Personalising your Organisation

Once you have **logged in**, you have the option to **personalise** your organisation by **adding a logo**. To do this

1. **Hover** your mouse over your **name** in the top right hand side of the screen and a **drop down** list will appear.
2. Select "**Administration Panel**".
3. You should be taken automatically to the "**Organisation**" section of the **Administration Panel**.
4. Underneath "**Organisation Logo**", click "**Add Logo**".
5. Find the **image** from your files and click to **upload**.

The **image** should now be set as your **logo** and will now sit at the top left hand side of your screen.