

Be part of the heart of civil society in the Arab World.



Tutorial: Adding your Organization





**Tutorial: Add your NGO** 



Thank you for your interest in submitting your organization to the Arab NGO Directory, the heart of civil society in the Arab World.

The following instruction will guide you how to add your organization to the Directory.

You could technically do all of the below on a mobile phone, but it is better to do so on tablet or preferably on a Mac or PC.

If you are a <u>registered</u> Civil Society Organization in operating in an Arab country, then you have come to the right place.

Once registered, you will be able to access various tools including Events, Calls, Resources, NGO Jobs and resources.

Once you are ready, please ensure you complete the forms entirely for registration, as incomplete and incorrect submittals will be discarded.



# This listing is for officially recognized and registered organizations only.

Organizations involved in spreading hate and/or instigating violence against anyone and/or organizations supporting the usage of weapons will not be approved and will have their entries deleted.

arab.org and The Olive Tree SAL does not sponsor or endorse in any way the organizations listed within the directory, nor their affiliates or sister agencies.

Listing on arab.org is a privilege and not a right and therefore it is left to the sole discretion of arab.org for approving or not approving listings.

Thank you for being part of the arab.org community!



## 1. Visit arab.org

Go to <a href="https://arab.org/">https://arab.org/</a> and select NGO Portal



Open NGO Directory (under NGO Portal)

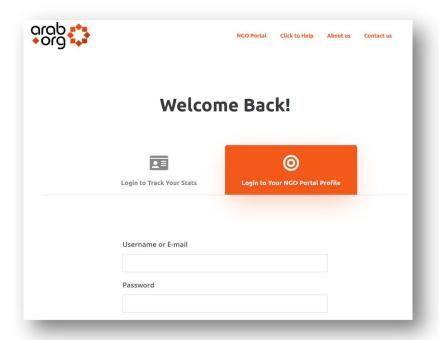


Then choose select **Add your organization** or click the following link directly: <a href="https://arab.org/directory/submit-your-organization/">https://arab.org/directory/submit-your-organization/</a>

## 2. Login (or Register)



To submit an organization, you must be a registered user. If you do not have an account (nor have a username and a password), then please register @ https://arab.org/register/

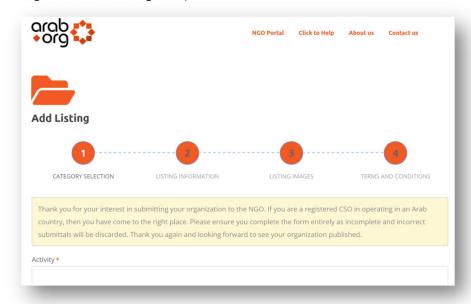




#### 3. Adding your organization

Arab NGO Directory is divided into 11 categories and 44 sub-categories.

Select a category and then a sub-category (you can later add more categories & sub-categories)



Follow the step-by-step instructions starting with category selection, listing confirmation, listing image and accepting the terms & conditions.

**Note**: Once reviewed & approved, our systems will automatically add your successful submission to country-specific listings for each Arab state and also categorizes in the specialized sections such as organizations involved animal rights, education, environment and women's rights.

Advocacy	Advocacy		Finance	
•	Civil Rights Human Rights Labor Rights		Funding Micro-Financing Trade	
	Legal Affairs	Food	A = = : = .	
	Media Peace		Agriculture Food Security	
Animals	Security		Hunger Nutrition	
Allilliais	Animal Welfare	Health		
	Hunting	ricattri	Ageing	
	Wildlife		Disabilities	
_	Conservation		Diseases and	
Development			Disorders	
	Cultural		Medical	
	Research		Patient Support	
	Social	People		
	Sports		Children	
	Sustainability		Elderly	
Education			Family	
	Skills Development		<b>Human Settlements</b>	
Environment			Indigenous People	
	Bio Diversity		Population	
	Conservation and		Women	
	Protection		Youth	
Faith-Based		Relief		
	Beliefs		Disaster	
	Ethics		Humanitarian	
	Religious		Refugees	



#### 4. Listing Information

Organization's Official Name\* Organization's Name in Arabic (الاسم في العربية) Organization's Name in another language (French?) Acronym (Abbreviation) Type\* Details\* Phone Number\* Fax\* Citv\* Address\* Region/Country\* Website Address URI: Link Text: Social Media (Instagram/Facebook/Twitter/YouTube) URL: Link Text: Contact Email\* ☐ Agree Terms & Conditions



Only after a review it will be approved otherwise modifications need to be made.

arab.org retains the right to accept or reject any submission at its sole discretion.

Submit your entry only once. Repeat identical submissions will be banned automatically by our systems.

This listing is for officially recognized and registered organizations only.

Organizations involved in spreading hate and/or instigating violence against anyone and/or organizations supporting the usage of weapons will not be approved.

The listing is a compilation of publicly available information. arab.org and The Olive Tree SAL do not sponsor or endorse in any way the organizations listed within the directory, nor their affiliates or sister agencies.

Listing on arab.org is a privilege and not a right and therefore it is left to the discretion of arab.org for approving or not approving listings.

Remember, your addition does not mean or reflect endorsement of any kind.

## Is your organization already listed? Claim it as your own!

If you're organization is already listed then you can claim it without having to re-enter a new entry & take full control by simply clicking on <a href="Listing">Claim This Listing</a> above your existing entry. Ensure you use a relevant email address as ones @gmail.com or @hotmail.com will not be recognized.

# What if you want to delete your organization?

☐ Click on the reCAPTCHA (robot checker)

If you've created or already claimed your entry successfully, then a delete button will appear on its page allowing you to remove it from our systems.

Need further assistance? Contact us @ https://arab.org/contact-us