# **Creating Organizations**

#### Security Note

In order to use this feature, your 25Live user must have appropriate permissions (Administrative: 16.0 *Create and Copy Organizations*) in **Group Administration**.

### Create a New Organization

#### 1. Go to Search

To create a new organization, use the Search link in the 25Live More menu to navigate to the search page.

tive ⊟⊸ 25Live	🕜 Event Form 🔋 Tasks Jane Smith 📃 More
	Image: The Search link can be found in the 25Live More menu.
	Home: 25Live
	Navigate to  List
	Calendar
	Availability
	Search
	Meeting Pattern Grid
	Optimizer Effective Dating
	Reports
	Publisher
	System Settings
	User Settings
	Image: Use the Search link in the More menu.

#### 2. Select Organizations From the Select Object Dropdown

#### 3. Click Create New Organization

Below the organization search bar, click Create New Organization

#### CollegeNET Series25 Help and Customer Resources

Select Object: 🔥 Organizations 🗸 Saved Searches (optional) 🗸			
Quick Search Advanced			
Search Organizations × 🤅			
() Hintl Type :: to use SeriesQL. Create New Organization Reset   Save As Search			
Types + Categories +			
Image: Users with sufficient permissions will see the Create New Organization button below the Organizations search.			

## 4. Enter an Organization Name and (Optionally) an Organization Title

Create Organiza	ion	
Organization Nan	• Organization Title	
	Add Organization	
e	Create New Organization   Reset   Save As Search	
	Image: Fill out the Create Organization form fields and press Add Organization.	

#### 5. Save by Selecting the Add Organization Button

The organization will be saved with the default security settings configured in Group Administration.

After saving, you will be routed to the Organization Details page. There, you can view or edit associated information for your new organization.