Organization Account Settings

The Organization section of your Account Settings provides key information about your organization that is used for both informational purposes as well as elements within various activities.

To modify the settings:

- Click on Settings
- Click on Organization

From here there are several things you can change.

⚙ Settings

Organization

Organization Name

GiveSmart Fundraise Academy (Training)

Short name

GSFAcademy

EIN

00-0000000

Info Email
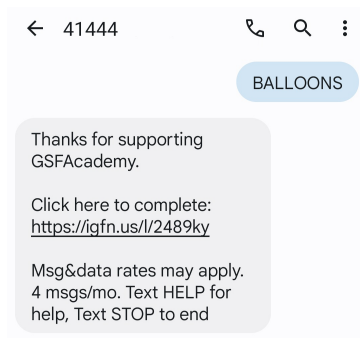
scott.couchman+demo@communitybrands.com

Website URL

https://support.givesmart.com

Sector

Agency

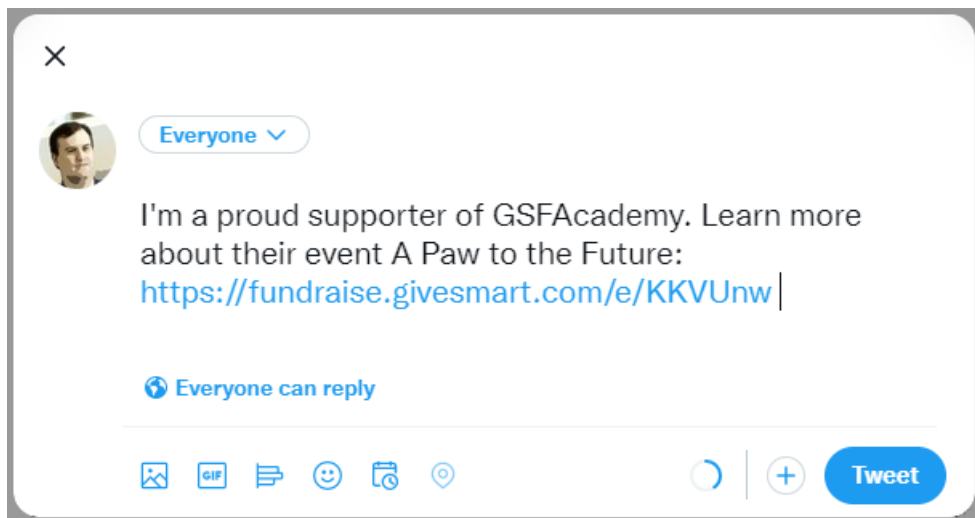Privacy and Terms Link

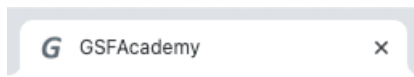https://www.givesmart.com/legal/

Donor Support Number

Save

- **Organization Name**: This should be your organization's name *as it will appear on donor's tax receipts*.
  - You will also see this name under your User Name in the upper right of the application.
- **Short name**: This is a 15 character field that will appear in three main places:
  - In the text responses when someone uses one of your keywords

- As an abbreviated name in a tweet when someone shares about your organization from an Event Page to Twitter.

- As the Tab Name on your various forms and public pages

- **EIN**: Your Employer Identification Number or EIN will appear on a donor's tax receipts.
- **Info Email**: The Info Email is the email address that the automatically emailed receipts will come from when a supporter completes any of your forms. and includes their email address and it is the address that your supporters can reply to when they do get that receipt and want to contact you.
- **Website URL**: This is for your organization's website.
- **Sector**: Currently for informational purposes only, but some future ideas include sector insights and specialized templates.

- **Privacy and Terms Link**: If you want or need to add your own privacy statement to your forms, for example, to comply with General Data Protection Regulation (GDPR) requirements, you can provide a link to a privacy page that you craft on your own website. Otherwise, it will default to using GiveSmart Fundraise's privacy statement. The Privacy Statement link will be at the bottom of your forms.

- **Donor Support Number:** Enter a phone number for your donors to reach you if they're having any issues or concerns. If you do not put a number in this field, it will default to a GiveSmart Fundraise support form.
  - The Donor Support number appears through texting when a donor texts HELP after they've texted your keyword or in Recurring Donation reminder texts.
  - It also replaces the GiveSmart Fundraise support form with that number in all Recurring Donation reminder emails and texts.
  -

Default HELP Text	HELP Text with Phone Number added

Thanks for supporting
GSFAcademy.

Click here to complete:
https://igfn.us/l/2489ky

Msg&data rates may apply.
4 msgs/mo. Text HELP for
help, Text STOP to end

HELP

For help with GSFAcademy
mobile pledge: visit igfn.us/h
Donation terms: igfn.org/t
Msg&data rates may apply.
4 msgs/mo. Text STOP to
end.

Thanks for supporting
GSFAcademy.

Click here to complete:
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Msg&data rates may apply.
4 msgs/mo. Text HELP for
help, Text STOP to end

HELP

For help with GSFAcademy
mobile pledge: call
8006678075
Donation terms: igfn.org/t
Msg&data rates may apply.
4 msgs/mo. Text STOP to
end.

- **Save**: Make sure to click save to save any changes you have made to the Organization page.