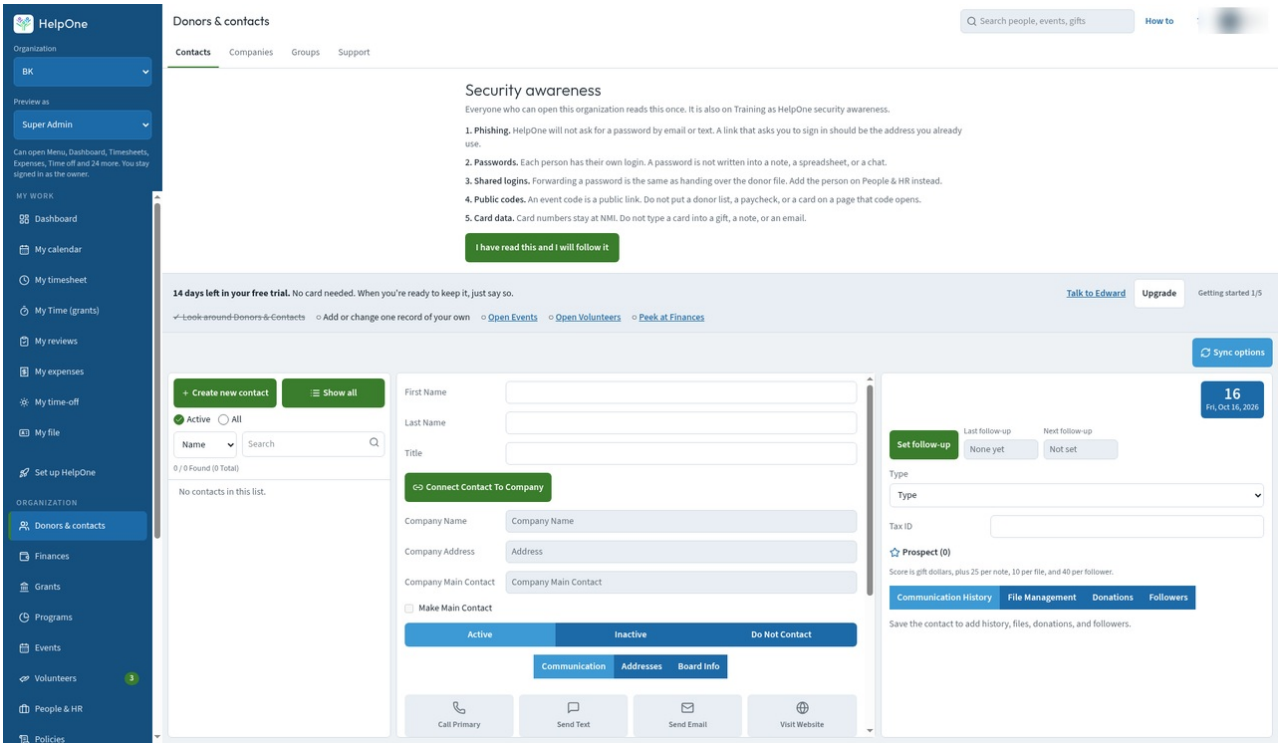
How to add a new organization or company

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Companies are the foundations, businesses, churches, schools, and agencies you work with.

Add a company

1. In the sidebar, go to Donors & contacts.
2. Open the Companies tab.
3. Click Create new company.
4. Enter the Company Name and Industry.
5. Add phones, Email, Website, Facebook URL, X URL, and Venue / Link if you have them.
6. Set the status: Active, Inactive, or Not Relevant.
7. Save.



After the company exists, link people to it. See How to link a contact to an organization.

Tip: Use one name for each company. Don't create "ABC Foundation" and "ABC Found." as two records.