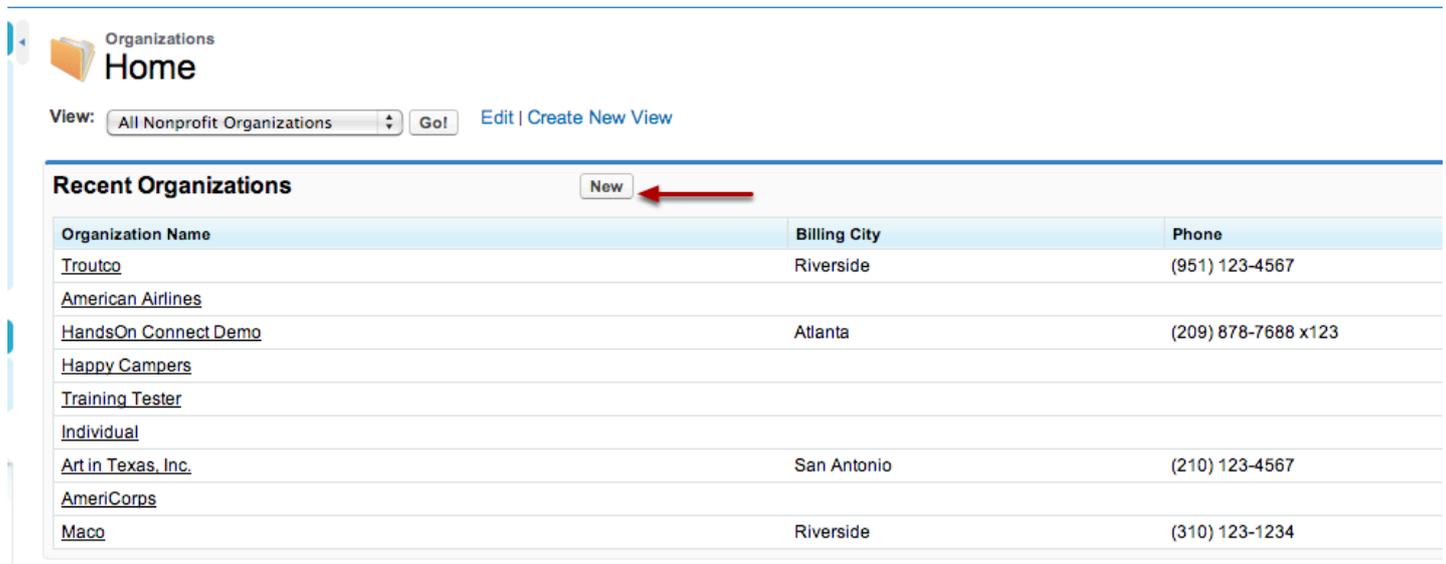


# Creating a New Organization - (selecting the organization record type)

If you wanted to add a contact to the system from a business card, for an organization that isn't already in your database, the best practice would be to create the organization first.

That way - when you create the contact record, you'll be able to associate the contact with your newly created organization record.

**To create a new organization record, click new from the Organization home page:**



The screenshot shows the 'Organizations Home' page. At the top, there is a 'View:' dropdown menu set to 'All Nonprofit Organizations', a 'Go!' button, and links for 'Edit' and 'Create New View'. Below this is a section titled 'Recent Organizations' with a 'New' button highlighted by a red arrow. The table below lists several organizations with their names, billing cities, and phone numbers.

Organization Name	Billing City	Phone
<a href="#">Troutco</a>	Riverside	(951) 123-4567
<a href="#">American Airlines</a>		
<a href="#">HandsOn Connect Demo</a>	Atlanta	(209) 878-7688 x123
<a href="#">Happy Campers</a>		
<a href="#">Training Tester</a>		
<a href="#">Individual</a>		
<a href="#">Art in Texas, Inc.</a>	San Antonio	(210) 123-4567
<a href="#">AmeriCorps</a>		
<a href="#">Maco</a>	Riverside	(310) 123-1234

# When you create a new organization record, you can choose whether they are a nonprofit or business record.

New Organization  
**Select Organization Record Type**

Select a record type for the new organization. To skip this page in the future, change your record type settings on your personal setup page.

**Select Organization Record Type**

Record Type of new record

- Business
- ✓ Nonprofit

Continue Cancel

### Available Organization Record Types

Record Type Name	Description
Business	This record type is to be used to identify all for-profit organizations.
Nonprofit	This record type is to be used to identify all nonprofit organizations.

Select either "Business" or "Nonprofit" from the picklist and click Continue to create a new, blank organizational record.

As we mentioned earlier - there is also an "individual" organizational record type -- but its been hidden from you so you don't accidentally create a second organization of type "Individual"

**Note:** Be sure to never delete the record for the one organization named **Individual**.