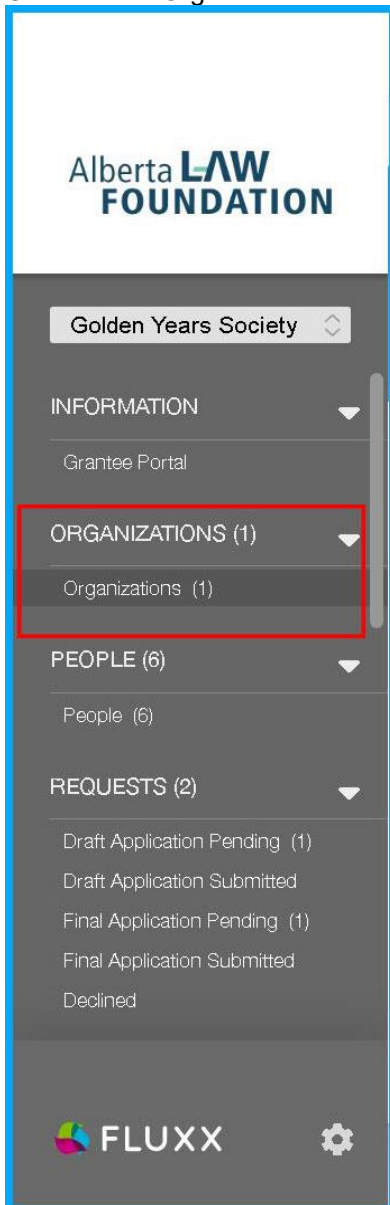


Grantee Portal Training Manual

How to Update Your Organization Information

1. Click on the “Organizations” card under the “Organizations” section in the left side menu.



2. In the card that opens, select the organization whose information you want to change.




The screenshot displays the Alberta Law Foundation FLUXX interface. On the left is a navigation sidebar with categories: INFORMATION (Grantee Portal), ORGANIZATIONS (1) (Organizations (1)), PEOPLE (6) (People (6)), and REQUESTS (2) (Draft Application Pending (1), Draft Application Submitted, Final Application Pending (1), Final Application Submitted, Declined). The main content area features a search bar with a dropdown menu showing search results for "Golden Years Society". The selected result is highlighted with a red border and contains the following text: "Golden Years Society", "Acronym: GYS", "File Number: 9999", "Wood Buffalo, Alberta", and "Canada". To the right of the search results is a detailed view for "Golden Years Society". This view includes a dark blue header with the organization's name, location ("Wood Buffalo, Alberta, Canada"), and "Charitable Registration Number: 10025800589". Below the header, it lists the "Primary Contact: Bridget Jones" and a "Table Of Contents" section. The "Contact Information" section provides details such as "Org Acronym : GYS", "Legal Name: Golden Years Society", "Organization Overview:", "Street Address: 125 Sutherland Way", "Street Address 2:", and "Country: Canada". At the bottom of the page, there is a footer with the FLUXX logo and a pagination indicator showing "1 - 1 of 1".

3. Click on the “Edit” button on the upper right side.

The screenshot displays the Fluxx interface for the Alberta Law Foundation. On the left is a navigation sidebar with categories: INFORMATION (Grantee Portal), ORGANIZATIONS (1) (Organizations (1)), PEOPLE (6) (People (6)), and REQUESTS (2) (Draft Application Pending (1), Draft Application Submitted, Final Application Pending (1), Final Application Submitted, Declined). The main content area shows a search bar and a list of organizations, with 'Golden Years Society' selected. A detailed view of this organization is shown on the right, including its address (Wood Buffalo, Alberta, Canada), Charitable Registration Number (10025800599), and Primary Contact (Bridget Jones). The 'Edit' button is highlighted with a red box in the top right corner of the organization view. The bottom of the interface features the Fluxx logo, a settings gear, and a pagination indicator '1 - 1 of 1'.

4. Edit any of the fields within this form. When you are satisfied with your changes, you can click on the "Save and Close" button on the bottom right to save your changes.

The screenshot shows a web form titled "Contact Information" for an organization. The form contains several input fields and dropdown menus. The "Save and Close" button at the bottom right is highlighted with a red rectangular box.

Org Acronym	GYS
Legal Name	Golden Years Society
Organization Overview	
<p>Rich text editor toolbar: T, B, <i>i</i>, <u>u</u>, , S', S:, ,  ↶ ↷</p>	
Street Address	125 Sutherland Way
Street Address 2	
Country	Canada
State/Province	Alberta
City	Wood Buffalo
Postal Code	T9P 4Z3
Organization Phone (xxx) xxx-xxxx	
Email	gys@gys.ca
Website	
Charitable Registration Number	10025600589
File Number	9999
Incorporation Status of Organization	Canada Non-for-Profit Corporations
Primary Contact	Bridget Jones

► Organization Documents

Buttons: Cancel, Save and Continue, **Save and Close**