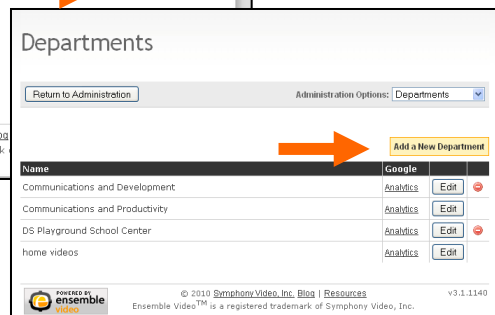


## Create a Department

Note: You must be an Organization Administrator to manage Departments

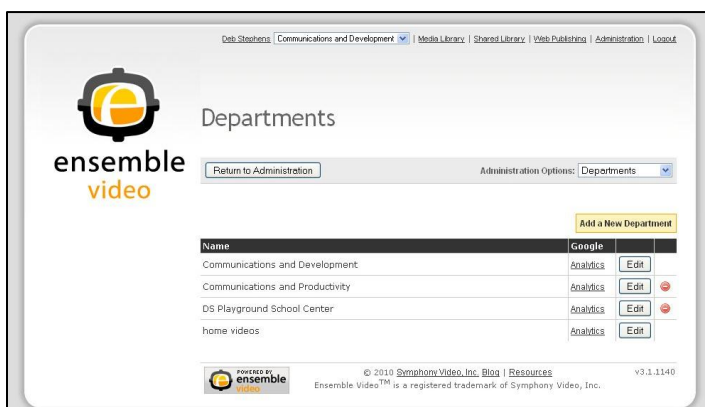
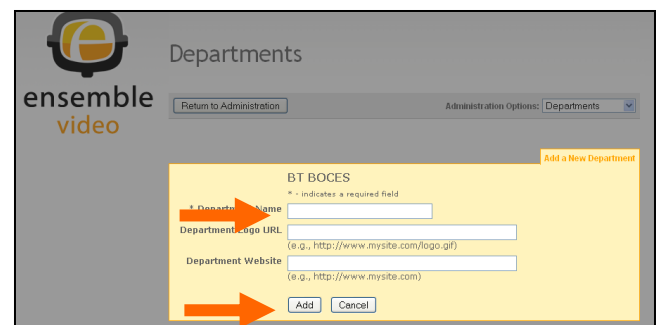


1. Click on the Administration Tab
2. Choose Departments
3. Click the yellow Add a New Department button



## Name the Department

1. Optional: Logo URL and Website Link (*in the event you create a "showcase" using more than one department*)
2. Click Add

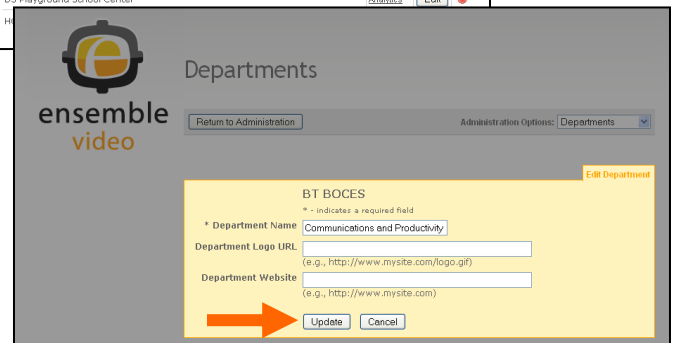
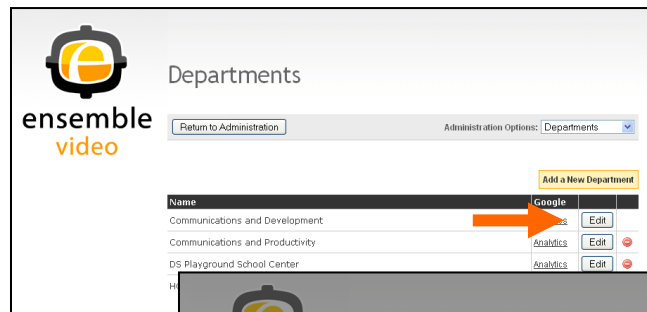


Your new Department now appears in the list

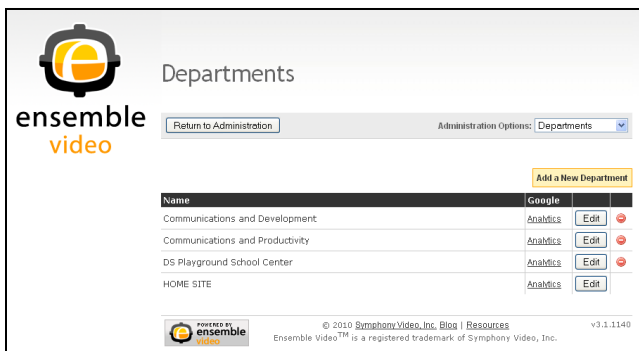
## Edit a Department

Note: You must be an Organization Administrator to manage Departments

1. Click on Administration Tab
2. Choose Departments
3. Click the Edit Button
4. Make the changes
5. Click Update

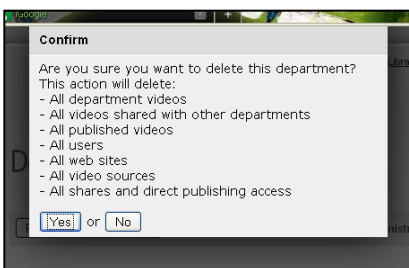


## Delete a Department



Note: You must be an Organization Administrator to manage Departments

1. Click on Administration Tab
2. Choose Departments
3. Click the red circle of the department you would like to delete
4. Choose Yes in the confirmation window that appears
5. The Department will be gone from the list





# Managing Departments