

Creating Your Profile on aDoddle

aDoddle Background

aDoddle.org started after we saw the huge need for people in crisis to be able to find amazing charities, community projects and organisations, like yours, that are often hidden within our communities. We call them our 'Hidden Emergency Service', as until now nowhere has brought them together in one place so they can be found easily based on location and need. After lots of research we realised that the same information would help people from any sector of the community, whether someone needs help, wants to help or would like to connect with others in their community.

About Your Profile

Apart from helping people to find you, our extensive research has shown us that there are 5 key things people want to know:

The 5 Key Things – People Want to Know

About Your Charity, Community Group or Organisation



We encourage you to **'Tell Your Story'**. It's about helping the people who visit your profile to feel welcome, give them hope and let them know more about what you do. Whether it is helping them during a crisis, giving them an opportunity to volunteer, or just helping them, through you, to find ways to connect with others in their community. Each is valuable and important and helps to provide better quality of life and improve community connection.

There is so much more to your profile than just words - it is the power of what you share and how your words will leave people feeling - they may need your help - or want to help you.

Setting Up Your Profile is as Easy as 1-2-3:

- ✓ Go to aDoddle.org
- ✓ Click on 'Add To Map', select Create your profile now - This will open a simple online form.



Step 1: The Basics:

- ✓ Name of project
- ✓ Mission: Based on user feedback our recommendation is that this is simple and action orientated, so starting with something like – “supporting you ... creating safer communities ... helping anyone facing ...” (Please note it is limited to 100 characters including spaces)
- ✓ What type of project you are - Charity, Community Project, etc

You'll be able to add more information later.

Your project's name

What's your mission in 100 characters?
e.g. "We help transform the lives of..."

What type of project is this?
Please Select

- ✓ What categories does your project come under?
You can choose all that apply and then select one main category that will become the 'icon' for your map pin-point.

How would you categorise this project? (You can choose as many as you wish)

<input type="checkbox"/> Advocacy & Human Rights	<input type="checkbox"/> Animals	<input type="checkbox"/> Arts & Culture
<input type="checkbox"/> Children & Youth	<input type="checkbox"/> Clubs & Societies	<input type="checkbox"/> Community
<input type="checkbox"/> Crisis Support	<input type="checkbox"/> Defibrillator	<input type="checkbox"/> Disability
<input type="checkbox"/> Education	<input type="checkbox"/> Environment	<input type="checkbox"/> Faith Based
<input type="checkbox"/> Family	<input type="checkbox"/> Food Banks	<input type="checkbox"/> Health & Wellbeing
<input type="checkbox"/> Helplines & Online Support	<input type="checkbox"/> Housing & Homelessness	<input type="checkbox"/> Learning Disabilities
<input type="checkbox"/> LGBT	<input type="checkbox"/> Literacy & Skills	<input type="checkbox"/> Mental Health
<input type="checkbox"/> National Organisations	<input type="checkbox"/> Older & Bolder	<input type="checkbox"/> Reducing Isolation
<input type="checkbox"/> Refugees	<input type="checkbox"/> RDC	<input type="checkbox"/> Sport & Recreation
<input type="checkbox"/> Suicide Prevention & Support	<input type="checkbox"/> Support for Charities	<input type="checkbox"/> Uncategorized
<input type="checkbox"/> Unemployed	<input type="checkbox"/> Veterans & Military Families	<input type="checkbox"/> Young Adults

- ✓ The next two sections allow you to choose how people might find you when they search for you. E.g. are your services free or charged etc. You may select as many as apply.

A bit about your services; are they? (You can choose as many as you wish)

Free
 Low Cost
 Subsidised
 Charged
 Donation Appreciated

Thinking about the work that you do and the support that you provide or need. If someone was looking for a project like yours, would they search under:

You can choose as many that apply to your needs at any given time

I Need Help (think someone in crisis)
 I Want to Help (think someone who wants to volunteer)
 We Want to Connect & Share (think project collaboration)
 We Want to Support Locally (think local support from a business)
 I Want to Connect with Others in My Community (think someone feeling isolated)

Contact Details:

- ✓ You need to add at least one form of contact. This could be a website, email, telephone, etc.
- ✓ You also have the ability to add links to a donation page and/or social media profiles such as Facebook and Twitter - which we recommend. Our research has shown that lots of people take time to get to 'know' you before they make contact - so the easier you make it for them - the better (and it is good for your organisation).
- ✓ The type of contact can be selected by clicking on the ▼ at the side of the words 'select type of contact' - this will give you a list of choices. You may add as many as you like.
- ✓ Once you have added the first one just click on 'Add another contact option'.

Contact details

This will be displayed publicly for those who may need to get in touch. We need at least one of these and would recommend an email address or your website.

Select type of contact

- Website
- Email address
- Primary Telephone
- Secondary Telephone
- Telephone
- Facebook
- Twitter
- Donation Page
- Youtube
- Video
- Other

e.g. www.ododdle.org

Remove

sd.

etely optional. However, by uploading your logo, you'll be randomly featured across the website for example, on the

nd png

Select type of contact ▼ e

Add another contact option +

Your Logo:

Please ensure that the file type is png or jpeg.

Your logo (optional)

No file selected.

Uploading your logo is completely optional. However, by uploading your logo, you'll be randomly featured across the website for example, on the home page.

Accepted file formats: jpeg and png

Step 2: Location:

Add your postcode and click search.

You can zoom in on the map and 'drag' the pointer to where you want your pointer.

We understand that some organisations may not wish to share their actual location, no worries, you have the option to 'hide' your address from the public, meaning it just shows the area you are in. It's simple - click the 'check box' to select this option.


This bit is really important as it's what our system uses to plot your project on the map. It can be as generic as you wish (we understand some projects need some levels of discretion).

If you have any problems with plotting your address, please continue and save your profile, then email hello@adoddle.org and we will help you.

Please enter the first line and postcode of the address for your project's location and click 'Search'

Hide this address from the public

After clicking 'Search', a pink marker will be plotted on the map - this is the location of your project. To move the marker, just left-click anywhere on the map.



Please note: If you feel that your location is not exact we recommend, that once your profile is set up, come back into the location section of your dashboard, add your address, click save, and then move the pointer to your chosen location and click save again. The visible address in the bar may have changed - but the one you entered is what will show on your profile.

Nearly There:

This section is **not** made public. It's the name & contact details of the person responsible for the profile. It's how we get in contact with you and how you sign-in to your account. It is essential that we have a named contact as without it we can't activate your profile.

Your name

Email address (you'll use this to login)

Password

Click here to subscribe to our mailing list and get exciting stories and updates about Ododow, straight to your inbox. No spam. Ever.

You can also sign up to our newsletter which will give you opportunities for us to feature your project via social media, a monthly social media calendar, updates and more. (again all free)

Step 3: Nearly Done with Setting Up the First Stage of Your Profile:

All you need to do at this stage is to click that you accept our **'Terms of Service'** - these are fairly standard and put in plain terms (or you can see the longer version by clicking the link if you want).

Congratulations - Once you click 'Add My Project To The Map' your basic profile & pin-point will be added to the map - BUT there is still a bit more to do to get the most out of your profile and .

NEXT:

Now it is time to **'Tell the Story'** of who you help, how you help, the difference you make and the help you need.

You also have the ability to 'Brand' your profile and add images to your gallery.

To do this you will need to go to your **'Dashboard'**:

Go to the top right corner of the website to click on **'My aDoddle'** from the menu bar, if you are logged out then you will need to login otherwise select **'Projects'**. (This takes you to your Dashboard)

The **Account Details** option is where you can change the email associated with your profile, the name of the person responsible for the profile or update your password



Your Dashboard:

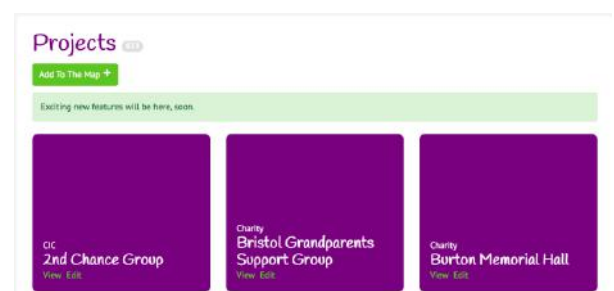
Your 'Dashboard' is where you can easily access your profile(s) or add new ones. There are three choices on this page: **Add to the Map** (new profiles +), as well as **View** or **Edit** on existing profiles.



To Edit:

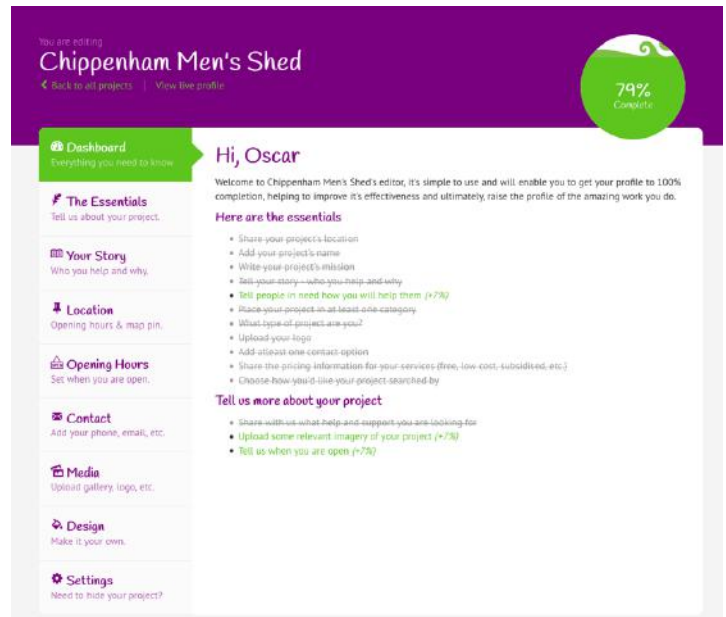
Your 'Dashboard' Explained:

- ✓ The purple box(s) show you the project(s) that you have access to for editing.
- ✓ Click on the word 'View) to see your 'live profile' or click on 'Edit' to Edit it.



In Edit Mode:

- ✓ The white and green circle, on the right, shows you how complete your profile is.
- ✓ The left-hand side of the screen lets you access the different sections of your profile
- ✓ The main body of the page shows you the sections of your profile that have content and those that still need to be done - making it easy for you to check.



The Essentials:

This is where you access the elements that you added when you set up your basic profile, you can come here at any stage to make changes to:

- ✓ Name of project
- ✓ Mission
- ✓ Type of project
- ✓ Categories & Main category that will become the 'icon' for your map pin-point
- ✓ Are your services: Free - Charged, etc - you may click as many as are relevant
- ✓ How people may search for you

Please remember to click 'Save' if you have made any changes

Your Story:

The main focus of your profile for anyone visiting your page is to find how they can either find help, give help or get connected. So, we recommend that the **Who We Help, Why We Help & the Difference It Makes** section is kept brief with most of the detail being in the **How We Can Help You** and **How You Can Help Us** boxes.

Any other information can go in the **Additional Information** section.

Your story is where you get to 'shine'. Really share what you do, why you do it, the difference it makes in people's lives and the help you need.

Remember: There is so much more to your profile than just words - it is the power of what you share and how your words will leave people feeling.

Please remember to click 'Save' if you have made any changes

Location:

There are a few options on this page:

Add your address or postcode and click search. This will generate a pin-point on the map.

You can check that the pin-point is in the right place and if it needs to be moved just click and drag the pointer to the location you want.

It is possible to 'Hide' your address - just click the tick box and the pinpoint will show but not confirm the address.

Hide this address from the public

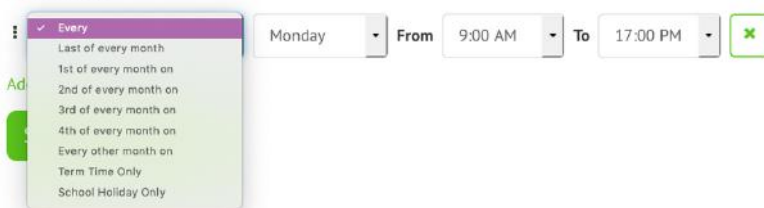
Please remember to click 'Save' if you have made any changes

Opening Hours:

There is full flexibility to add options like 1st Monday of the month etc. You can add as many or few as you want.

Opening Hours

Opening hours



The screenshot shows the 'Opening hours' form. It features a dropdown menu for frequency, currently set to 'Every'. The menu is open, showing options: 'Last of every month', '1st of every month on', '2nd of every month on', '3rd of every month on', '4th of every month on', 'Every other month on', 'Term Time Only', and 'School Holiday Only'. To the right of the dropdown is a 'Monday' dropdown, followed by 'From' and 'To' fields. The 'From' field is set to '9:00 AM' and the 'To' field is set to '17:00 PM'. A green 'x' icon is visible to the right of the 'To' field.

Please remember to click save at the bottom of the page

Contact:

It is required that you add at least one type of contact - however the more you add the more flexibility it gives those who are viewing your profile.

Options include things like: Website, email, Telephone, Twitter, Facebook, Donation page

Media:

This is where you can add photos to your gallery and also the logo for your profile. These can be updated at any time.

At this point we are respectfully asking if you can keep images to a maximum of 3-4 plus your logo. This is because we are self-funded at present and are trying to keep our web-hosting costs at a level that is manageable. Thank you in advance.

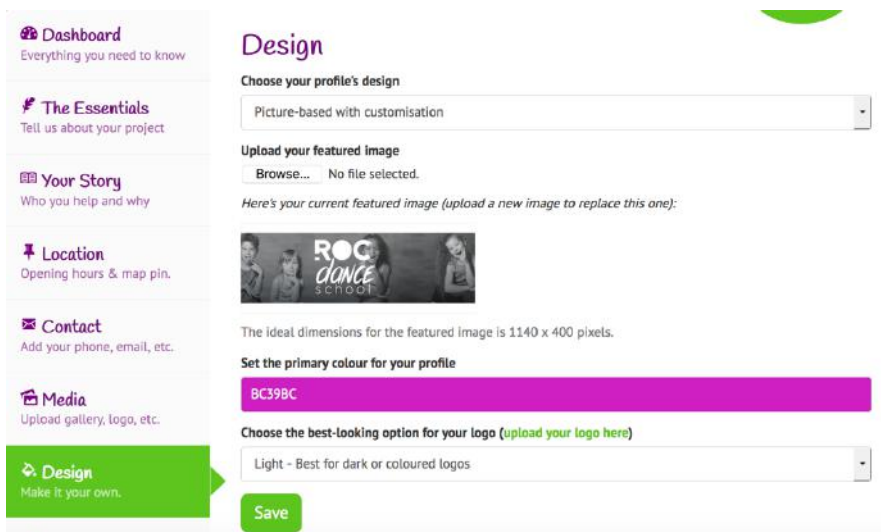
Design:

This is where you can personalize and brand your page.

You can add a header image (size 1440px by 400px) and choose a colour for the background of your header, which will also become the colour for section headings.

You can also choose 'Light or Dark' for the section under the header where your logo goes - this helps to show your logo to the best advantage.

If you want to create your own header we recommend Canva for this. There is a free option and you can apply for a charity package which is also free and gives you more features. (This is correct at the time of printing)



The screenshot shows the 'Design' settings page. On the left is a navigation menu with options: Dashboard, The Essentials, Your Story, Location, Contact, Media, and Design (highlighted in green). The main content area is titled 'Design' and includes the following sections:

- Choose your profile's design:** A dropdown menu currently set to 'Picture-based with customisation'.
- Upload your featured image:** A 'Browse...' button with the text 'No file selected.' Below it, a preview of a featured image for 'ROCK DANCE SCHOOL'.
- Here's your current featured image (upload a new image to replace this one):** A note indicating the ideal dimensions for the featured image are 1140 x 400 pixels.
- Set the primary colour for your profile:** A color selection bar currently set to 'BC39BC'.
- Choose the best-looking option for your logo (upload your logo here):** A dropdown menu currently set to 'Light - Best for dark or coloured logos'.
- A green 'Save' button at the bottom.

Here is an example. There are more examples of profile headers and how they really can 'brand' your Profile at the end of this document.



Settings:

This is where you can 'hide' your profile. This means that your profile will not be pin-pointed on the map or be found in searches - However please note that if someone has the actual URL they will still be able to view it.

Please check this setting to make sure your profile is set correctly for your requirements

In Case You Forget Your Password: Accessing Your Profile - Some Steps to take:

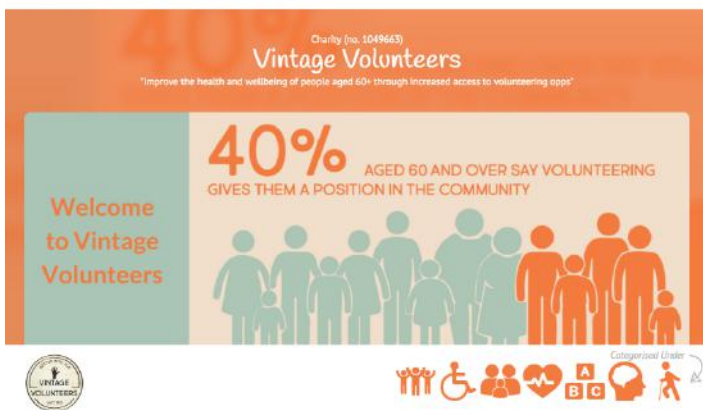
- ✓ Go to: <https://adoddle.org/app/password/reset>
- ✓ Add your email address and click 'Send Password Reset Link'
- ✓ This will send you a link allowing you to choose a new password for accessing your 'account'. (Please note this can sometimes take up to an hour and it may go into your junk or spam folder)

Once you have completed this step, go to the top right corner of the website to click on 'My aDoddle' on the menu bar, then Login and finally 'Projects'.



If you have any questions or would like some help in completing your profile, please feel free to email: Hello@aDoddle.org - with the subject: Profile Support Please.

Sample Profile Headers - Showing the Flexibility of Branding:



Charity (no. 1080458)
Quartet Community Foundation
"We match donors with community projects that help disadvantaged people across the West of England"

Thousands of small local charities need your help in your city, your town, your village and in your community.

They're too small to get on your radar but **you could make a massive difference** to the people they support.

Quartet Community Foundation

Categorised Under:

Charity (no. 264831)
Penny Brohn UK
"Helping people to live well with cancer, using our pioneering Bristol Whole Life Approach"

Because I need more than medicine

Free support, from our home in Bristol, for everyone affected by cancer

pennybrohn.org.uk | 0303 3000 118
#LivingWellWithCancer

Penny Brohn UK
Living Well with Cancer

Categorised Under:

Charity (no. 1059586)
Change Step Veterans Services
"Led by veterans, for veterans who wish to make positive changes to their lives"

CHANGE STEP NEWID CAMI

Categorised Under:

Charity (no. 277287)
Windmill Hill City Farm
"to provide recreation, education and therapy using food, farming and the environment as a theme"

A PLACE WHERE PEOPLE GROW

Categorised Under:

Charity (no. 1165317)
Simon on the Streets
"We support rough sleepers with complex needs who cannot or will not access other services."

SIMON ON THE STREETS

Turning rough lives around

MAKE A DONATION

SIMON ON THE STREETS

Categorised Under:

Charity (no. 285536)
Camphill Milton Keynes Communities
"Community Social Care Provider for people with Learning Disabilities in Milton Keynes"

Categorised Under:

Charity (no. 1077470)
Life Cycle UK's Bike Minded
"Well-being through cycling"

Life Cycle UK
start cycling • keep cycling • have cycling

Categorised Under: