

NGO Directory

Tutorial Account Creation

Version 0.8

Content

– Account Creation by User

This manual describes how users can create an account for their organisations on NGO Directory Yemen (www.ngodirectory.org/yemen).

Background

The NGO Directory is based on the Open Source Framework Drupal (www.drupal.org). Manual and handbooks can be found widely on the internet (e.g. <http://drupal.org/handbooks>).

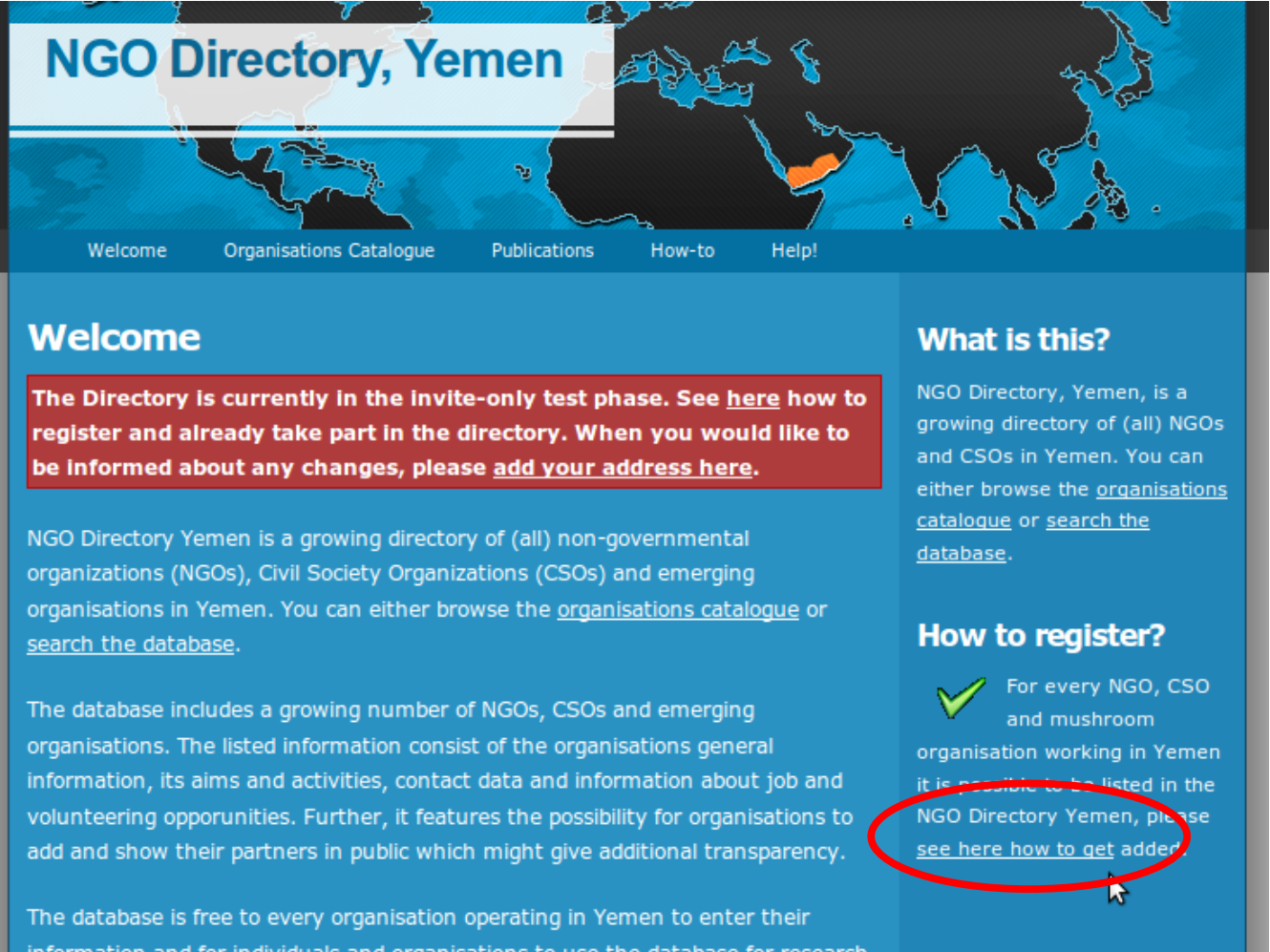
Account creation by user

Accounts can be created by users themselves or via the a user with admin rights. This description is for the creation via the user/organisation itself.

1. Go to

<http://www.ngodirectory.org>

2. Click on “How to register?”



NGO Directory, Yemen

Welcome Organisations Catalogue Publications How-to Help!

Welcome

The Directory is currently in the invite-only test phase. See [here](#) how to register and already take part in the directory. When you would like to be informed about any changes, please [add your address here](#).

NGO Directory Yemen is a growing directory of (all) non-governmental organizations (NGOs), Civil Society Organizations (CSOs) and emerging organisations in Yemen. You can either browse the [organisations catalogue](#) or [search the database](#).

The database includes a growing number of NGOs, CSOs and emerging organisations. The listed information consist of the organisations general information, its aims and activities, contact data and information about job and volunteering opportunities. Further, it features the possibility for organisations to add and show their partners in public which might give additional transparency.

The database is free to every organisation operating in Yemen to enter their information and for individuals and organisations to use the database for research

What is this?

NGO Directory, Yemen, is a growing directory of (all) NGOs and CSOs in Yemen. You can either browse the [organisations catalogue](#) or [search the database](#).

How to register?

✓ For every NGO, CSO and mushroom organisation working in Yemen it is possible to be listed in the NGO Directory Yemen, please [see here how to get added](#)

3. Click at ">> register here <<" at the middle of page.



NGO Directory, Yemen

Welcome Organisations Catalogue Publications How-to Help!

Registration

It is possible for every NGOs, CSOs and mushroom organisations working in Yemen to be listed in this directory. Please [register here](#), after a brief review of the comprehensiveness of the entered information your organisation will be added to the directory.

The listing in the NGO Directory, Yemen, has following advantages

- **100% free**
- **Donors** can easily find and can get touch with your organisation
- **Volunteers** can easily find and can get in touch with your organisation
- your organisation can **find other organisations** of your field of interest
- your organisation can **easily stay in touch** with other organisations
- your organisation will be **included in further printed directories**

[>> register here <<](#)

 **Copyleft**
In order to make it further projects easier to get in touch with organisations, the directory is under a

4. Enter all relevant information and click at the end at "Create new account".

NGO Directory, Yemen

Welcome Organisations Catalogue Publications How-to Help!

Organisation Registration the NGO Directory Create new account Log in Request new password

User account

Organisation from Yemen can register here for the NGO Directory.

User name: *
Demo Organisation

E-mail address: *
org@demo.org

Organisations Name: *
Demo Organisation

Field of Work:

- civil participation
- climate and environmental protection
- conflict management
- culture
- disaster relief
- Sa'dah
- Sana'a
- Shabwah
- Ta'izz

Please select how many regions your organisation is active in.

[Contact Details](#)

[International Organisation](#)

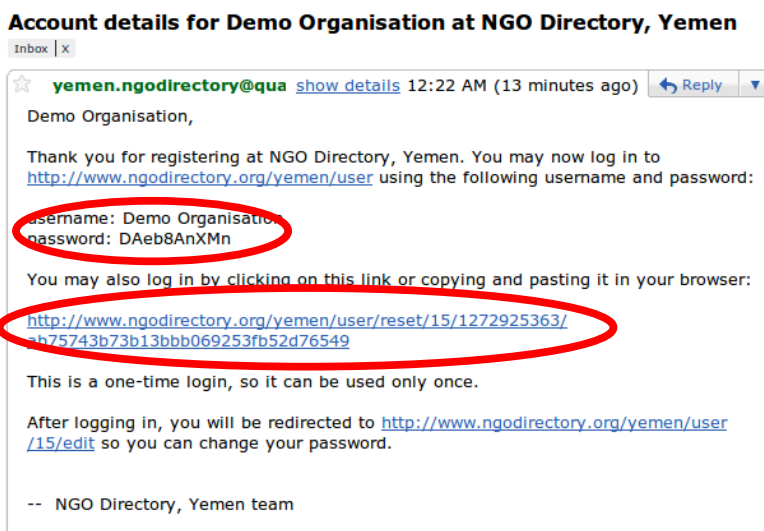
[Jobs / Internships / Volunteers](#)

[Additional Information](#)

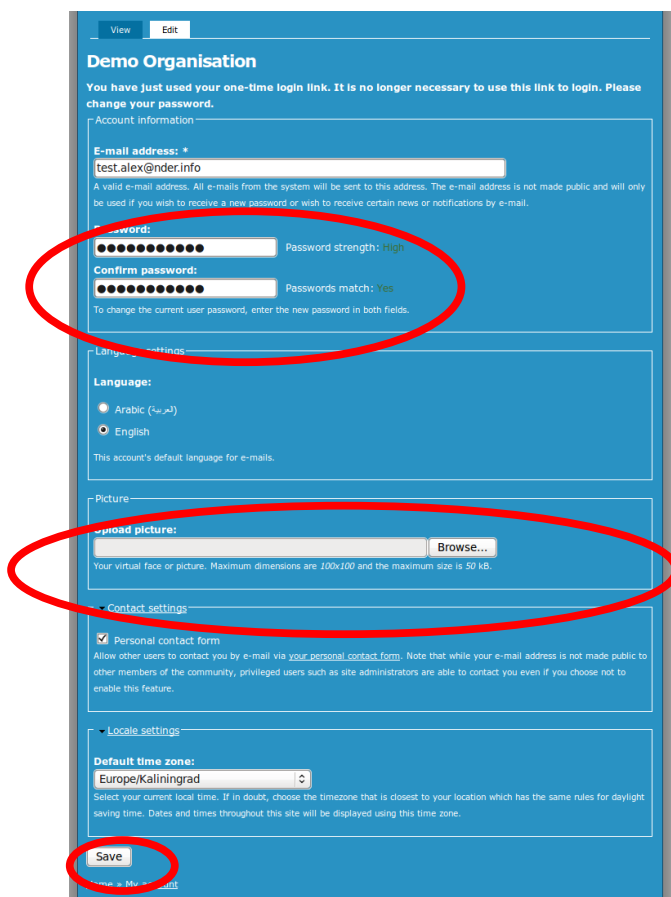
[Create new account](#)

[Home](#) > [User account](#)

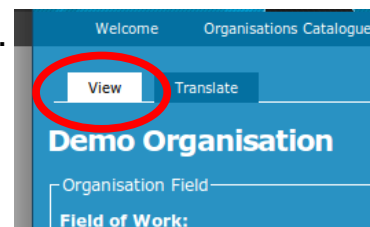
5. Check your Mail-Inbox (of the eMail you provide during the registration) for the password and/or the login Link to log-in first time. Once logged in, you can change your password.



6. Change your new password and upload your organisations logo. Then click save at the bottom of the page.

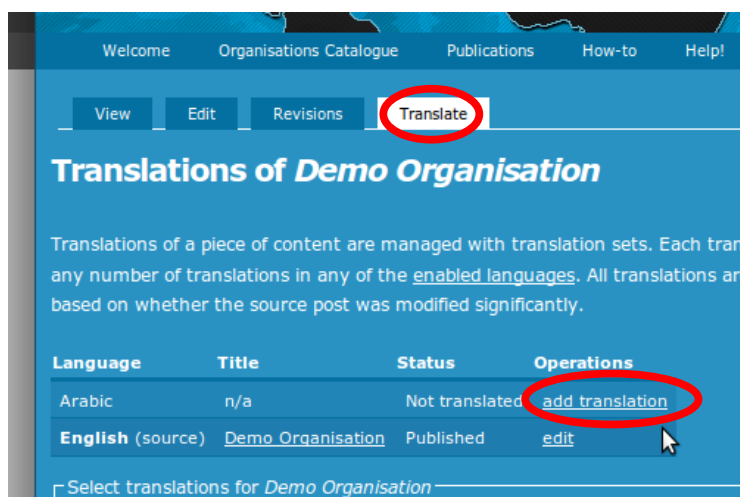


7. You can then watch the profile by clicking at the view button top left.

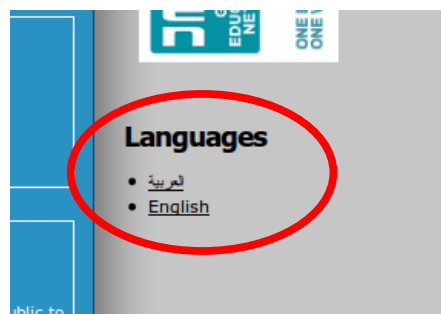


Congratulations! Your entry to the NGO has been successful!

8. **Translation** – In order to translate your organisation profile for the Arabic Version of the Directory click on “Translate” at the top left of the directory when you are viewing your organisations page.
9. Go to then to “Add translation”. You can then enter the Arabic information of the directory. Do so as with editing any other web-formula and finish with 'Save' at the end.



To see the page in Arabic, go to the bottom right of the page and switch the site language to Arabic.



Translation from existing Arabic organization profiles works the same way.