# *Administrator*

This can either be done immediately after phase 1, or at a later date. However we would advise that your Organisation has all of its contacts data in the system before this.

## SETTINGS
*https://support.iknowcharity.co.uk/modules/settings/*

- ☐ From the Dashboard, head into Settings. Make sure that the programme is using your Charity's vocabulary in the 'Dictionary' area.
- ☐ Check that your Organisation's location is correct and the address is complete in the 'Locations' area.
- ☐ In the 'Admin Groups' area, check that you're happy with the level of Access and permissions for the Five default admin groups. Create another Admin group for 'Office Staff', give them the relevant access and permissions.
- ☐ Create a Team and a Group for your Charity from the relevant areas.
- ☐ Check that the 'Journey' area accurately reflects the engagement journey of your Charity and that the landmarks are relevant for you.
- ☐ Upload 2 images to the Scroller.

## EVENTS
*https://support.iknowcharity.co.uk/modules/events/*

- ☐ Set up a Public Series event in the Events Calendar for your regular Staff Meeting. Set this to repeat every week and for the repetition to 'Never End'. Where possible, enter the first event of this series in the past so that you can record attendance later on.

## TICKETING
*https://support.iknowcharity.co.uk/modules/ticketing/*

- ☐ Create a new ticketing event for a fundraising event of your choice.
- ☐ Fill in the Venue details, set up your tickets and prices and any delegate information you may need to capture.
- ☐ Format your ticket page with your Charity's images and branding.
- ☐ Share your ticketing page on your social media platforms.

## ROOM BOOKING
*https://support.iknowcharity.co.uk/modules/room-booking/*

- ☐ If you have rooms which you hire out, set these up for Room Bookings (its advised that you start with Assets and then preferences before building the room).
- ☐ Set the Charity up as a 'client'.
- ☐ From the Room Bookings module, book a room for your Staff Meeting.
- ☐ Set up a provisional midweek booking for a business meeting which requires 5 tables, a projector and a flip chart.