Organization Details

Editing Your Organization Details · https://ivolunteer.com/support-docs/organization-details/

The **Organization Details** section in the **Organization** menu starts with an **Account** tab that allows you to modify your organization's name, primary contact, and address.

Organization

* = *required*

- **Organization Name*:** how your organization will appear to volunteers throughout the system.
- **Unique ID:** This is the ID you created when you signed up. It's used primarily as the first part of your URL, i.e. http://uniqueid.ivolunteer.com
  You cannot edit this field. If you wish to change your organization's unique ID, please send an email to support@ivolunteer.com.
- **Website:** Your organization's published web address (if one exists). This is where volunteers should go if they wan to learn more about your organization than what's available at ivolunteer.com.

Primary Administrator & Contact

Note: The primary contact for the organization is also the primary administrator of ivolunteer.com for the organization.

- **First Name*:** first name of the primary contact.
- **Middle Initial:** The middle initial or middle name of the primary contact.
- **Last Name*:** The last name of the primary contact.
- **Phone:** The phone number where the primary contact can be reached.
- **Email*:** The email address where the primary contact can be reached. This is also the login user id for the primary administrator.
- **Confirm Email*:** Used to verify the email address that was entered to help prevent typos.
- **New Password:** used to create a new password for the primary contact/administrator.

- **New Password Confirm:** Used to verify the new password to help prevent typos. (Required when creating a new password.)
- **Notification Email Frequency:** Indicates how often the primary administrator will receive notification emails.

Organization Address

- **Country*:** Country where the organization is located.
- **Street Address:** Street address of the organization.
- **City*:** City or locality of the organization.
- **State/Province*:** State or province of the organization.
- **Zip/Postal Code*:** Postal code where the organization is located.

Billing Contact & Address

This section includes the same address fields as above with the addition of name, phone, and email fields for the organization's billing contact.