HELP me SERVE

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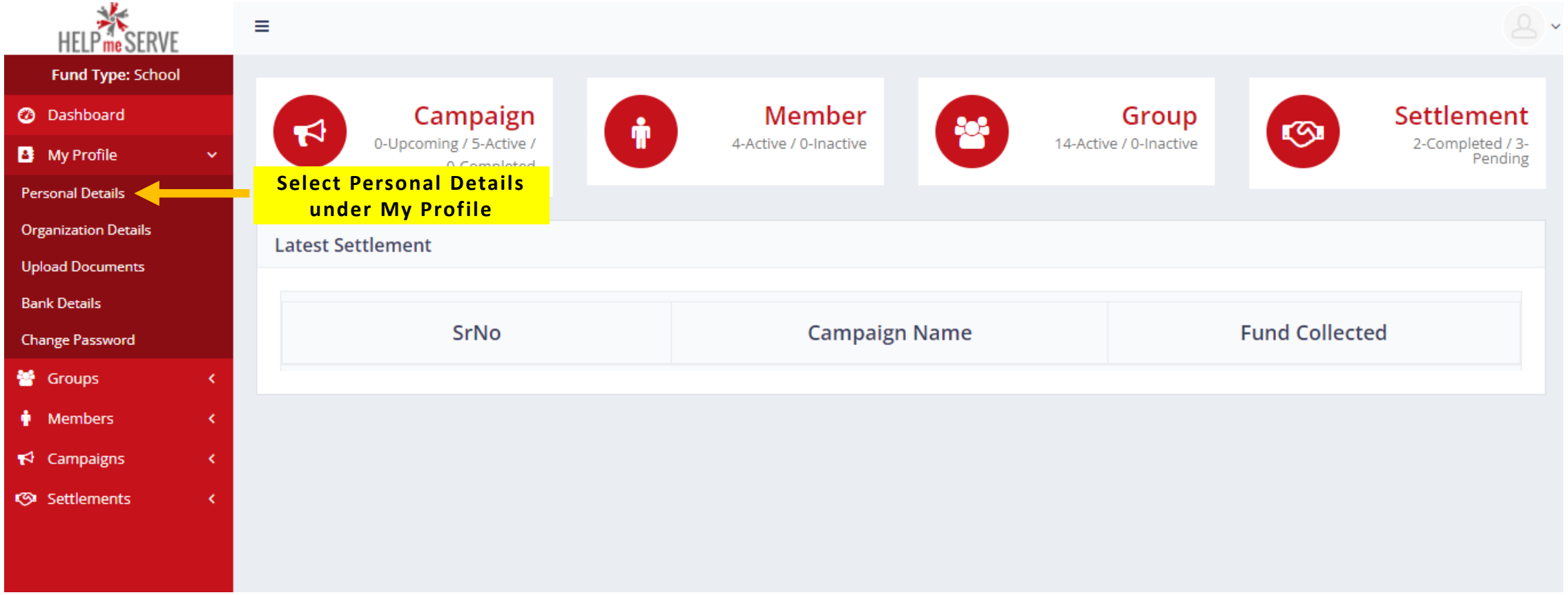
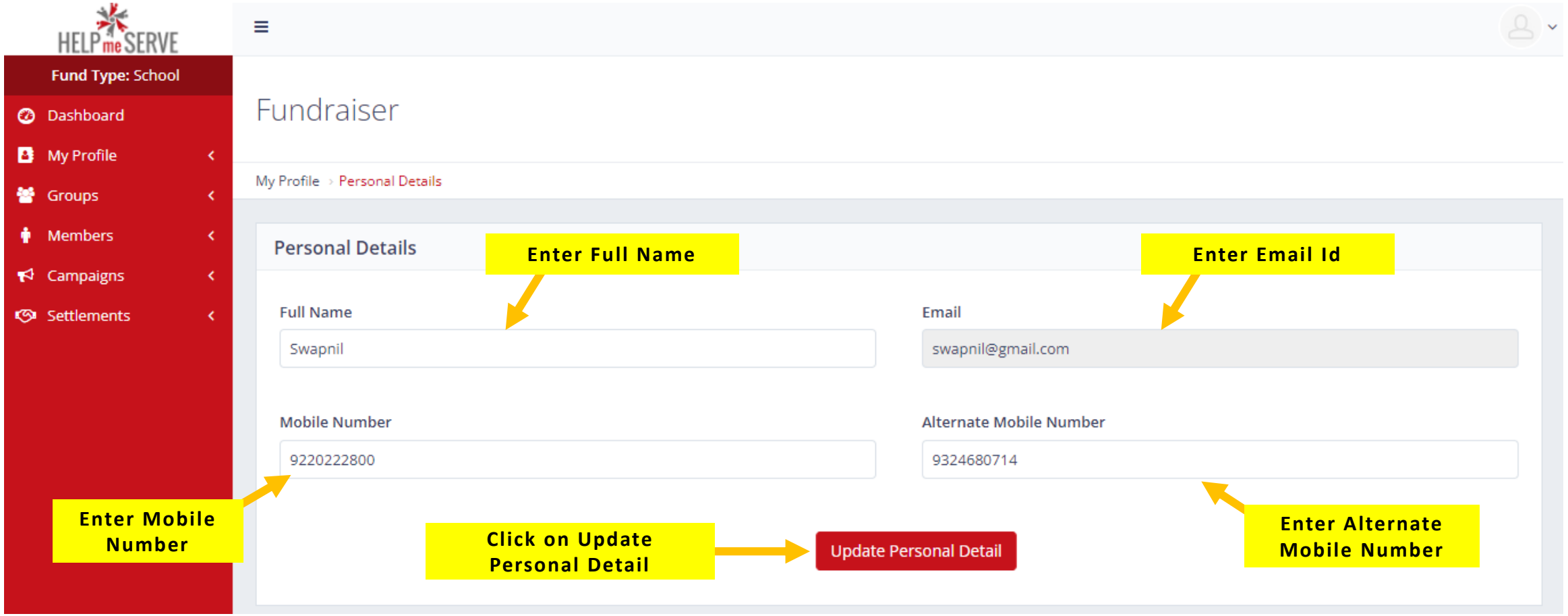
MY PROFILE – PERSONAL DETAILS

User can update their personal details by going to **My Profile > Personal Details**

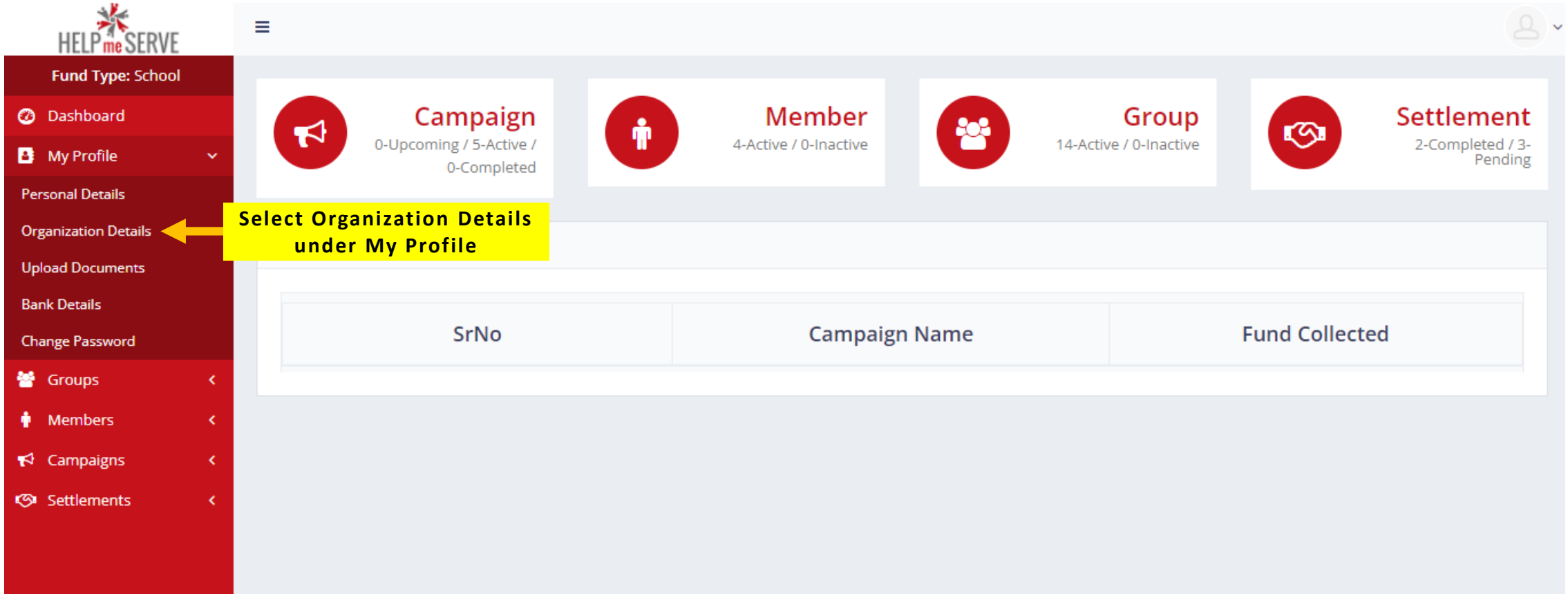


Enter details like Full Name, Email Id, Mobile Number & Alternate Mobile Number.
Click on **Update Personal Detail**

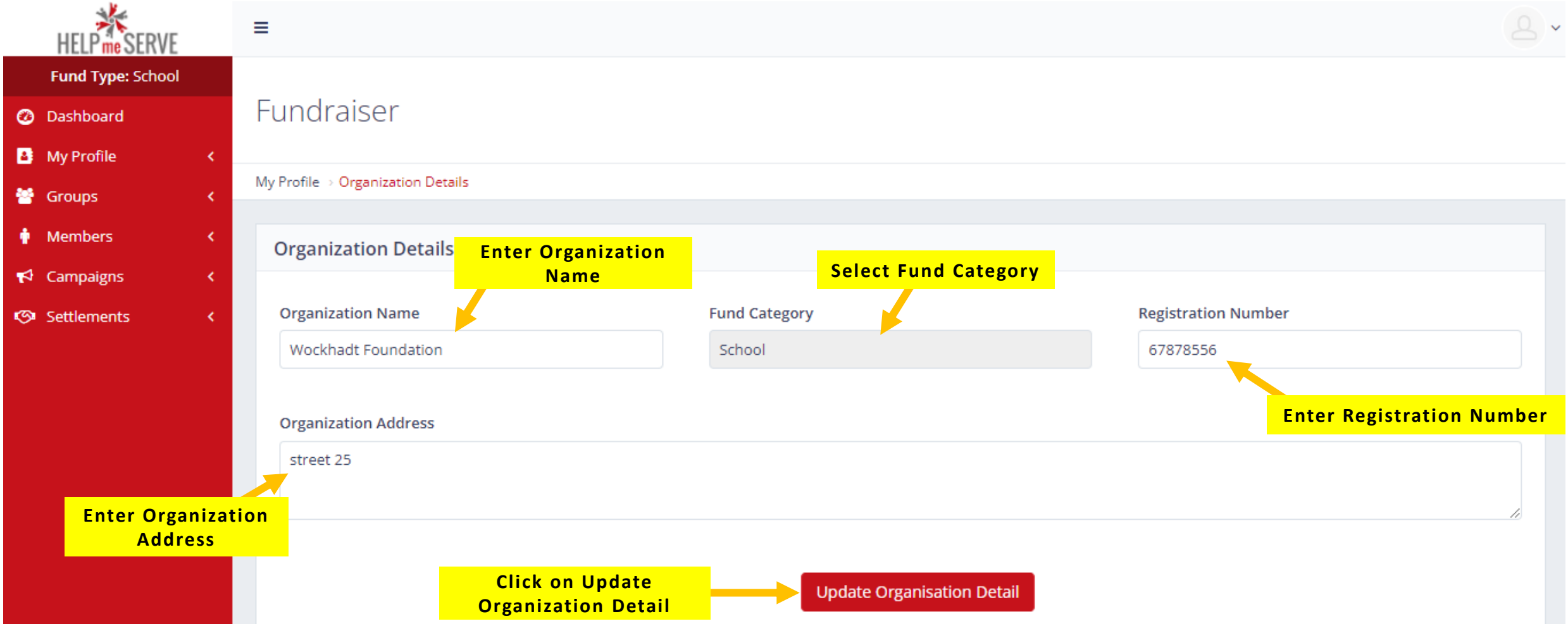


MY PROFILE – ORGANIZATION DETAILS

User can update their organization details by going to **My Profile > Organization Details**

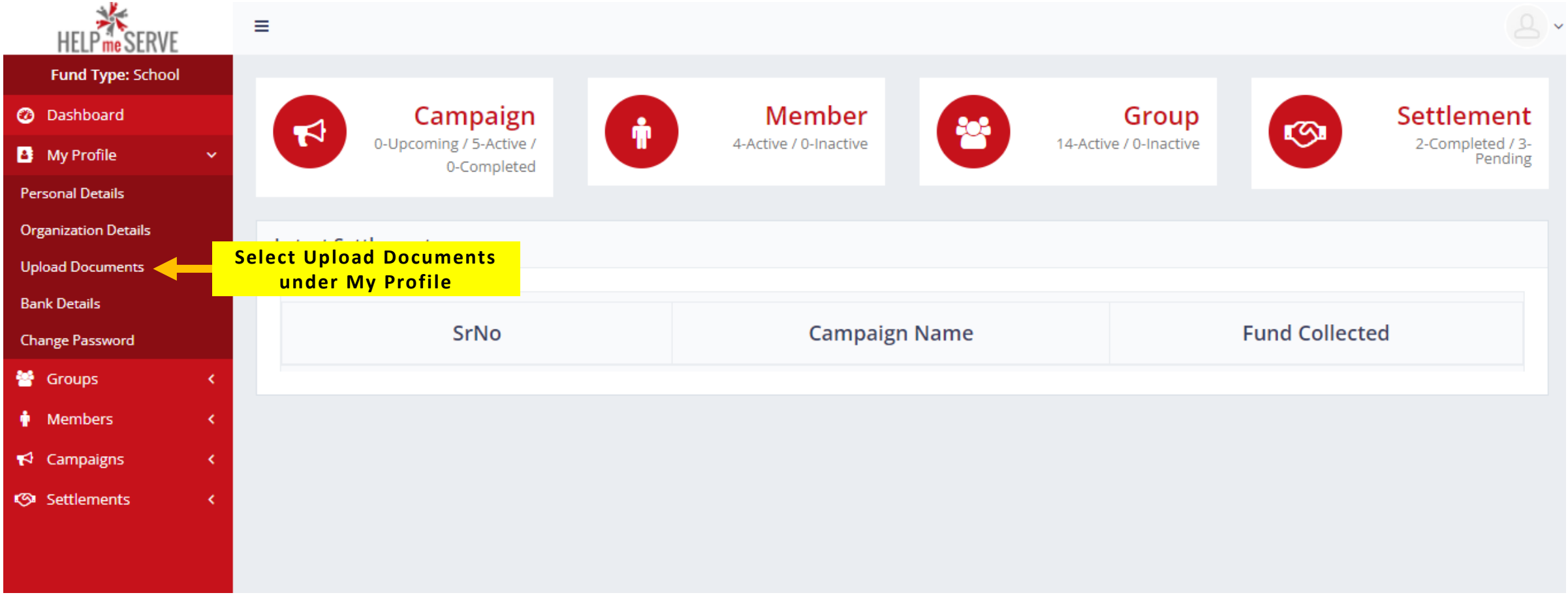


- Enter details like Organization Name
- Select Fund Category
- Enter Registration Number
- Enter Organization Address
- Click on **Update Organization Detail**

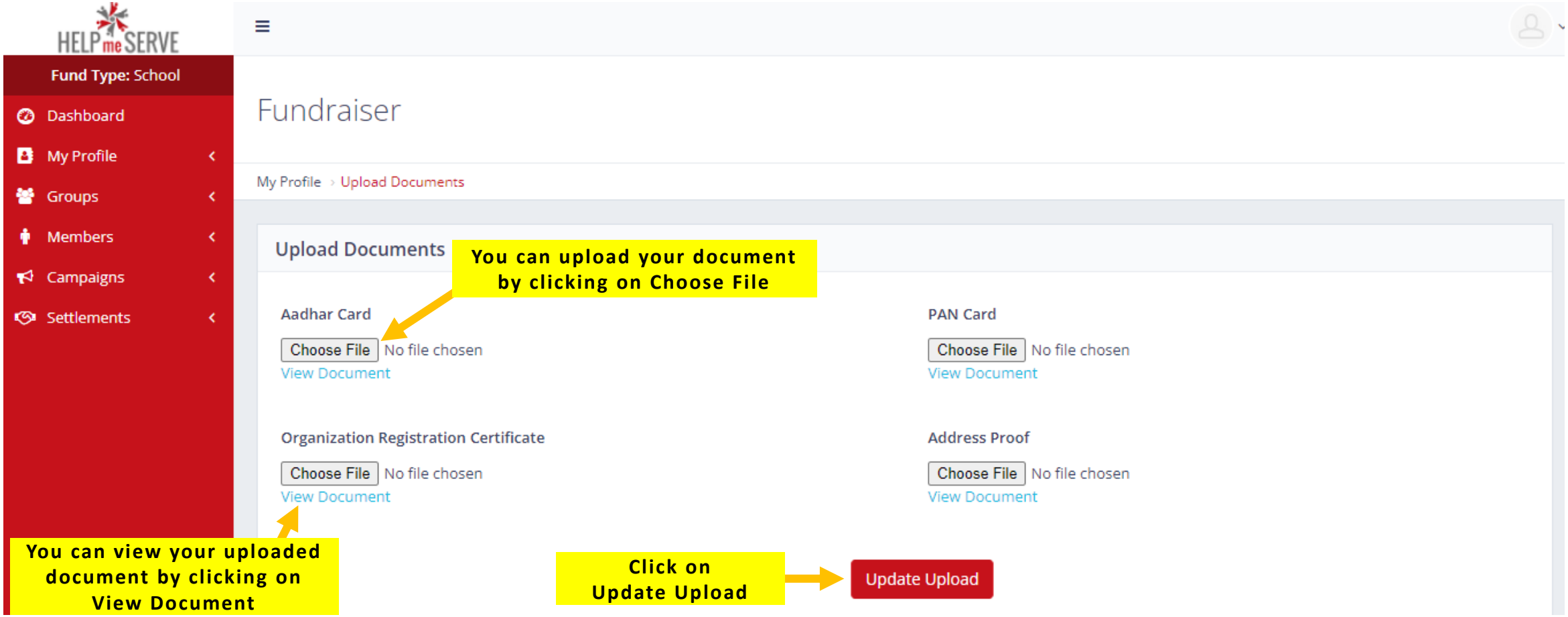


MY PROFILE – UPLOAD DOCUMENTS

User can upload their documents by going to **My Profile > Upload Documents**

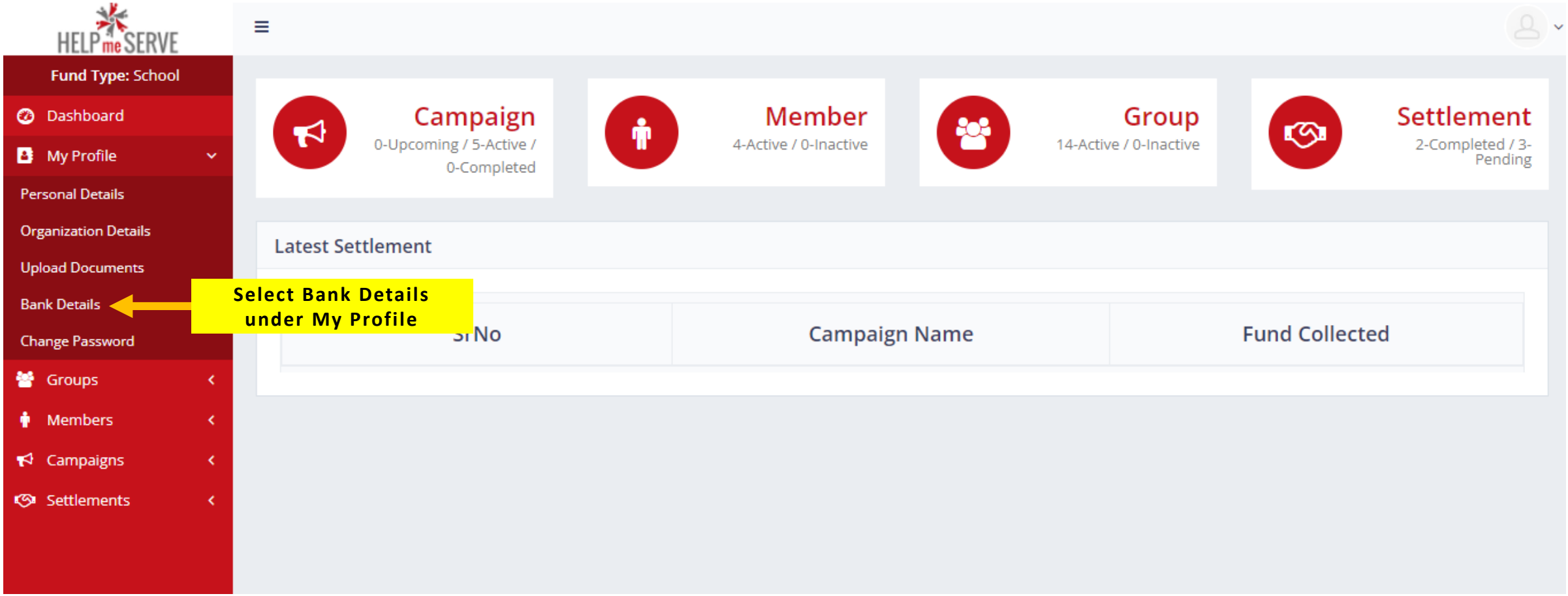


User can upload documents like **Aadhar Card, PAN Card, Organization Registration Certificate** & **Address Proof**.
Click on **Update Upload**
You can view the documents, you have uploaded by clicking on "**View Document**"
(your document will open in the next tab)



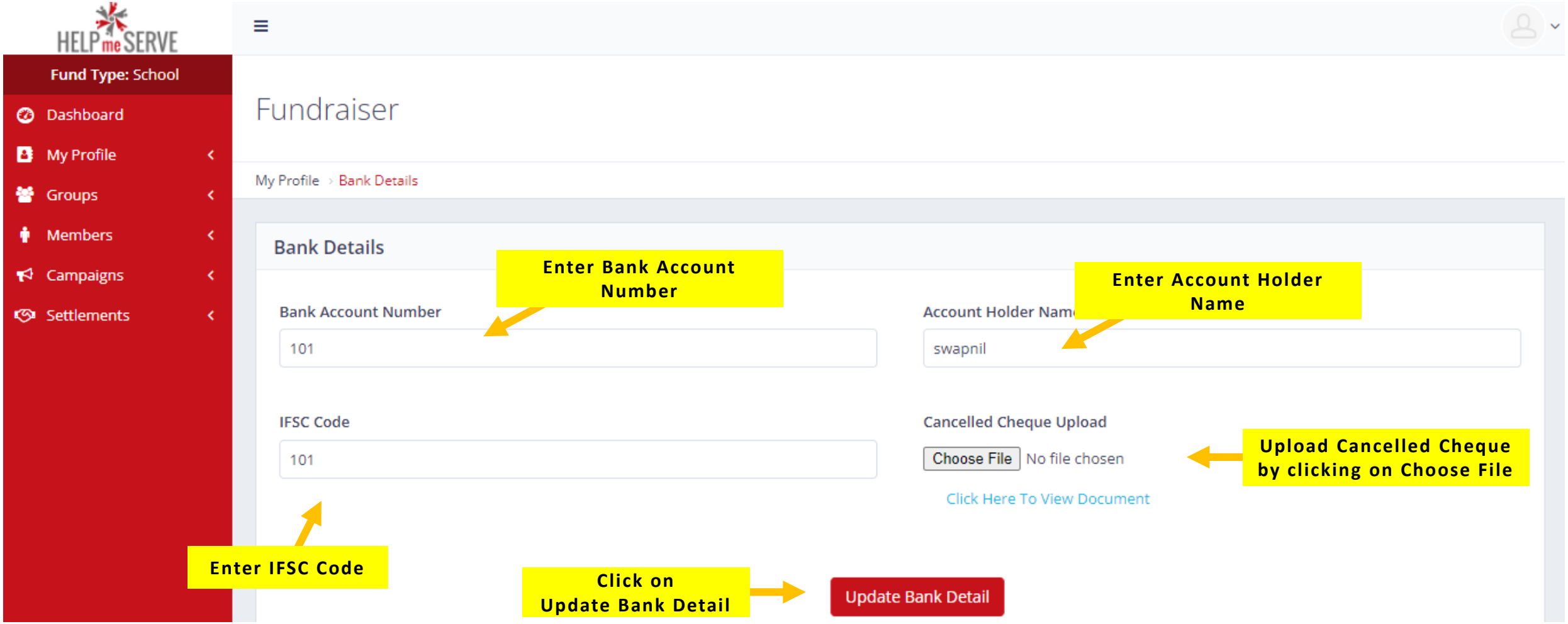
MY PROFILE – BANK DETAILS

User can update their bank details by going to **My Profile > Bank Details**



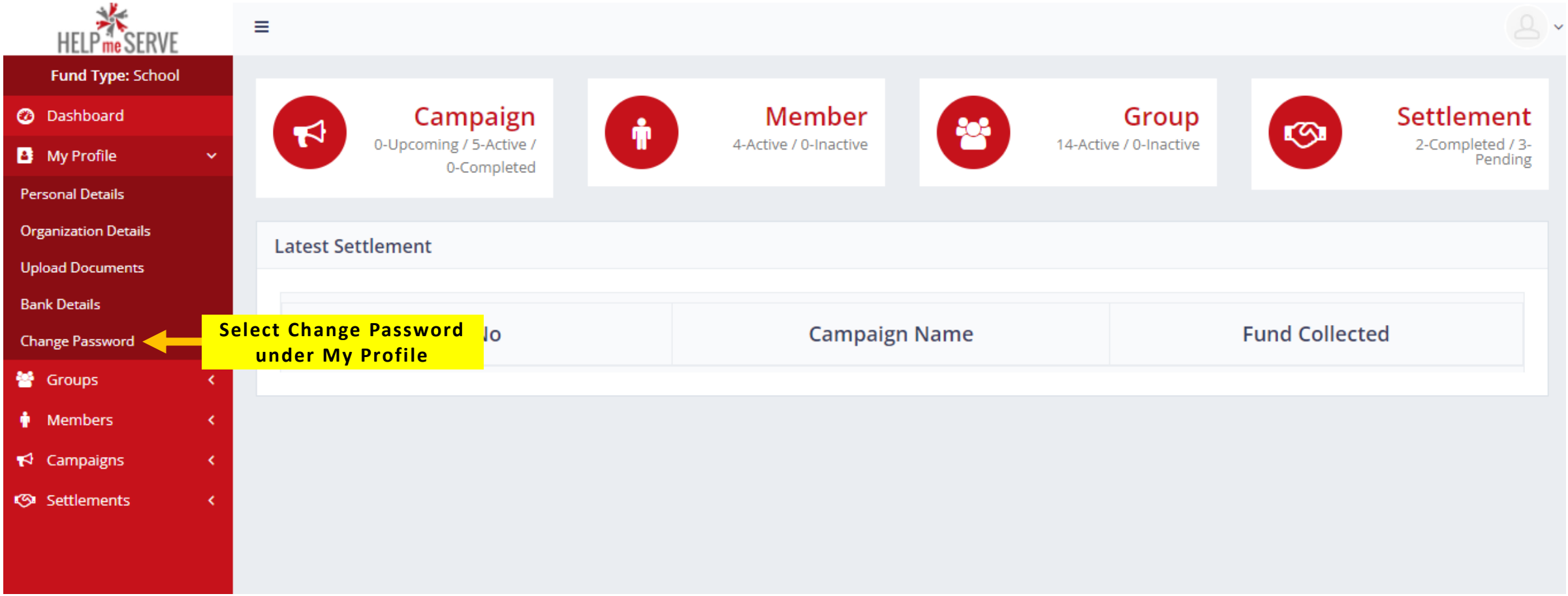
User can enter details like –

- Enter **Bank Account Number**
- Enter **Account Name Holder**
- Enter **IFSC Code**
- Upload **Cancelled Cheque**
- Click on **Update Bank Details** to save the bank details.

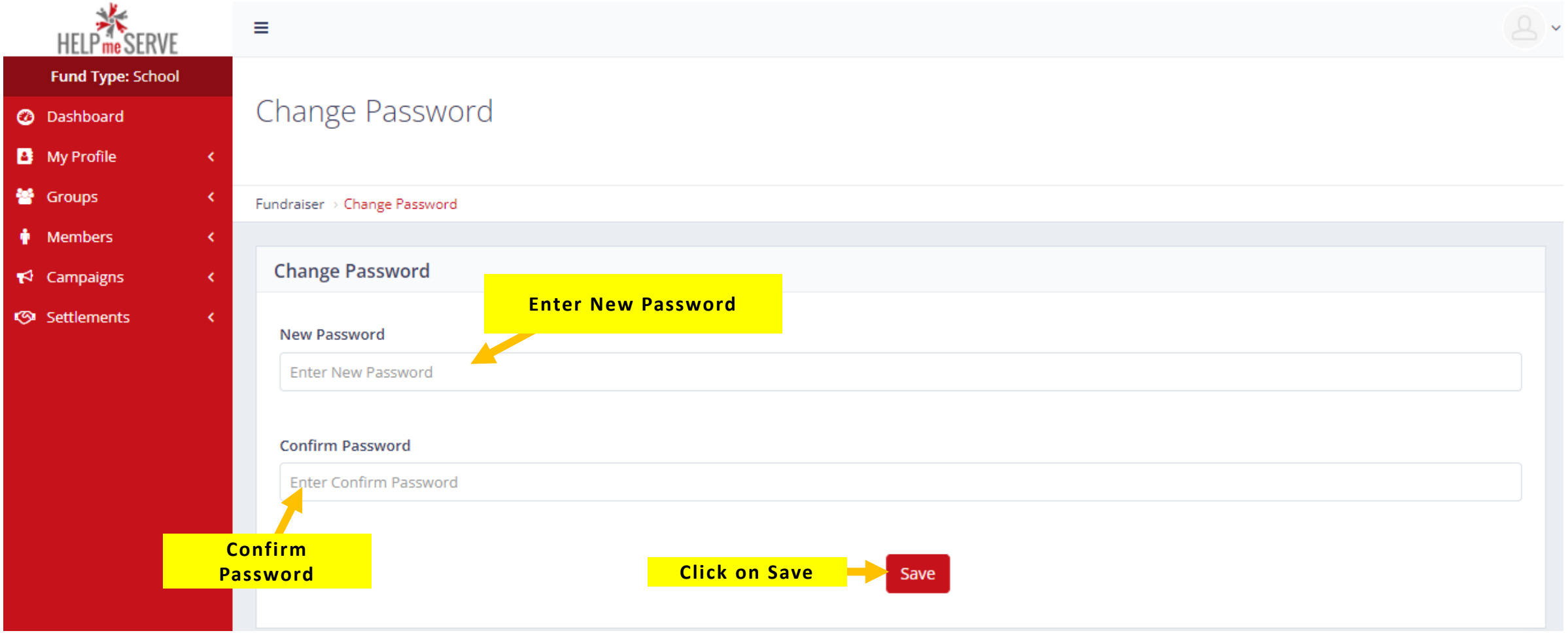


MY PROFILE – CHANGE PASSWORD

User can change their password by going to **My Profile > Change Password**

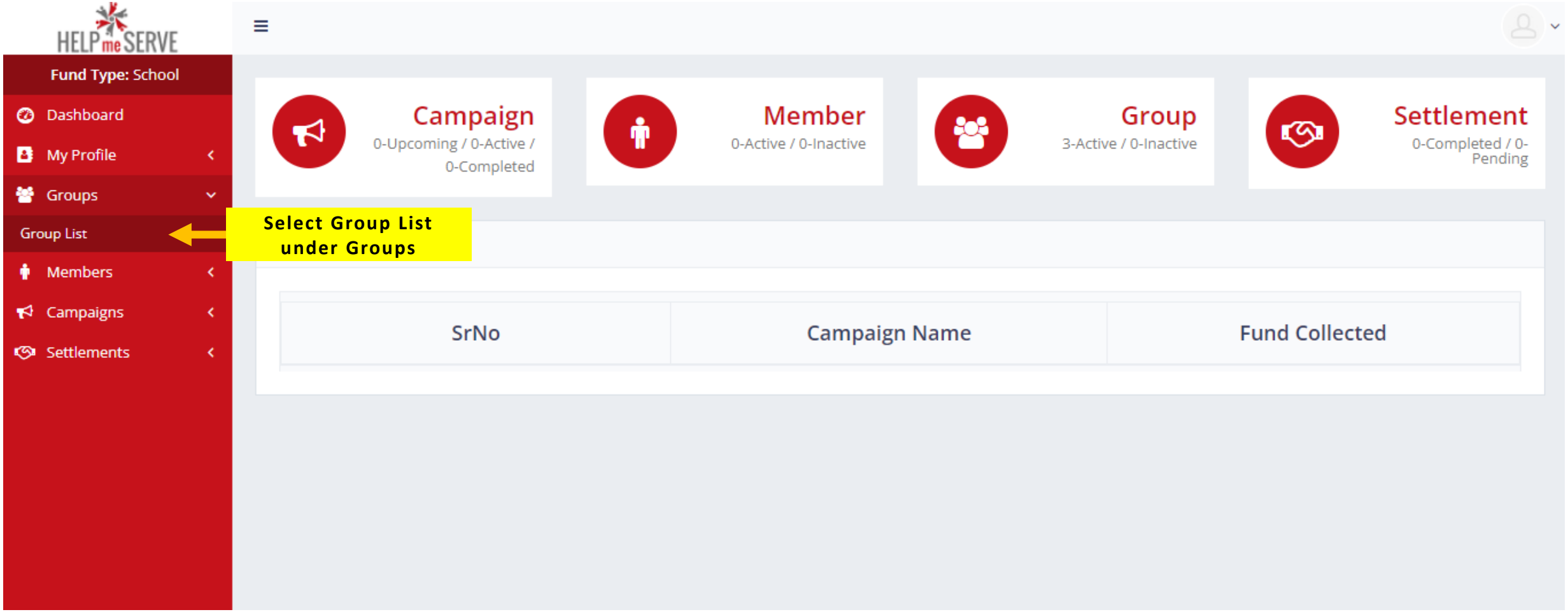


- Enter **New Password**
- **Confirm** your new password
- Click on **Save**

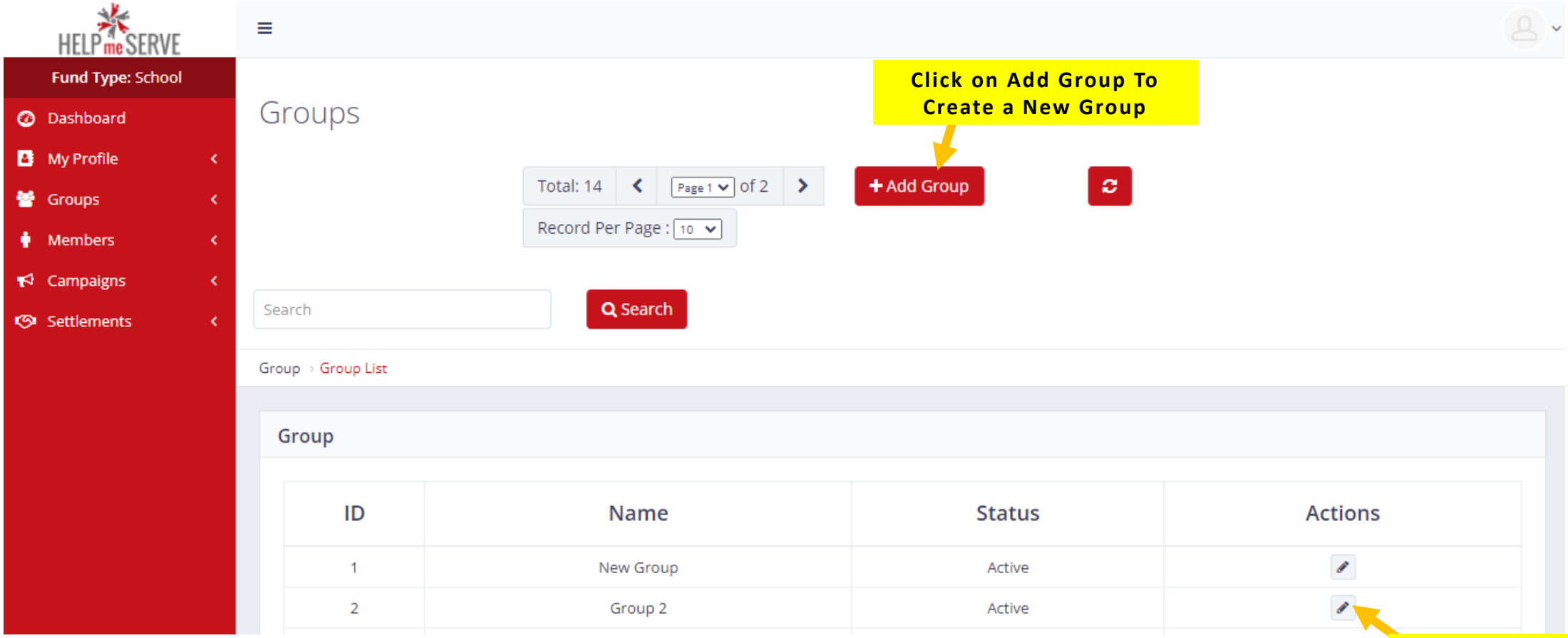


GROUP – GROUP LIST

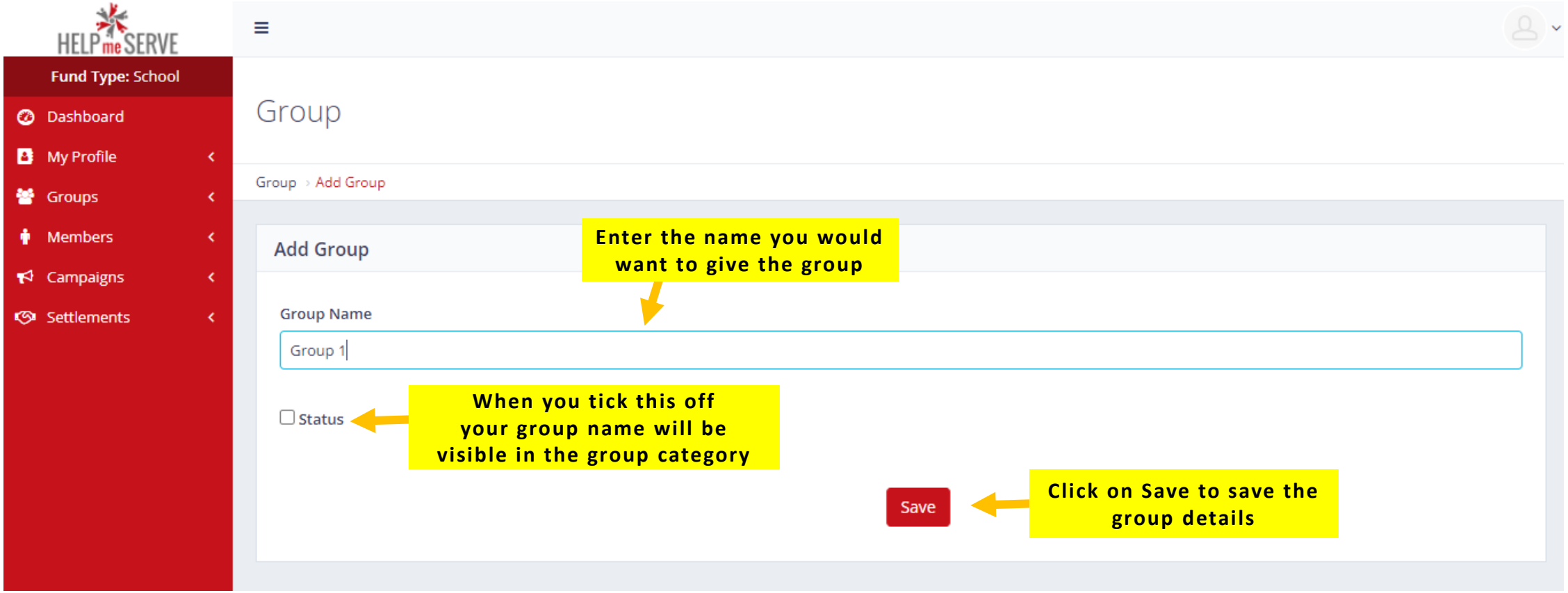
User can add new group or change the group name by going to **Group > Group List**



Click on **Add Group** to create **New Group**.
Click on the **Edit** button to edit your existing group.

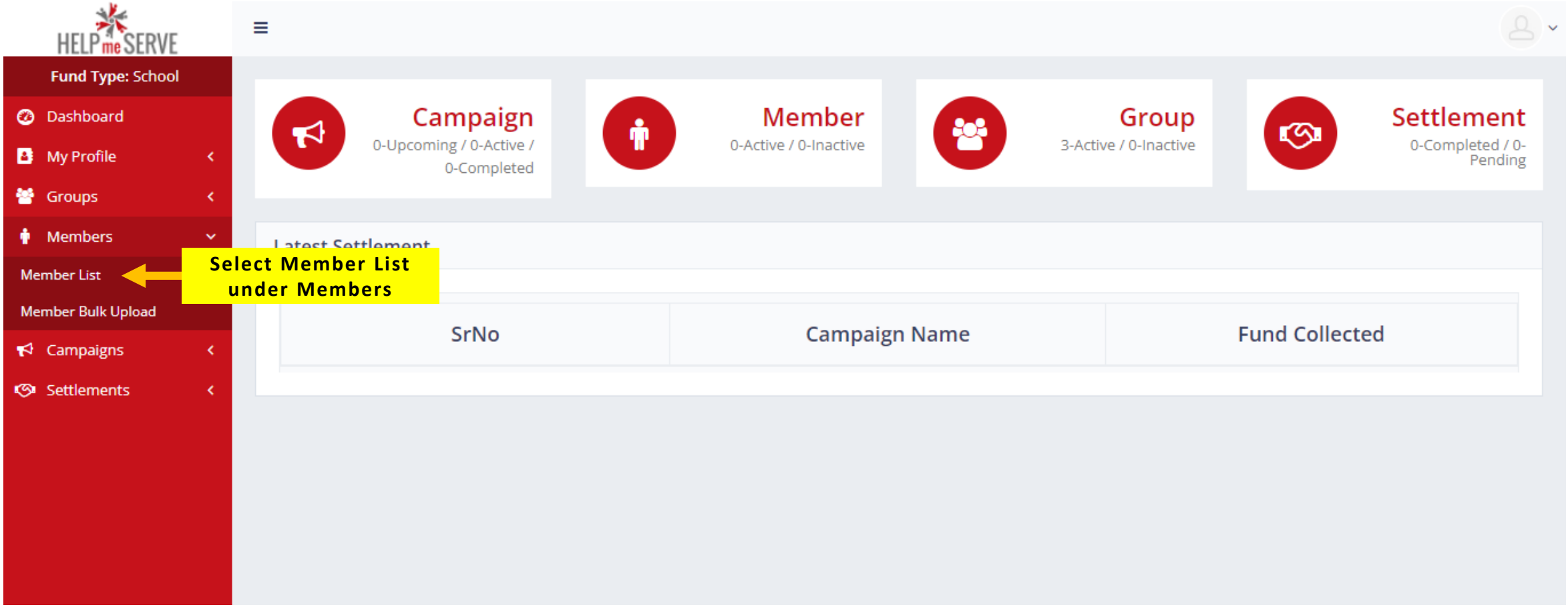


Enter the **name** you would want to give the group.
Tick the box to enable the group name in group category
Click **Save** to save the group details.

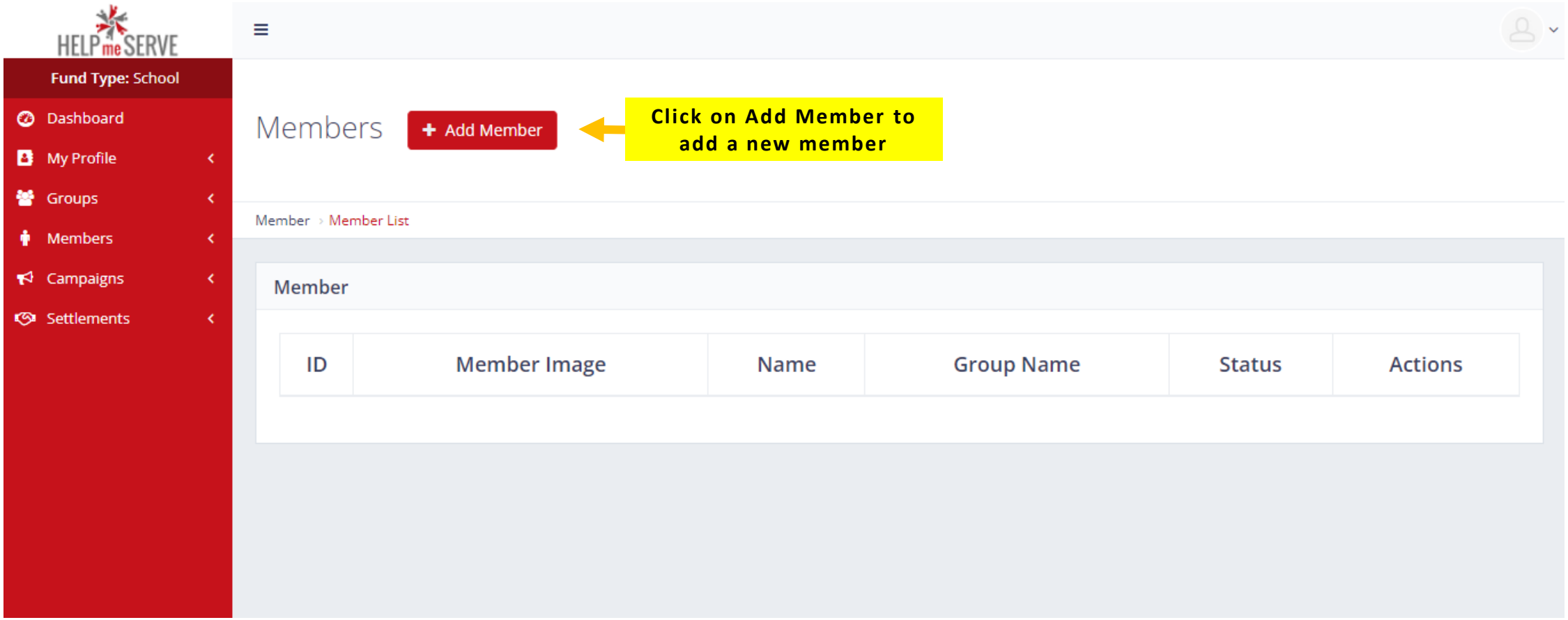


MEMBERS – MEMBERS LIST

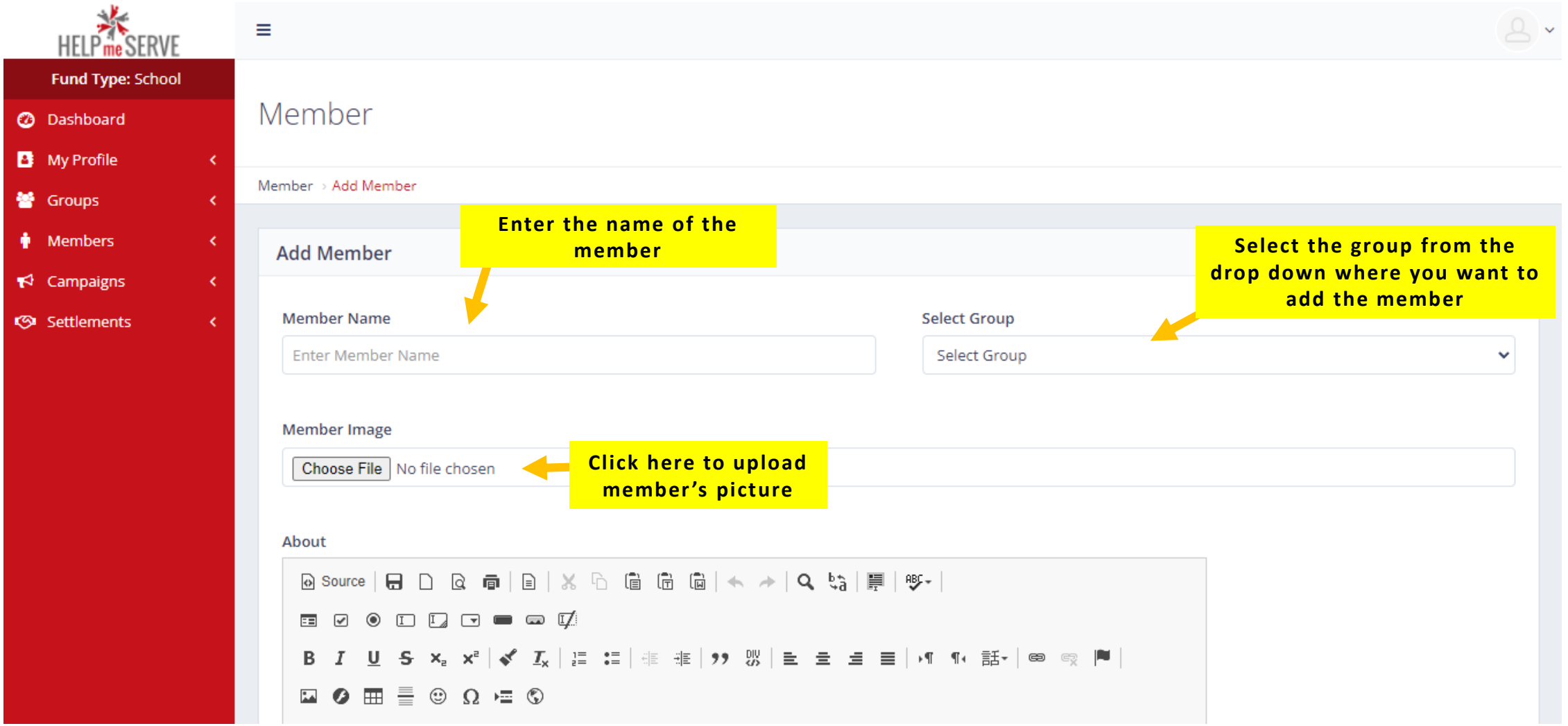
User can add new members to their campaign's group by going to **Members > Members List**



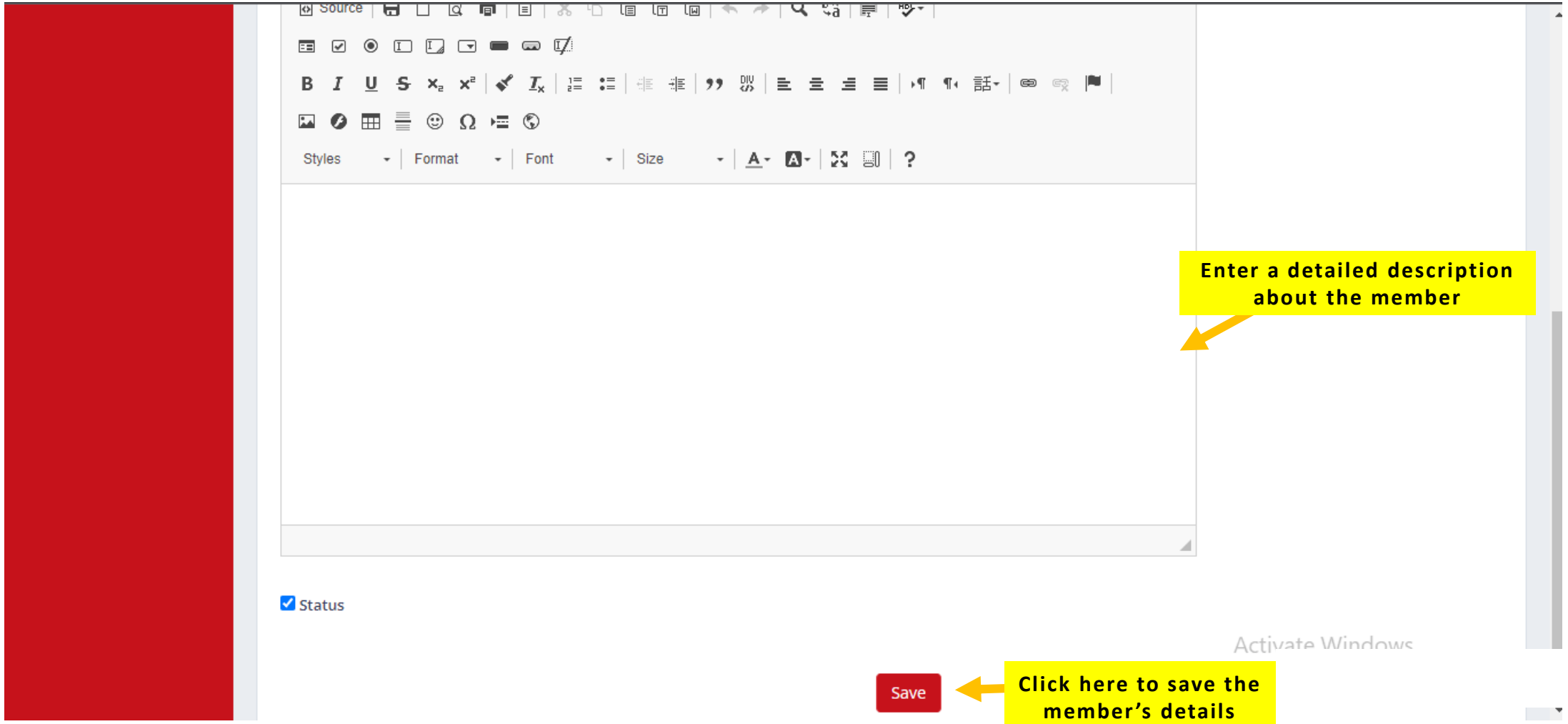
Click on **Add Member** to add a **New Member**.



Enter **Member's name**
Select the **group** in which the member belongs to
Upload the member's picture by clicking on **Choose file**

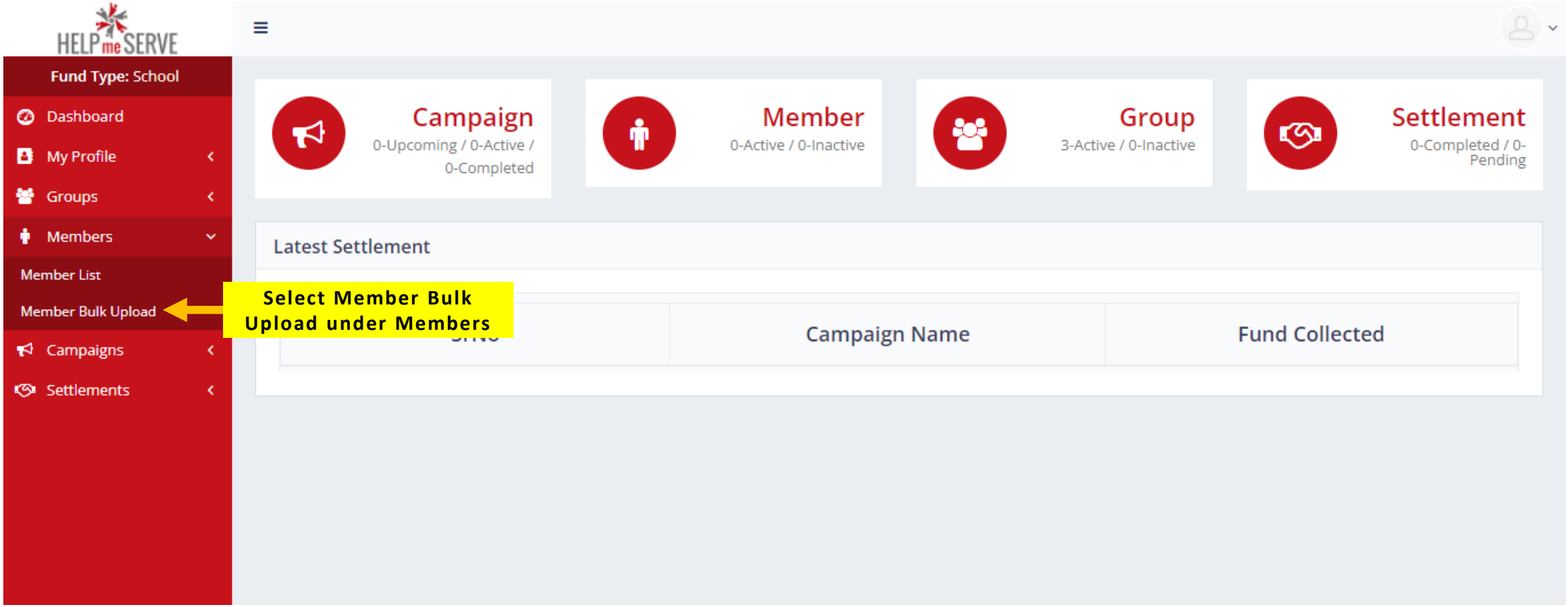


Enter a detailed description about the member
Click here to save the details of the members

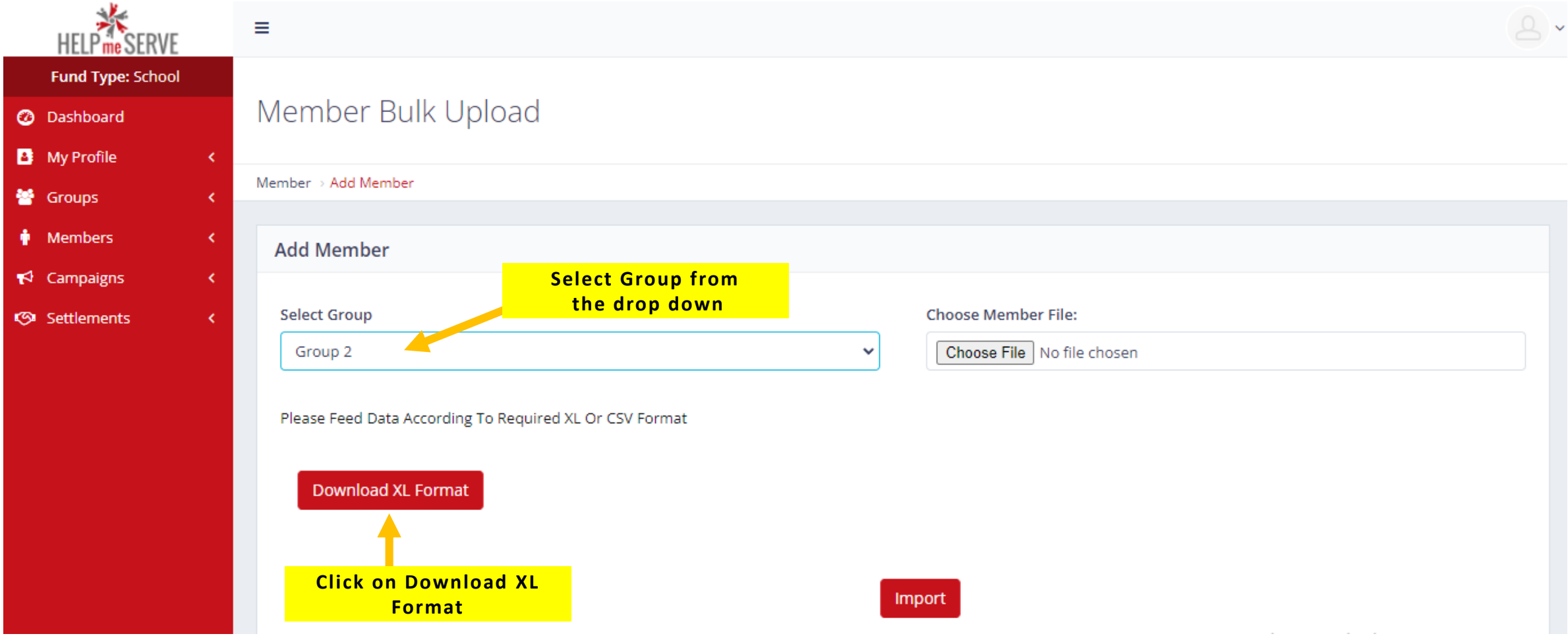


MEMBERS – MEMBERS BULK UPLOAD

User can add bulk members to their campaign's group by going to **Members > Members Bulk Upload**

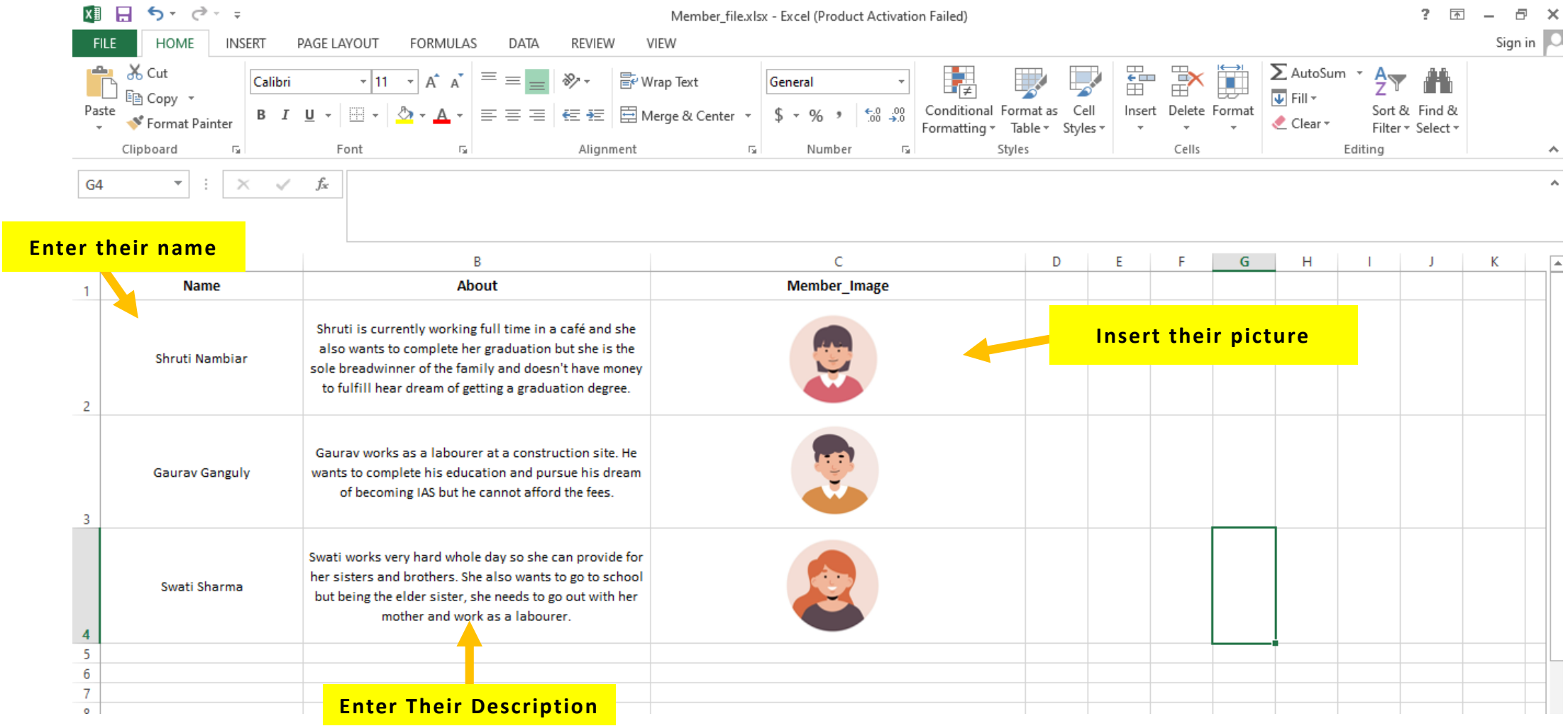


- Select the **group** where you want to add the members.
- Upload the excel file of the bulk upload by clicking on **Choose File**
- Click on import to upload the file

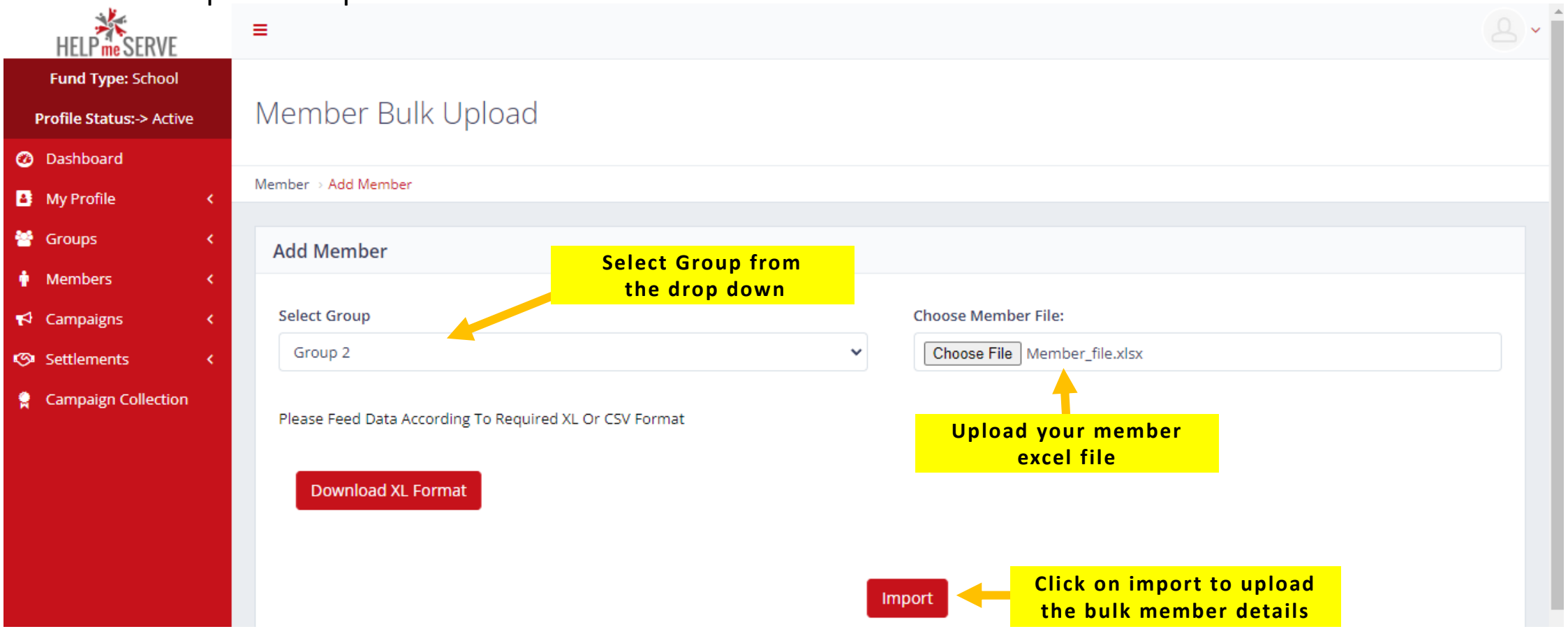


Once you click on **Download XL Format**, A new excel file will open. Here you can enter the details of multiple members like:

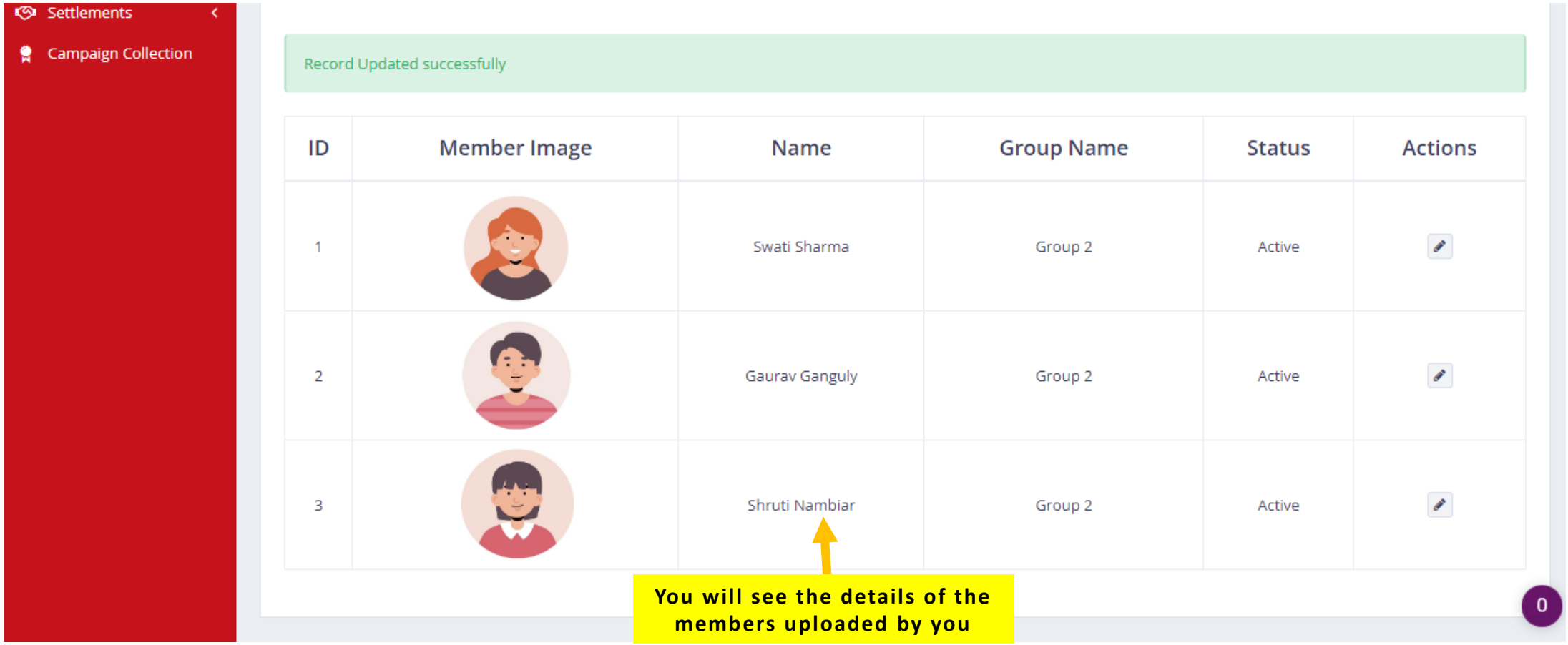
- **Member Name**
- **Their Description**
- **Their Image**



- Select the **group** where you want to add the members.
- Upload the excel file of the bulk upload by clicking on **Choose File**
- Click on import to upload the file

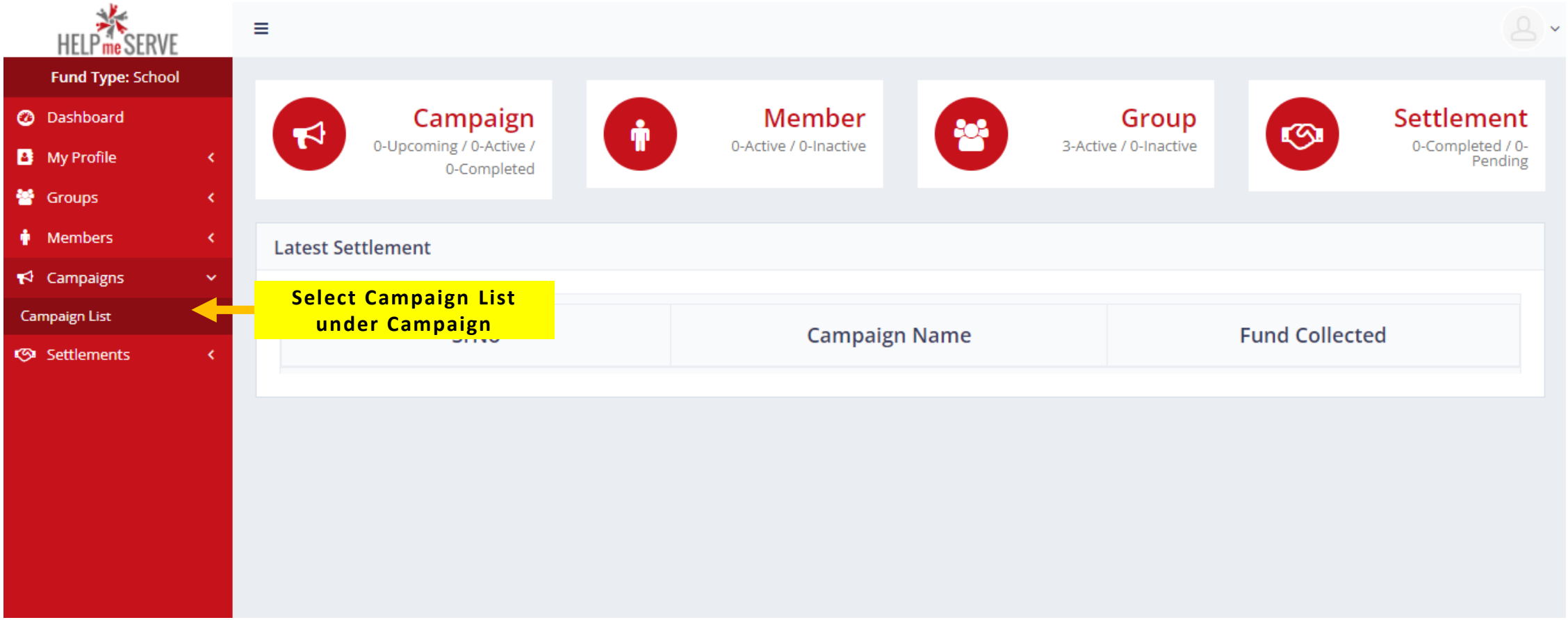


After you have imported the excel file, Go to:
Members > **Members List**
You can see the details of the members upload by you.

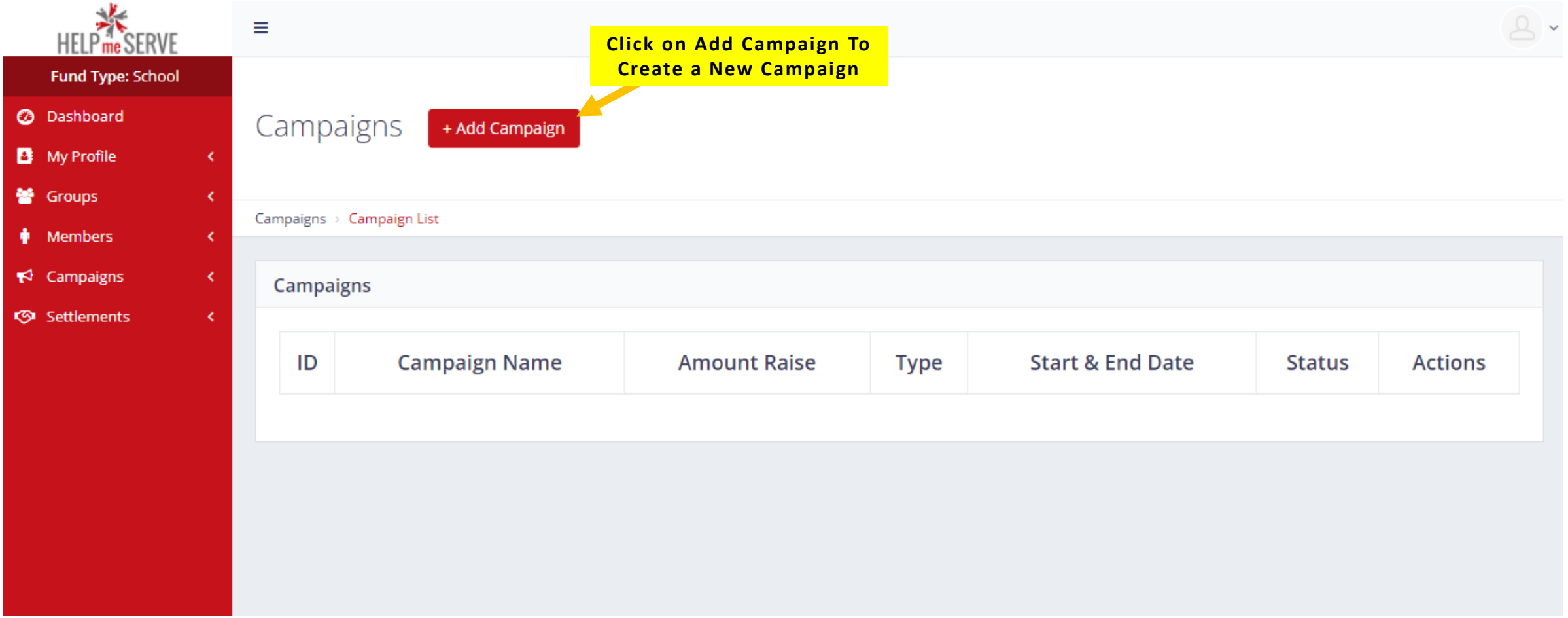


CAMPAIGNS – CAMPAIGN LIST

User can see their campaign or add new campaign by going to **Campaign > Campaign List**

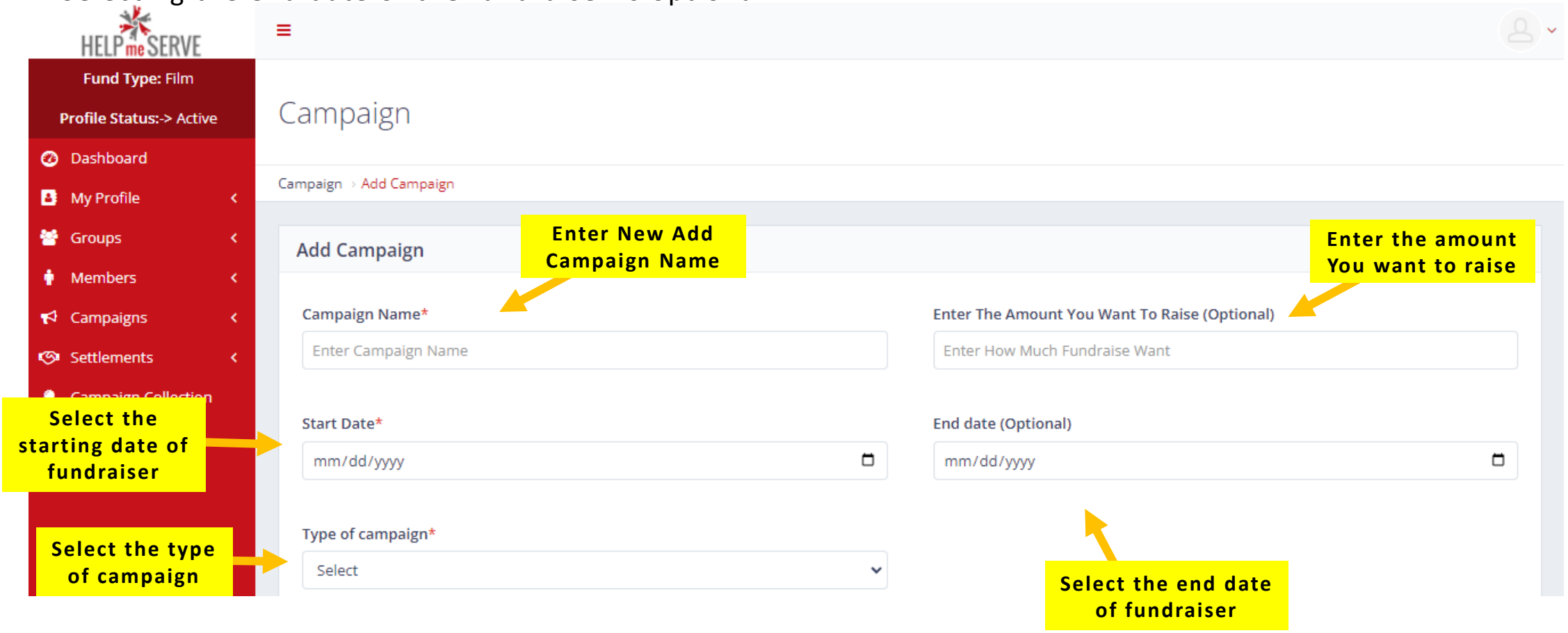


Click on **Add Campaign** to create **New Campaign**.



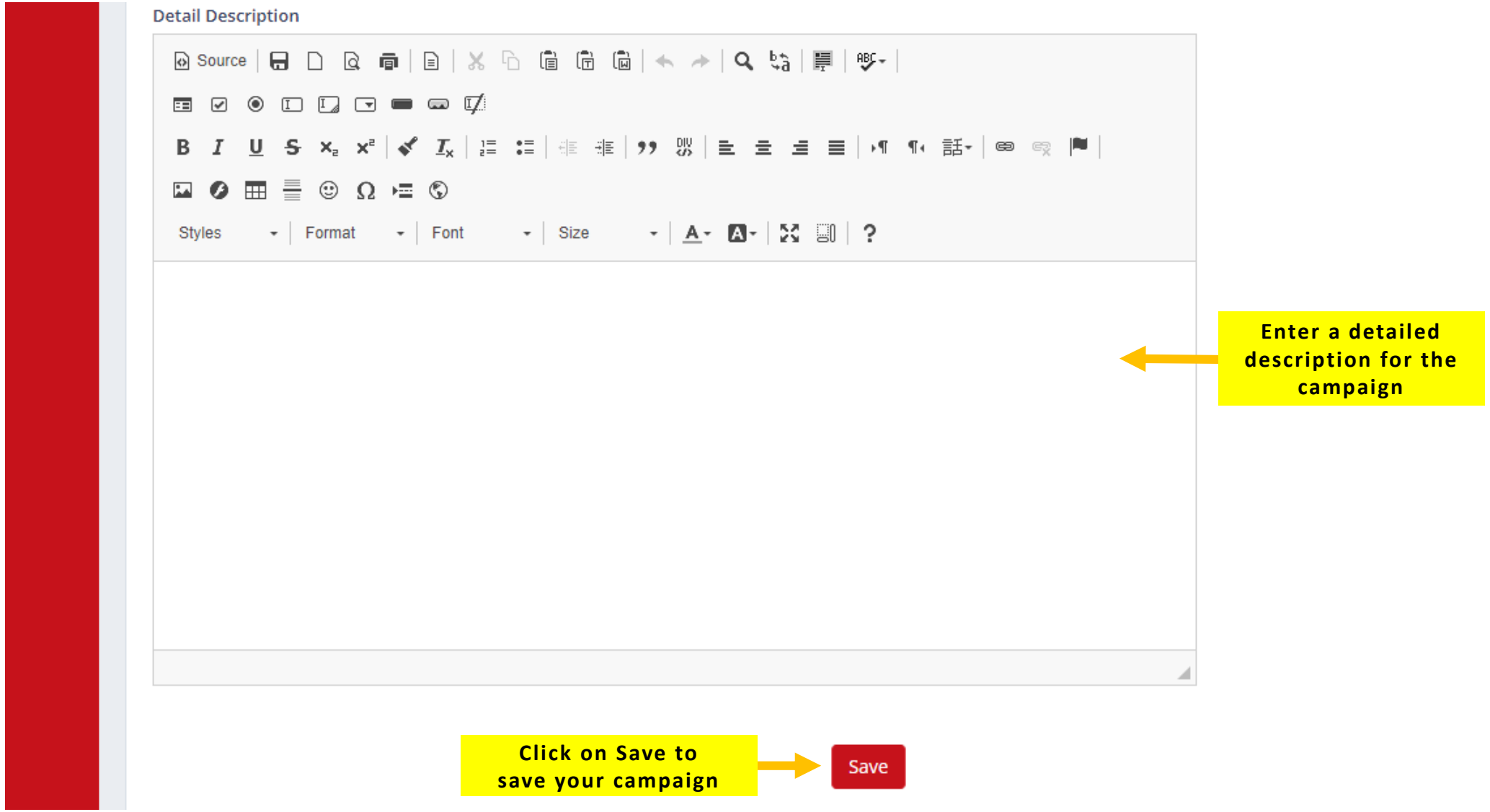
CAMPAIGN – ADD NEW CAMPAIGN (SINGLE FUND)

- Enter the **Name of Campaign**
- Enter the **amount** you want to raise. (PS.: You can also choose not enter the amount)
- Select the **Type of Campaign** (**Single**: Creating campaign for a single group, **Multiple**: Creating campaign for multiple group of people)
- Select the **starting date** of fundraiser
- Selecting the end date of the fundraiser is optional.



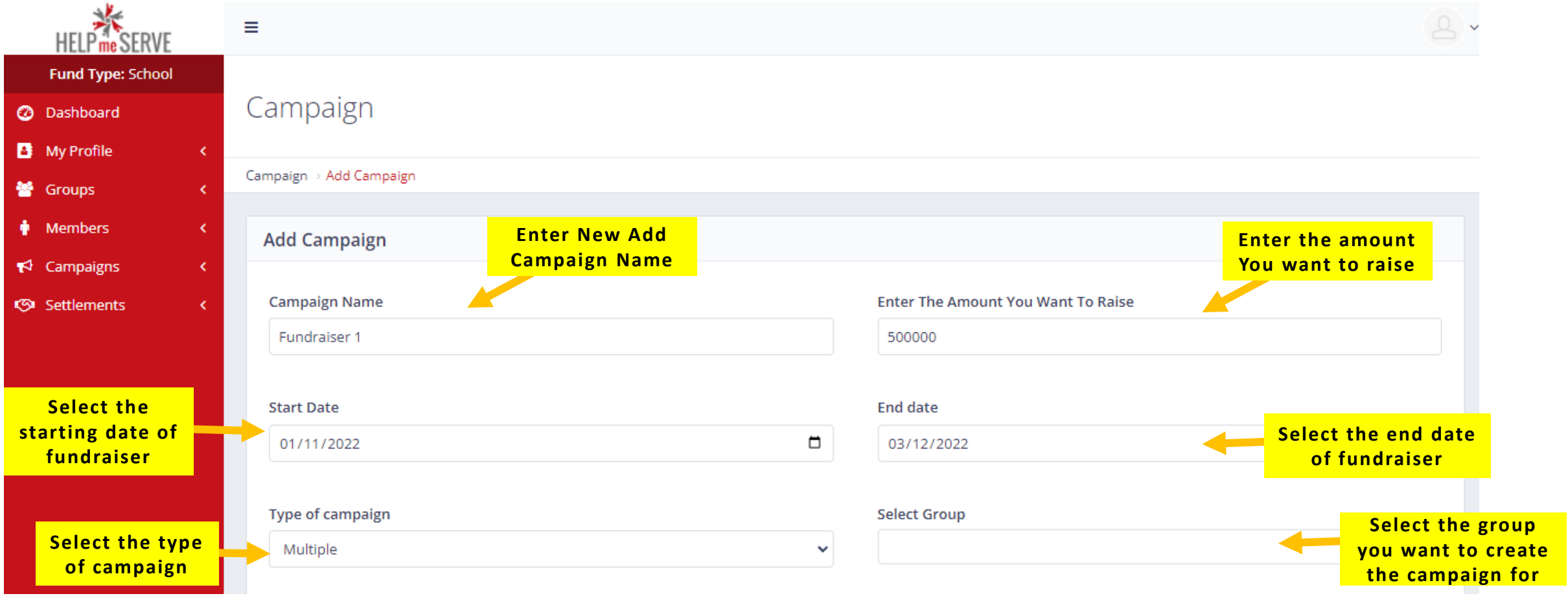
- Upload **Feature Image** for the campaign
- Upload **Necessary Images** for the campaign.
- Enter **Short Description** for the campaign.

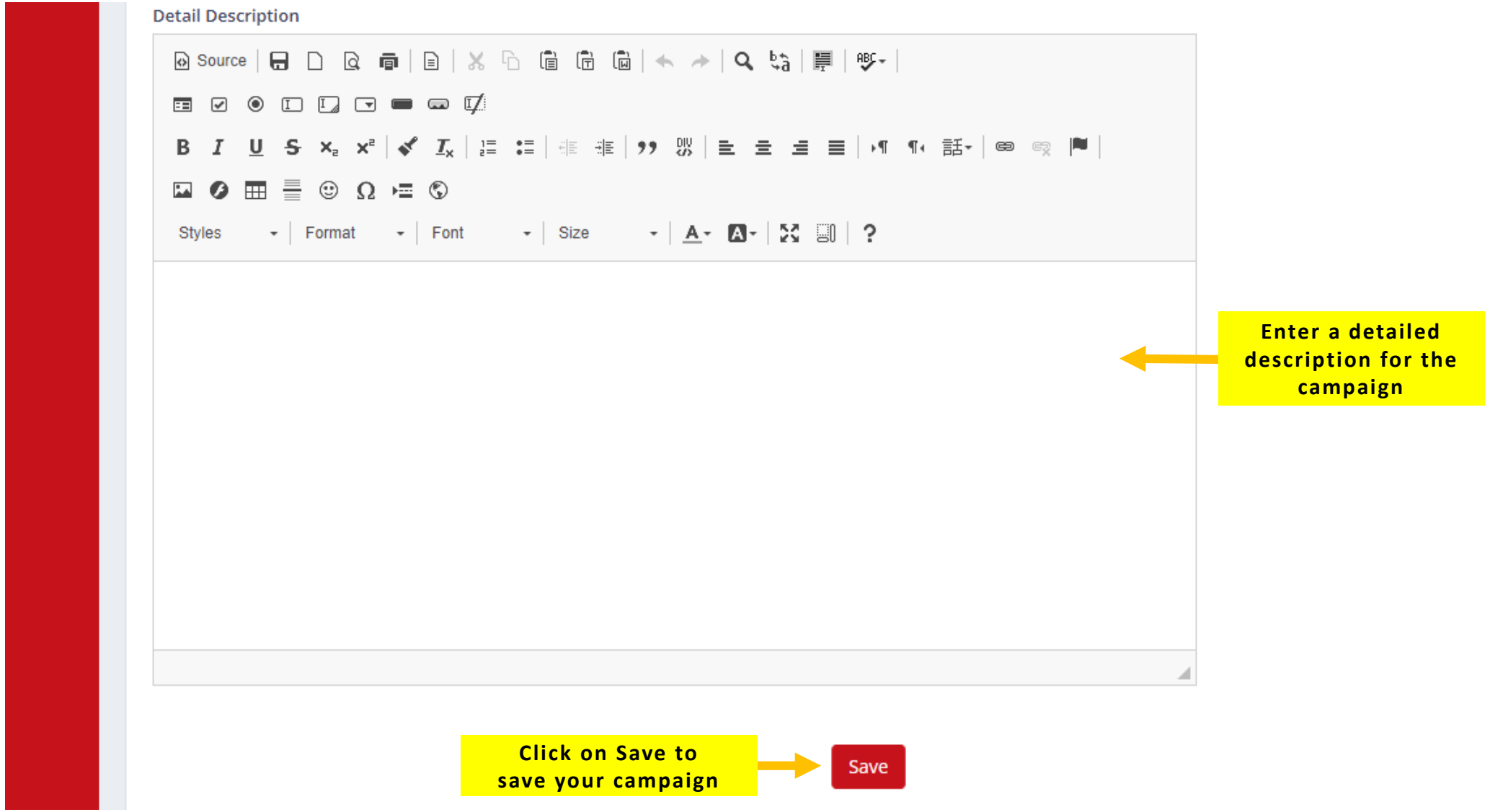
- Enter **Detailed Description** for the campaign.
- Click on **Save** to save your campaign



CAMPAIGN – ADD NEW CAMPAIGN (MULTIPLE FUND)

- Enter the **Name of Campaign**
- Enter the **amount** you want to raise
- Select the **Type of Campaign** (**Single**: Creating campaign for a single group, **Multiple**: Creating campaign for multiple group of people)
- Select the **starting date** of fundraiser



- Select the **end date** of the campaign
- Upload **Feature Image** for the campaign
- Upload **Necessary Images** for the campaign.
- Enter **Short Description** for the campaign.

- Enter **Detailed Description** for the campaign.
- Click on **Save** to save your campaign