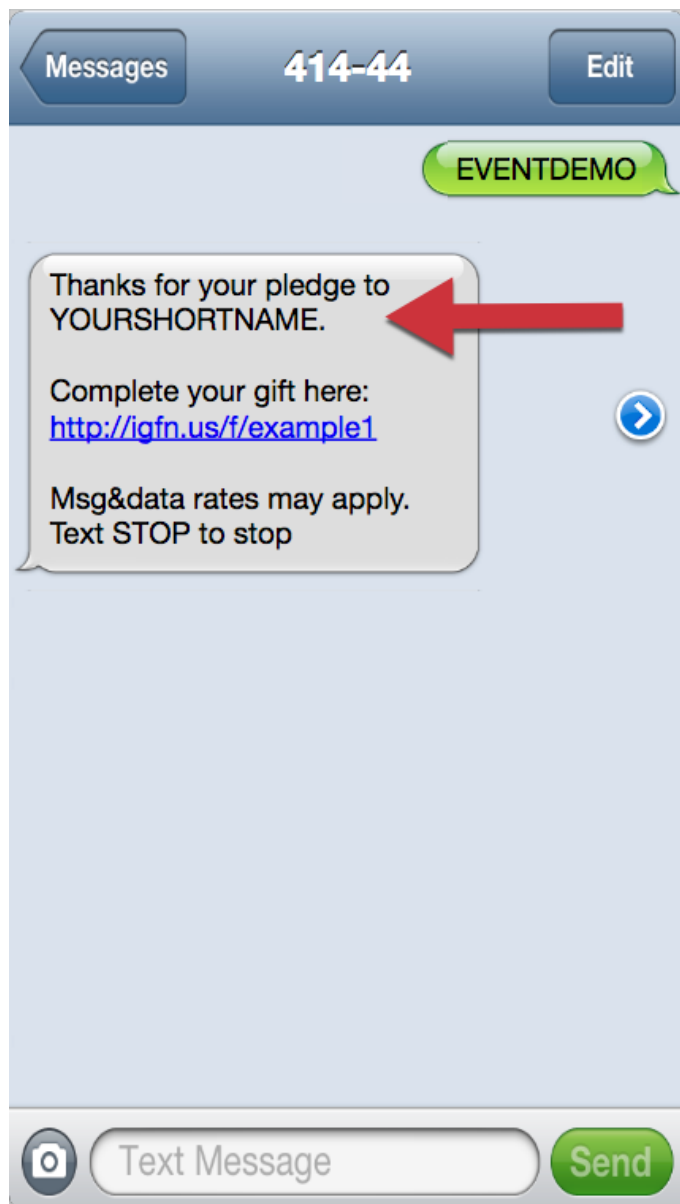
To edit your organization Short Name:

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

Select **Organization** on the left menu of the **Settings** page and type in your desired **Short Name**.

If your Organization Name, EIN, Info Email, Website URL or Sector is incorrect, please correct it now as well. If you do not know your EIN (Employer Information Number) you can look it up at www.guidestar.org. Each of these fields are required for fundraising organizations.

⚙ **Settings**

| Users |
| Fundraisers |
| **Organization** |
| Receipts and Notifications |
| Year-End Consolidated Receipts |
| Remittance |
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| Order History |
| Shared Settings |
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Organization

Organization Name

GiveSmart Fundraise Academy (Training)

Short name

GSFAcademy

EIN

00-0000000

Info Email

scott.couchman+demo@communitybrands.com

Website URL

https://support.givesmart.com

Sector

Agency

Privacy and Terms Link

https://www.givesmart.com/legal/

Donor Support Number

Save