

Modifying your Organization Information

Last Modified on 03/06/2023 5:08 pm EST

Donor Management System


You can add or change your Organization's details in the DMS at any time. This information will show on your Tax Receipt Message and [Templates](#).

Table of Contents:

- [Adding your Organization's Information in the DMS](#)

Adding your Organization's Information in the DMS

1. Visit your **administrative Settings**
2. Select **Organization Address and Contact Info**.



[Dashboard](#) [Contacts](#) [Contributions](#) [Campaigns](#) [Opportunities](#) [Reports](#) [DMS Mail](#)

[Settings](#) [Help](#)

DMSCA DMSCA

Administer CanadaHelps DMS

Customize Data and Screens

[Website Forms](#)[Contact Types](#)[Activity Types](#)[Tags \(Categories\)](#)

Communications

Organization Address and Contact Info

Print Page (PDF) Formats

Message Templates

Localization

Date Formats

System Settings

Payment Processor Settings

Import/Export Mappings

Misc (Undelete, PDFs, Limits, Logging, etc.)

Receipt Settings

CanadaHelps Contribute

Manage Campaigns

GL Accounts

Funds

Manage Groups

CanadaHelps Campaign Group

Campaign Groups

DMS Mail

Headers, Footers, and Automated Messages

DMS Templates

From Email Addresses


Draft, Schedule, and Manage DMS Mails

Mailchimp Settings

?

Settings> Organization Address and Contact Info

2. On the next page, you can update the following fields:



[Dashboard](#)
[Contacts](#)
[Contributions](#)
[Campaigns](#)
[Opportunities](#)
[Reports](#)
[DMS Mail](#)

[Settings](#) | [Help](#)

DMSCA DMSCA

Organization Address and Contact Info

SaveCancel

Organization Name *
Wellness Ave.

The name of the organization or entity which owns this CanadaHelps DMS site or domain. This is the default organization contact record.

Description

Optional description of this domain (useful for sites with multiple domains).

Default Organization Address

CanadaHelps Mail mailings must include the sending organization's address. This is done by putting the [domain.address] token in either the body or footer of the mailing. This token may also be used in regular 'Email - send now' messages and in other Message Templates. The token is replaced by the address entered below when the message is sent.

Street Address
186 Spadina Ave.

Supplemental Address 1

Supplemental Address 2

City
Toronto

Postal Code
M5T 3B2

Country
Canada

Province
Ontario

Organization Contact Information

You can also include general email and/or phone contact information in mailings.

Email
laterbud@wellness.org

Phone
111-555-5551 ext.

Phone Type
Phone

SaveCancel

Fill out all the necessary fields

- **Organization Name:** The name of your organization.
- **Description:** A description of your organization.
- **Street Address:** The address of your organization.
- **Email:** The main contact email address associated with your organization.
- **Phone:** The main contact phone number associated with your organization.

3. Once you've filled out the required fields, select **Save** to save this updated information in your DMS.