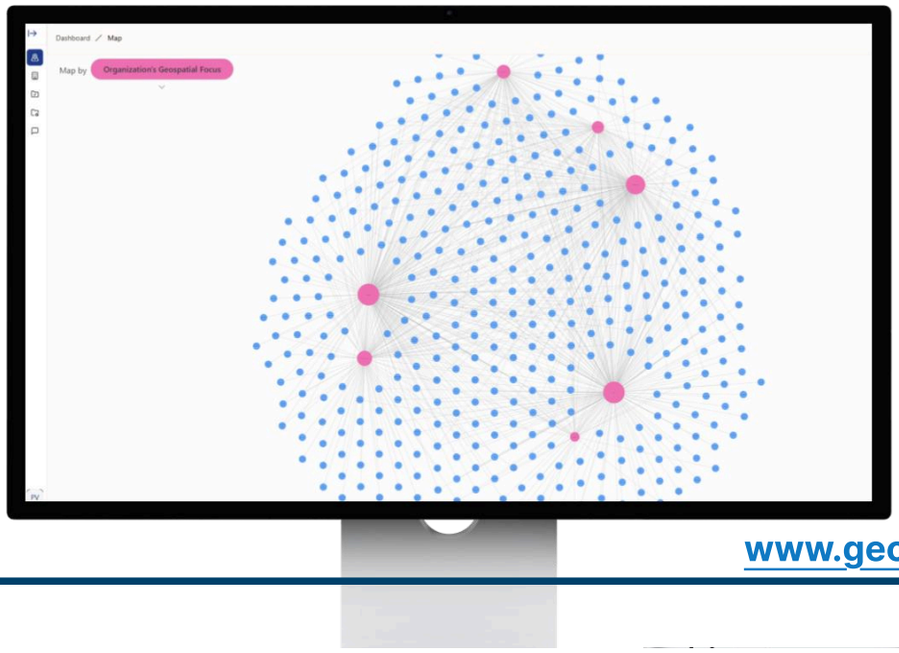
Geo-Rolodex Onboarding User Guide



www.geo-rolodex.com

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1. Invited Organization Contact Person Onboarding

1 Click the **Access** button in your invitation mail

Dear

We are pleased to inform you that has been added to Geo-Rolodex, the central directory of geospatial organisations across LMICs.

You have been identified as the primary contact person responsible for verifying your organisation's information and activating its profile on the platform.

Please click the link below to begin your verification and onboarding process:

Through this platform, your organisation will gain visibility among funders, policymakers, and peers working across Africa's geospatial ecosystem.

Access Geo-Rolodex and Verify Organisation

or

Copy and paste the link below into your browser

https://www.geo-rolodex.com/accept-invitation?token=vfsgu9uebej0a5szrzbkjrzz6k64iztr&email=

This invitation will expire on 11/28/2025.

If you have any questions or did not authorise this addition, please contact our support team at geo-rolodex@policyvault.africa .

Best regards,
The Geo-Rolodex Team

2 An email will also be sent to your organization's email to inform them

Dear

Your organisation has been added to Geo-Rolodex, a curated platform that enhances visibility and coordination across the geospatial community in LMICs.

Your designated contact person is:

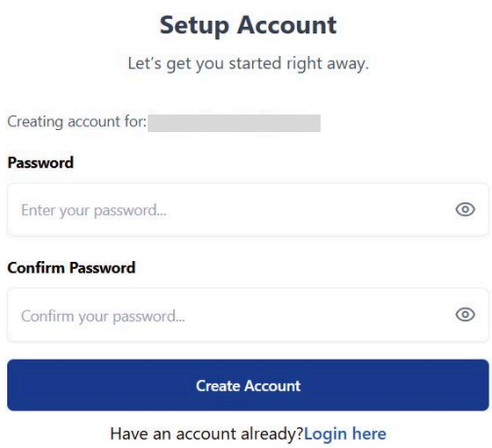
They have received an invitation to verify and activate your organisation's profile on the platform. Please confirm with them to ensure your organisation's details are validated and up to date.

Once verified, your organisation will appear on Geo-Rolodex, making your projects and expertise visible to collaborators, funders, and policymakers.

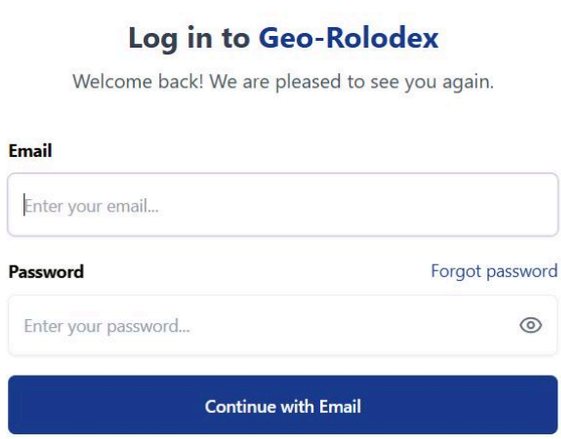
If this information appears incorrect, or you wish to opt out, please reach out to geo-rolodex@policyvault.africa .

Best regards,
The Geo-Rolodex Team

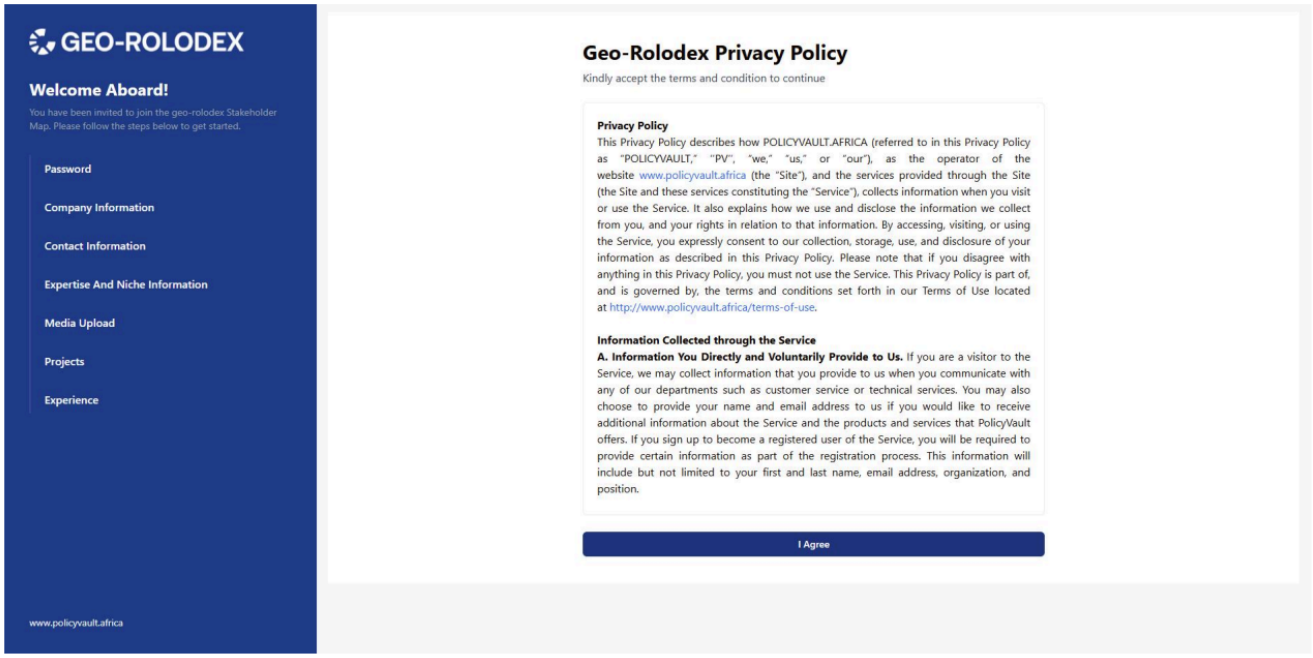
3 Set your password and click **Create Account**



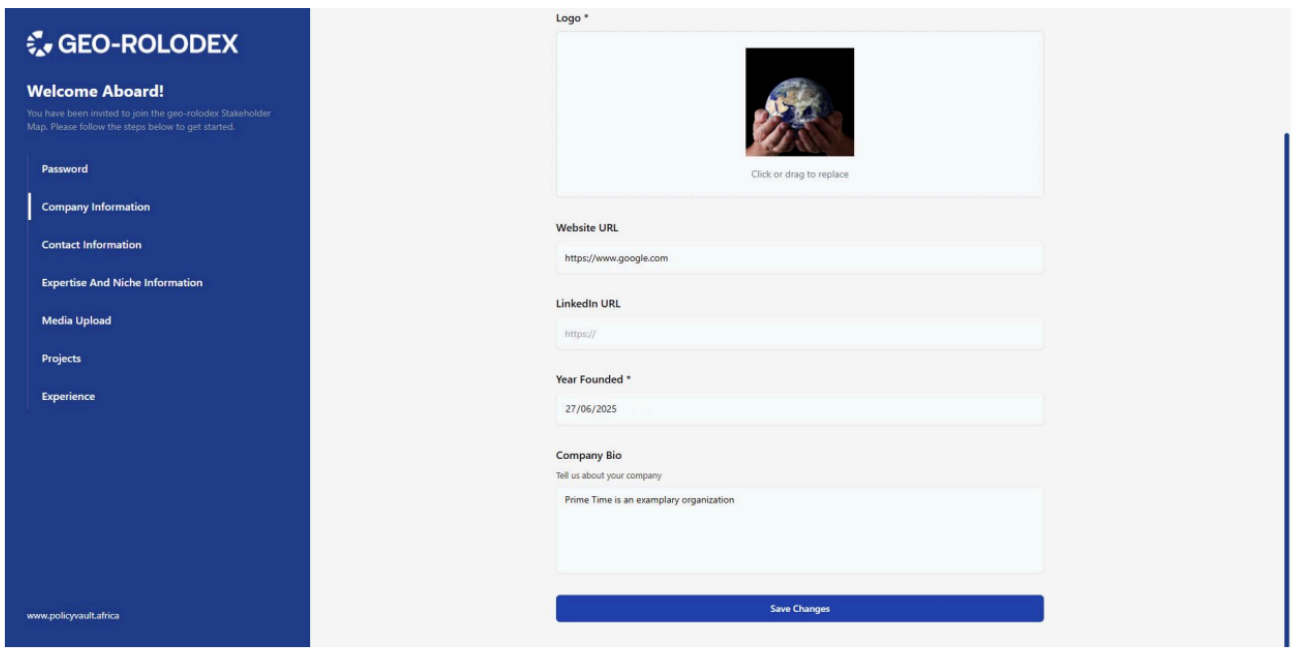
4 You will be redirected to the log in screen, fill in your details and click **Continue with Email**



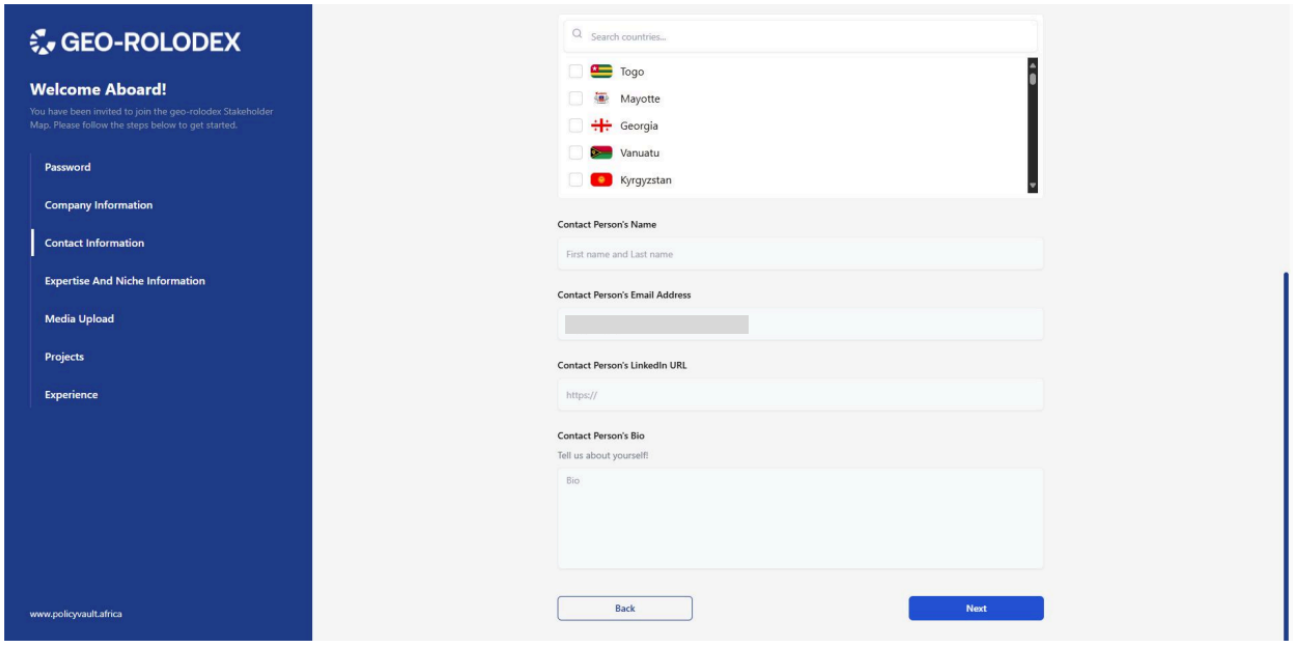
5 Click **I Agree** after reading through the privacy policy



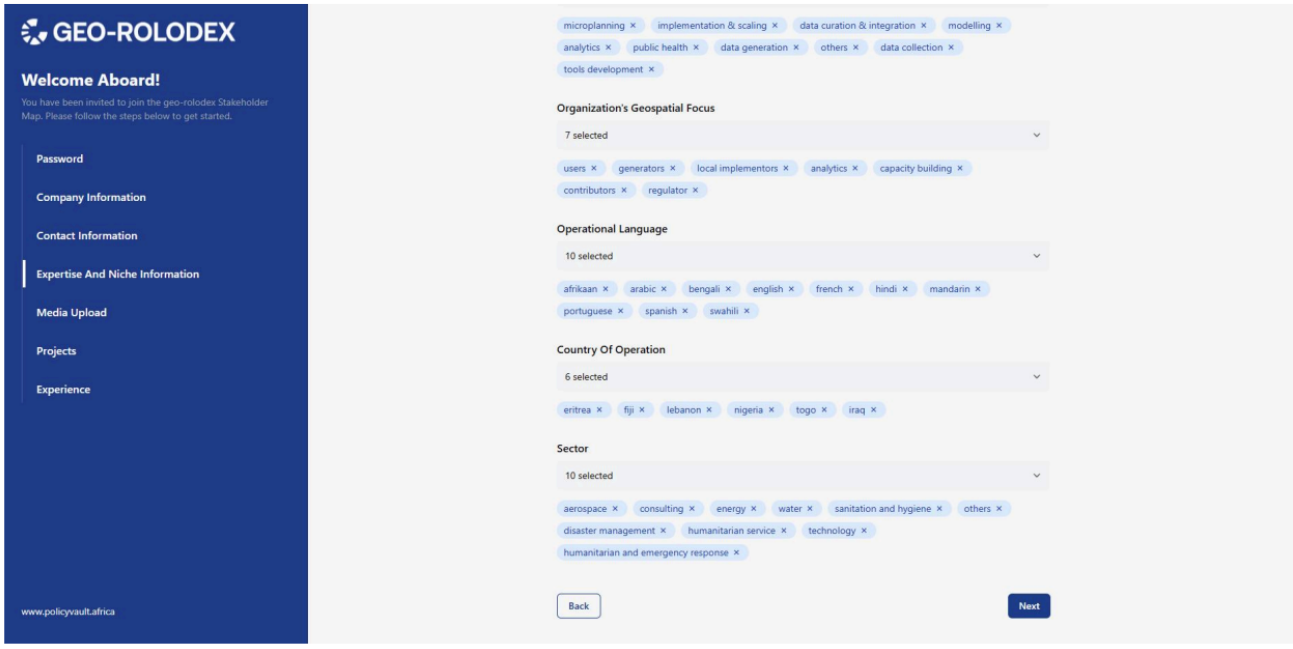
6 Input your organization's information and click **Save Changes**



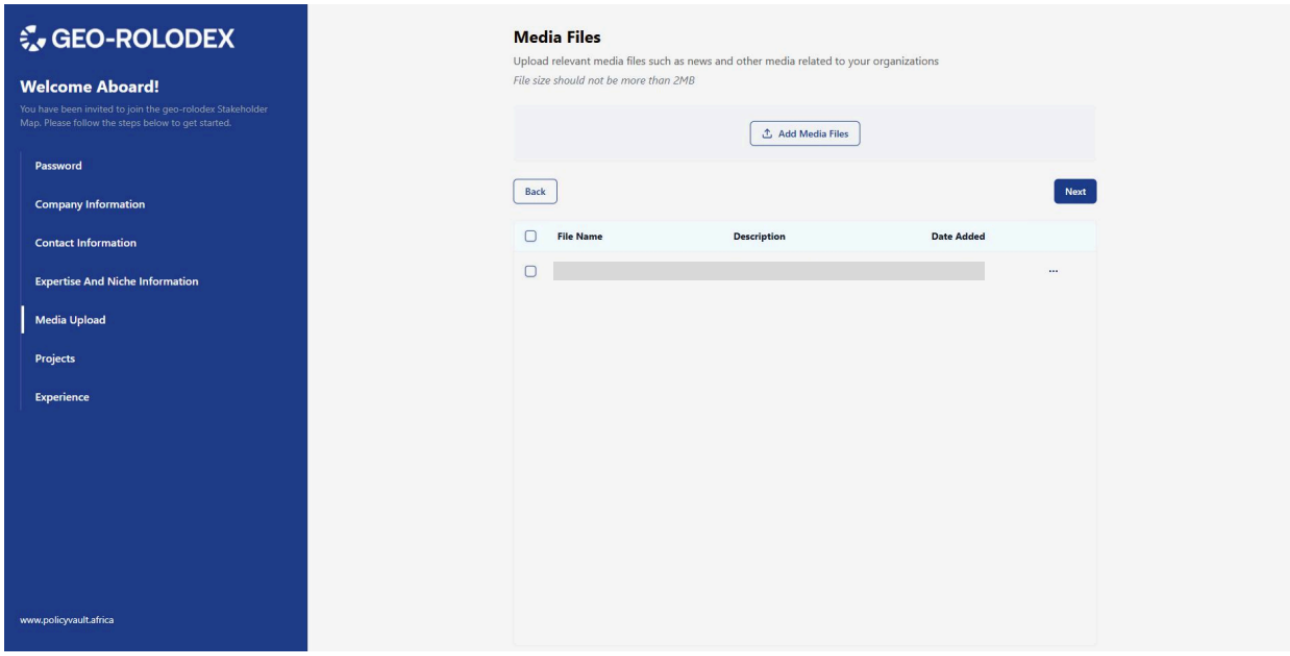
7 Input your organization's contact information and click **Next**



8 Input details about your organization's expertise/niche and click **Next**



9 Input link to media about your organization (if available)and click **Next**



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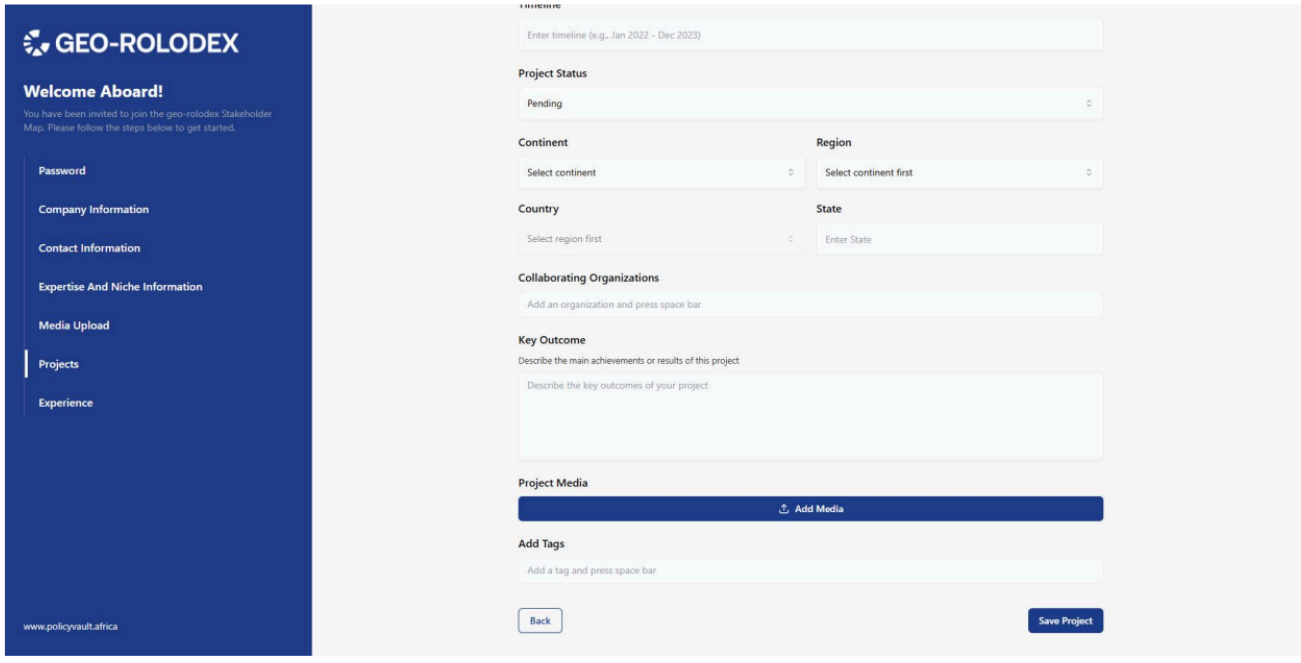
10 Input details about any of your organization's projects and click **Save Project**



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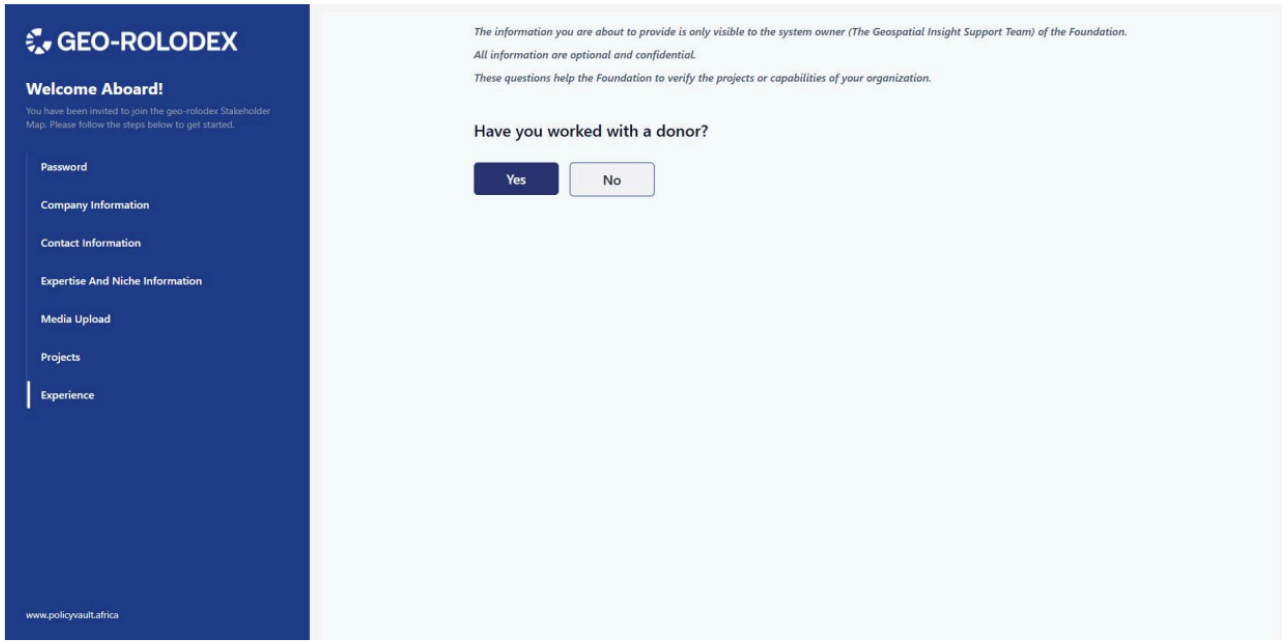
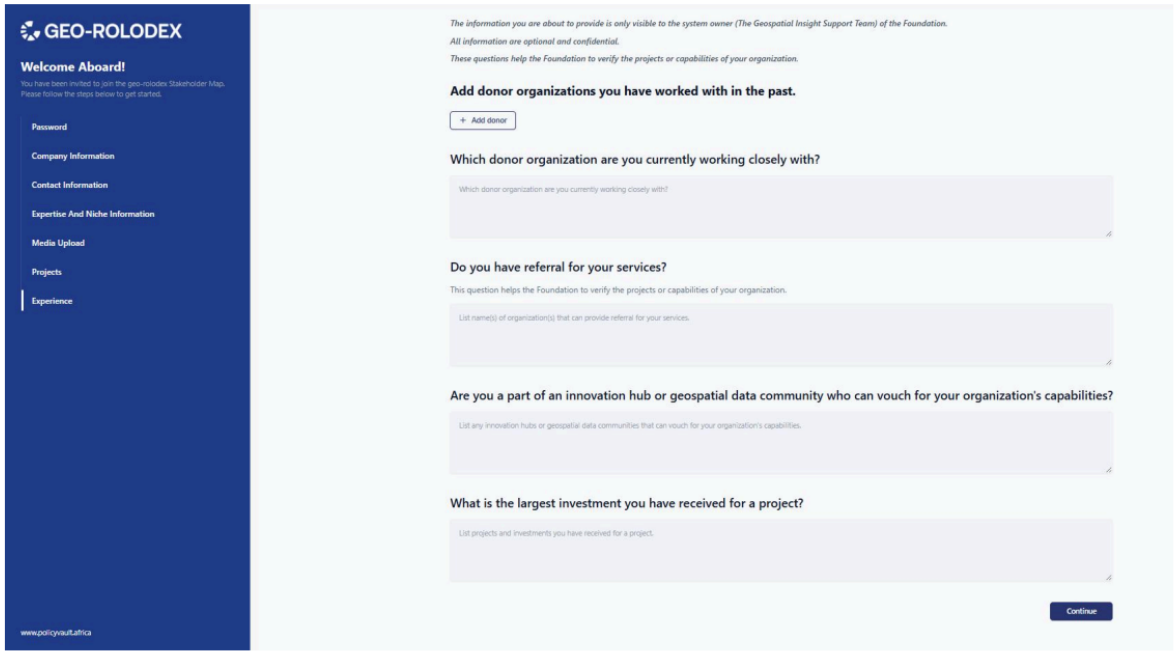
11 Specify if you have worked with a donor in the past. Select **Yes or No**



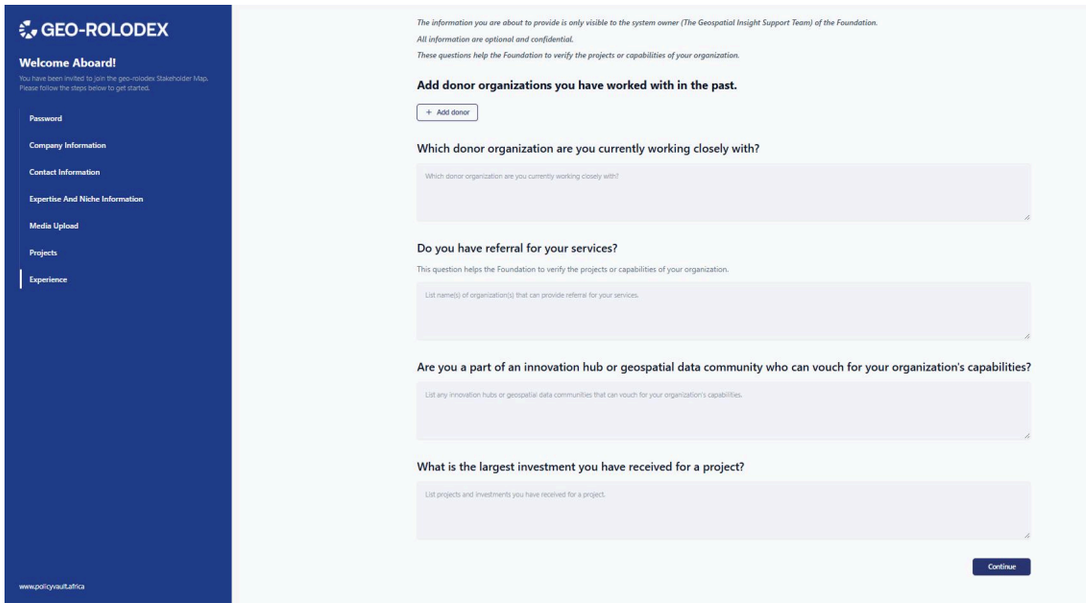
14

12 If you have not worked with a donor in the past, select **No**

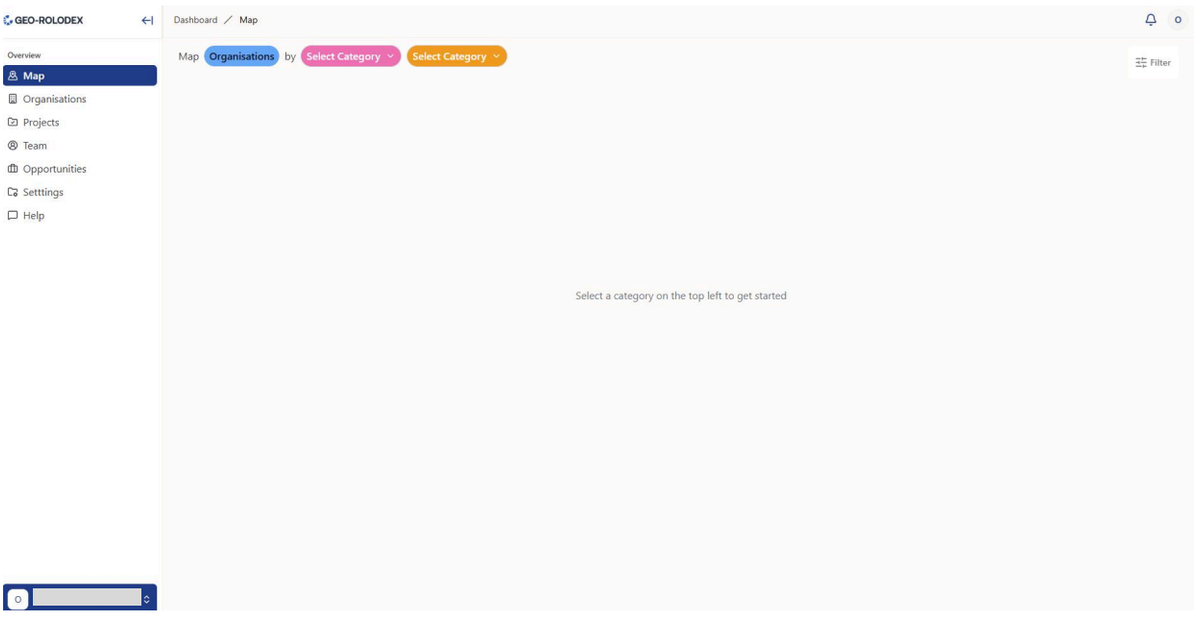


15

13 If you have worked with a donor in the past, fill in the required information and click **Continue**



14 You will be redirected to the dashboard. You can skip to page 24 to proceed.



2. Invited User Onboarding

1 Click **Join** in your invitation mail

Hello

You have been invited to join on Geo-Rolodex. This invitation was sent by your organisation admin,

Your assigned role:

To accept this invitation and set up your account, click below:

Join Geo-Rolodex

or

Copy and paste the link below into your browser

https://staging-stakeholder-frontend-c3xli.ondigitalocean.app/register?token=pksydry9ucbtatljmqay7yzta68gq41j&email=

This invitation will expire on 12/16/2025.

If you do not recognise this organisation or believe this was sent in error, please disregard this email.

We are excited to have you onboard as part of the growing Geo-Rolodex community.

Kind regards,
The Geo-Rolodex Team

2 Set your password and click **Create Account**

Setup Account

Let's get you started right away.

Creating account for:

Password

Enter your password...

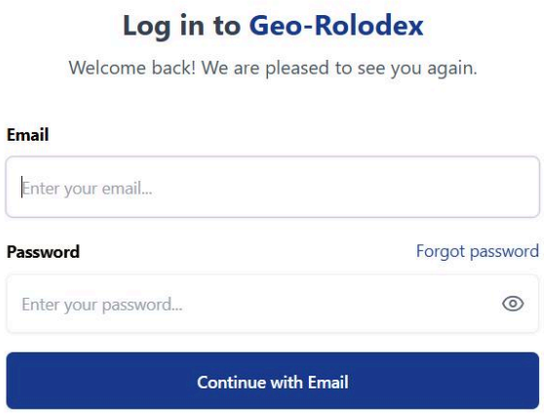
Confirm Password

Confirm your password...

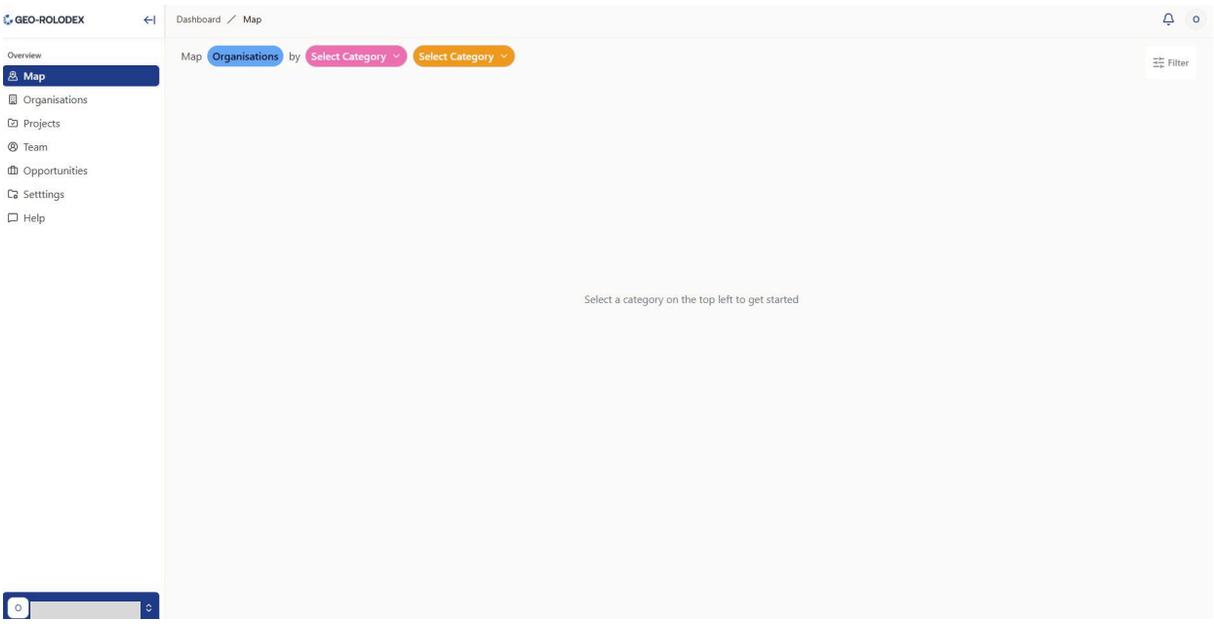
Create Account

Have an account already?Login here

3 You will be redirected to the log in screen, fill in your details and click **Continue with Email**

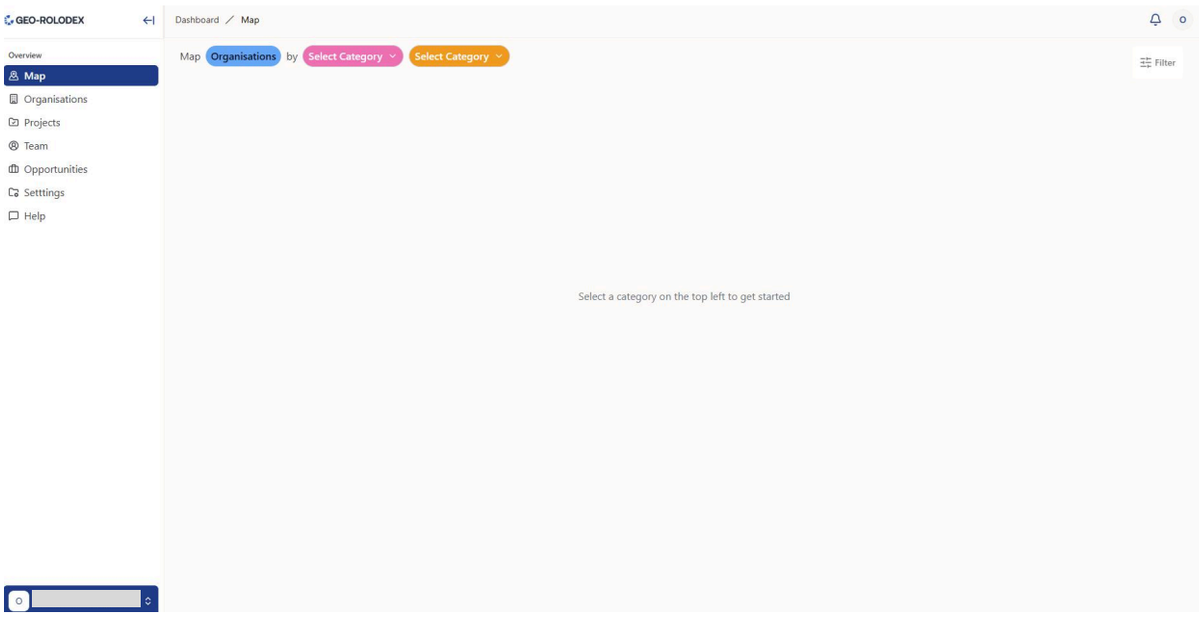


4 You will be redirected to the dashboard. You can navigate to page 24 to proceed.

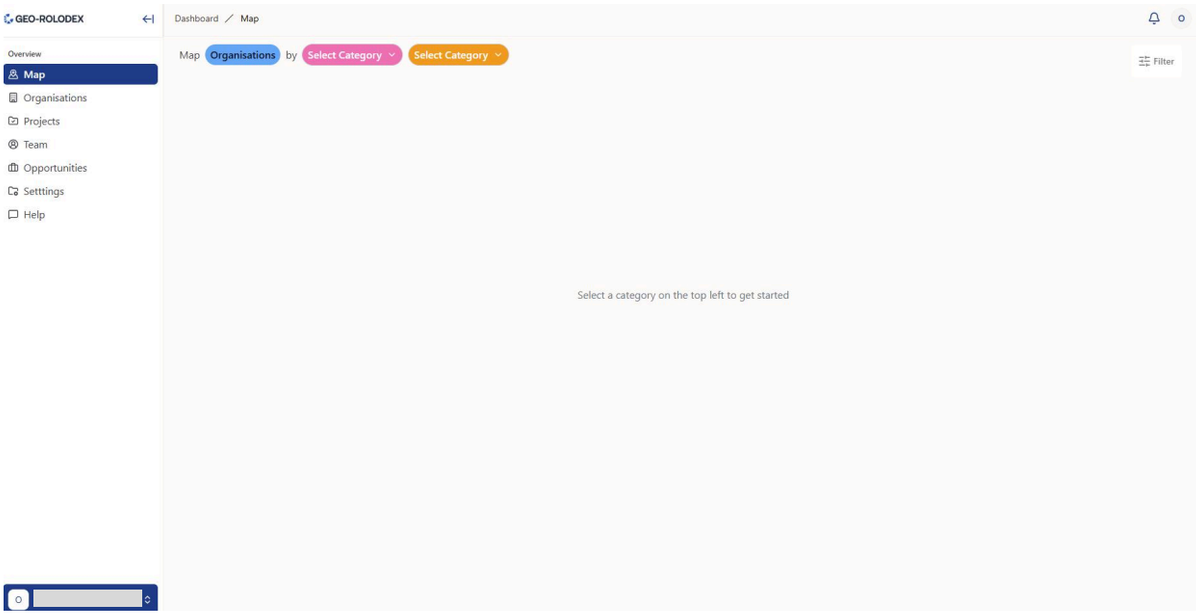


3. Mapping System Guide

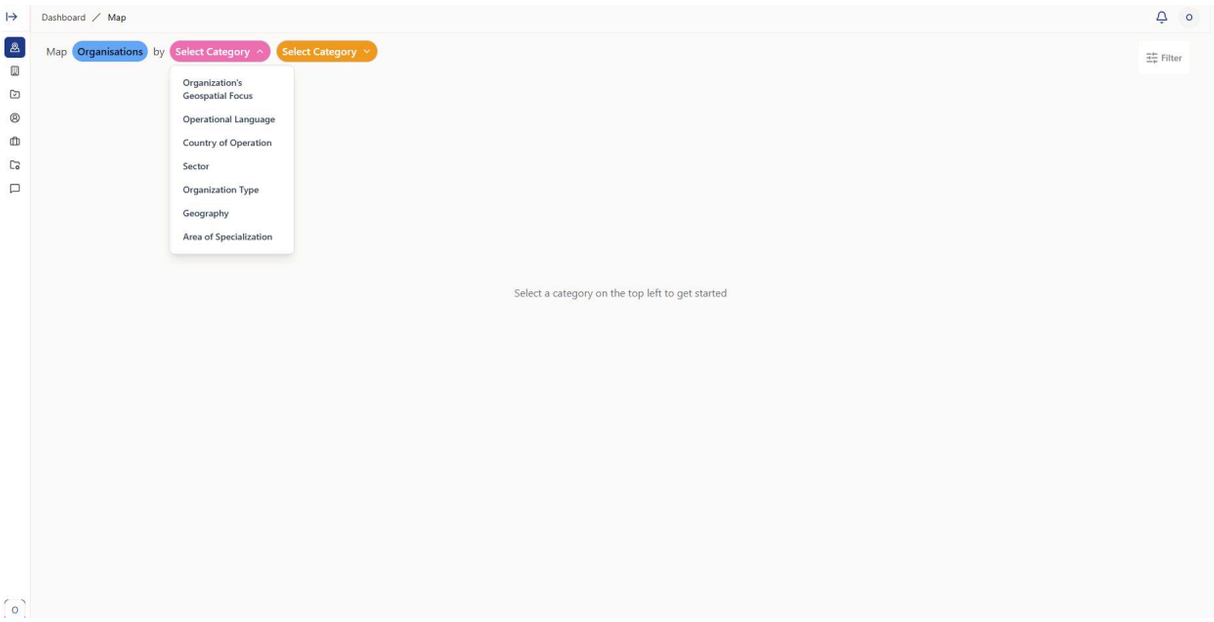
1 This is the platform dashboard. You are on the map page.



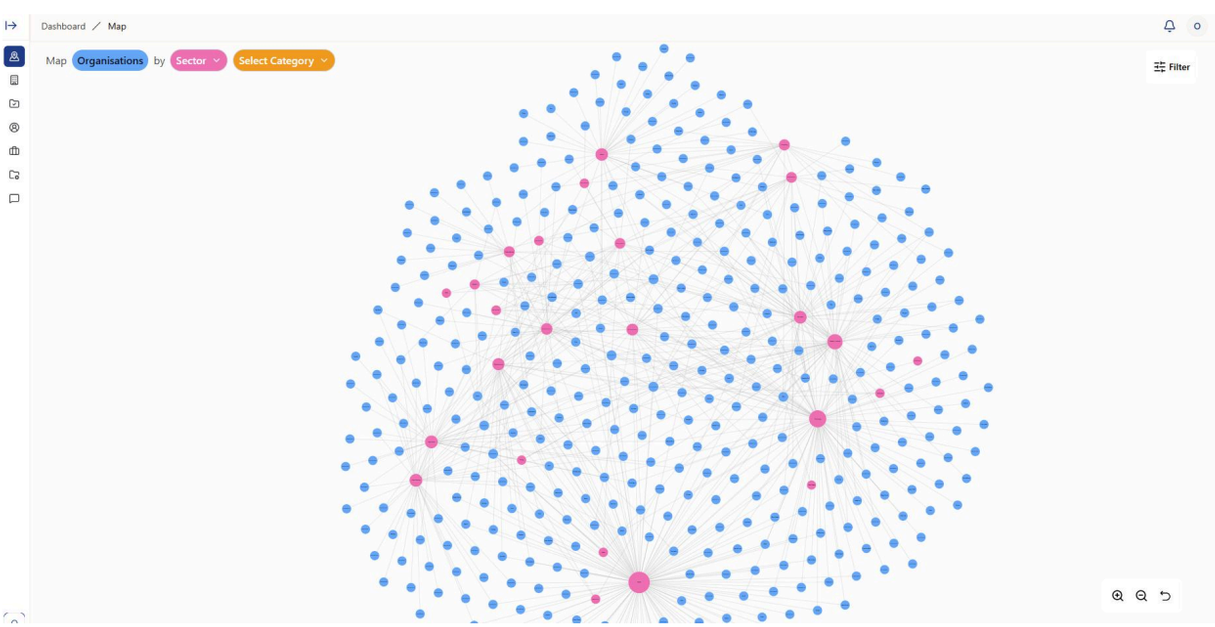
2 You can map organisations by 1 or 2 different categories.



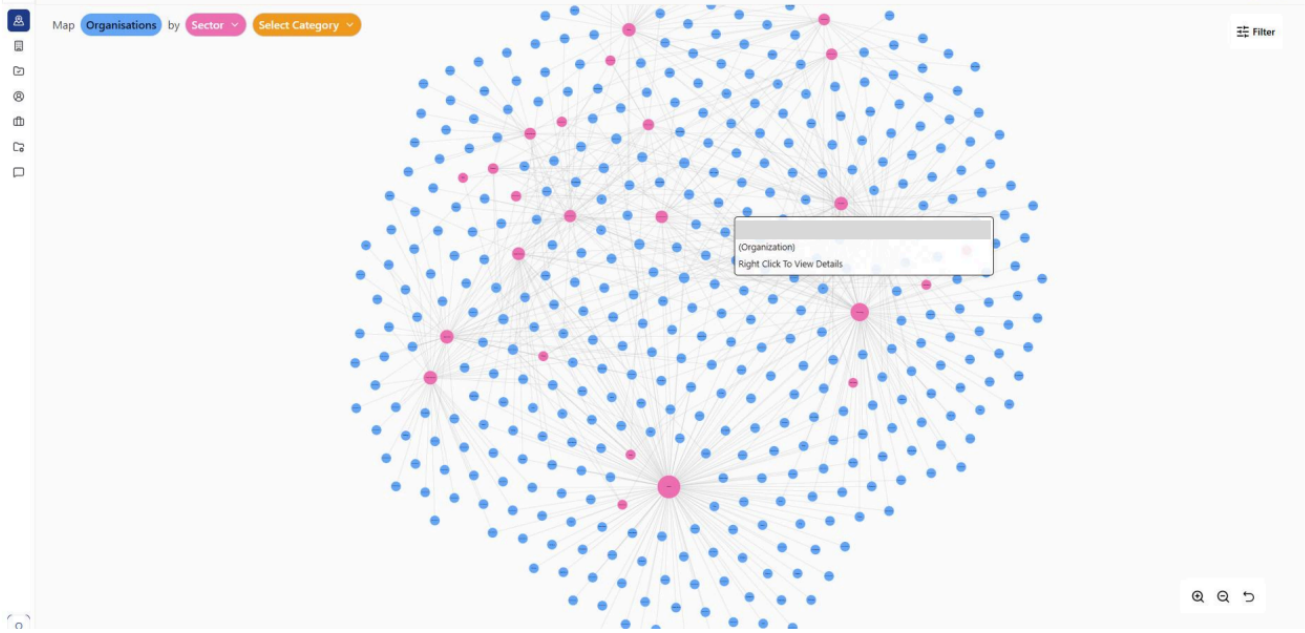
3 To map organisations by a category, click on ‘Select Category’ to view the category drop down and select your preferred category.



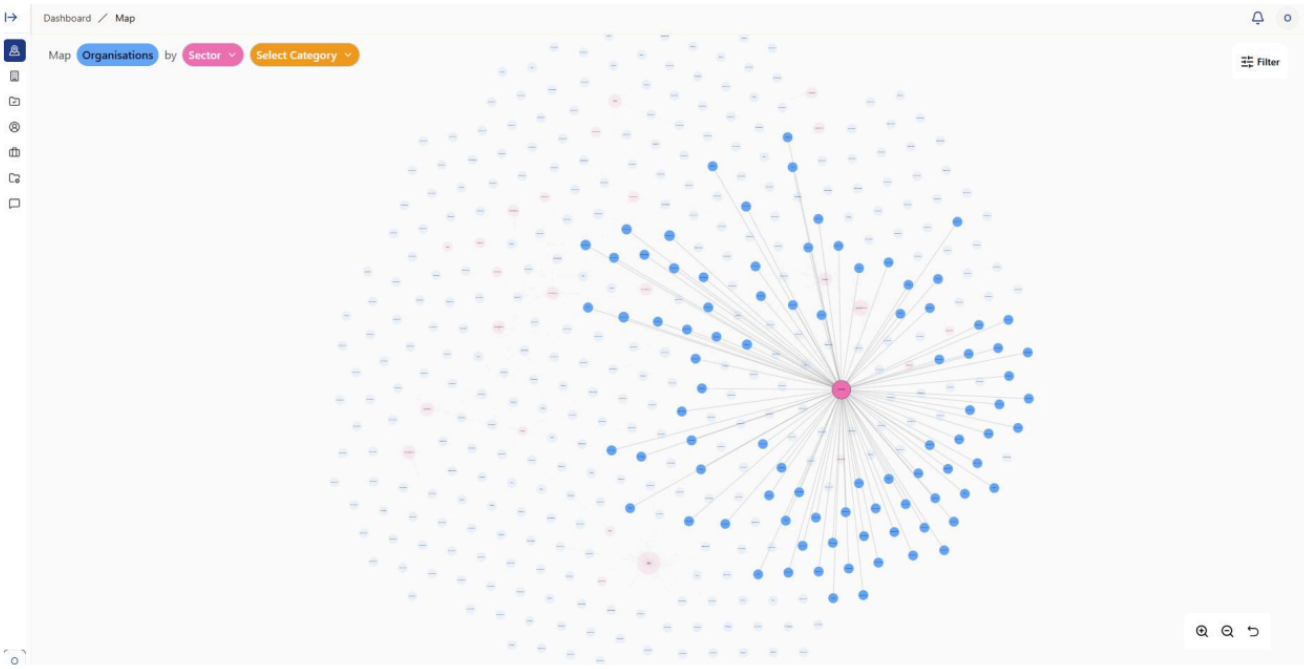
4 The organisations are in blue and the selected category (Sector) is in pink.



5 Hover on the items to view the organisation or category name.

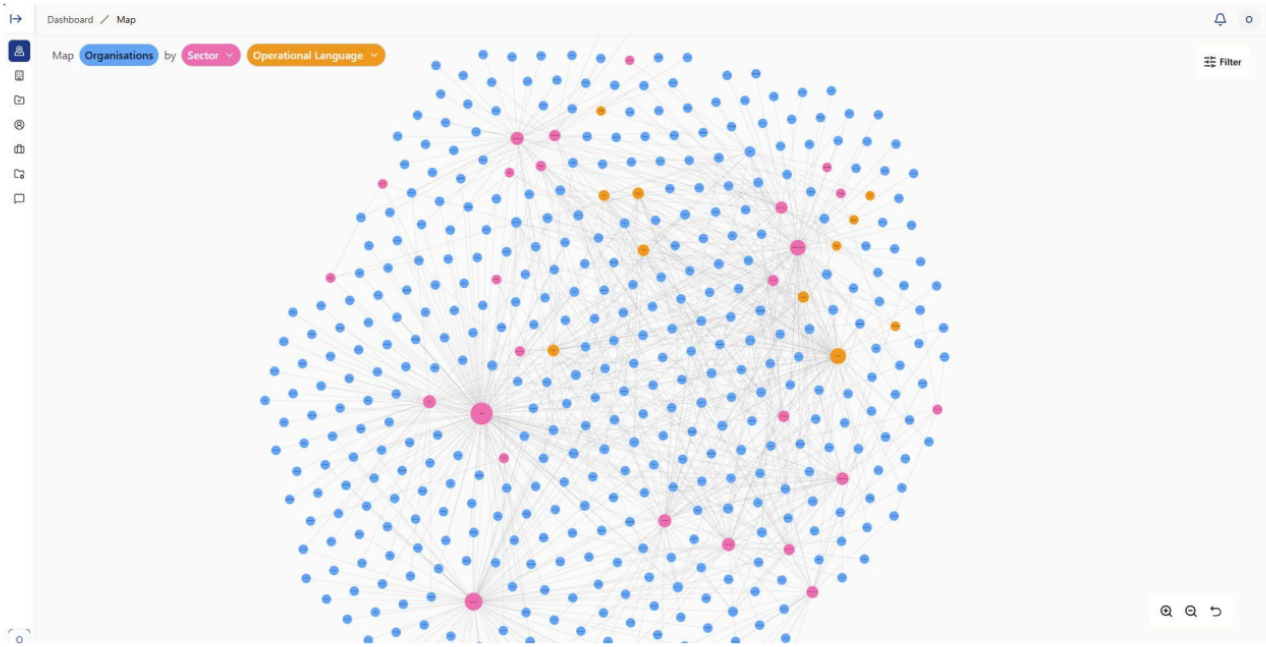


6 Click on an organisation or category to see connections specific to it within the selected parameters.

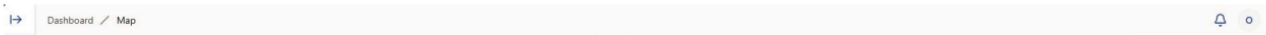


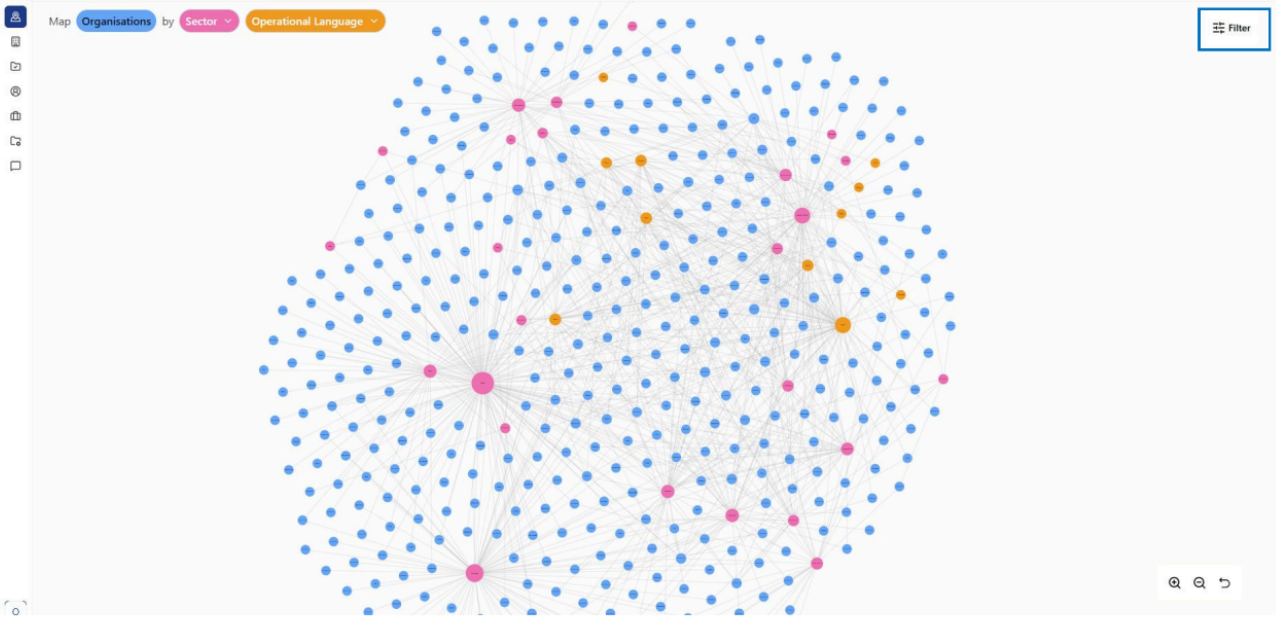
7 Right click on an organisation to view more information about the organisation.

8 To view 2 categories, select a category (operational language) and it is mapped in orange.

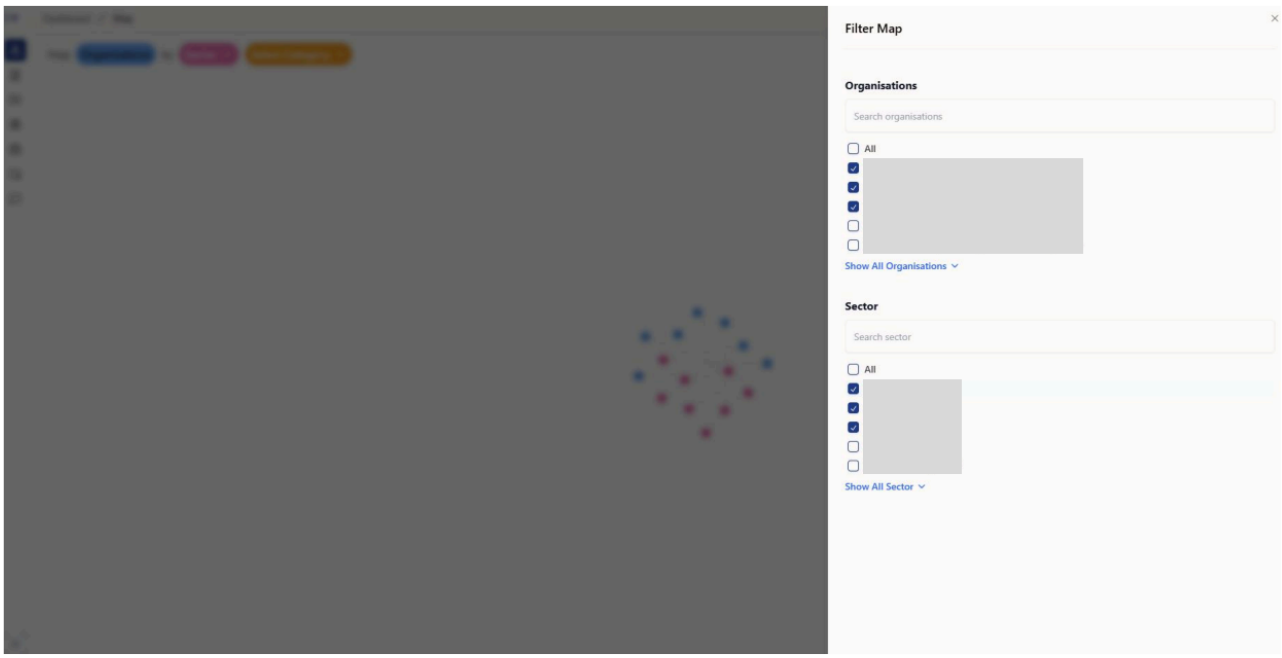


9 To further configure your map view, click on filter.

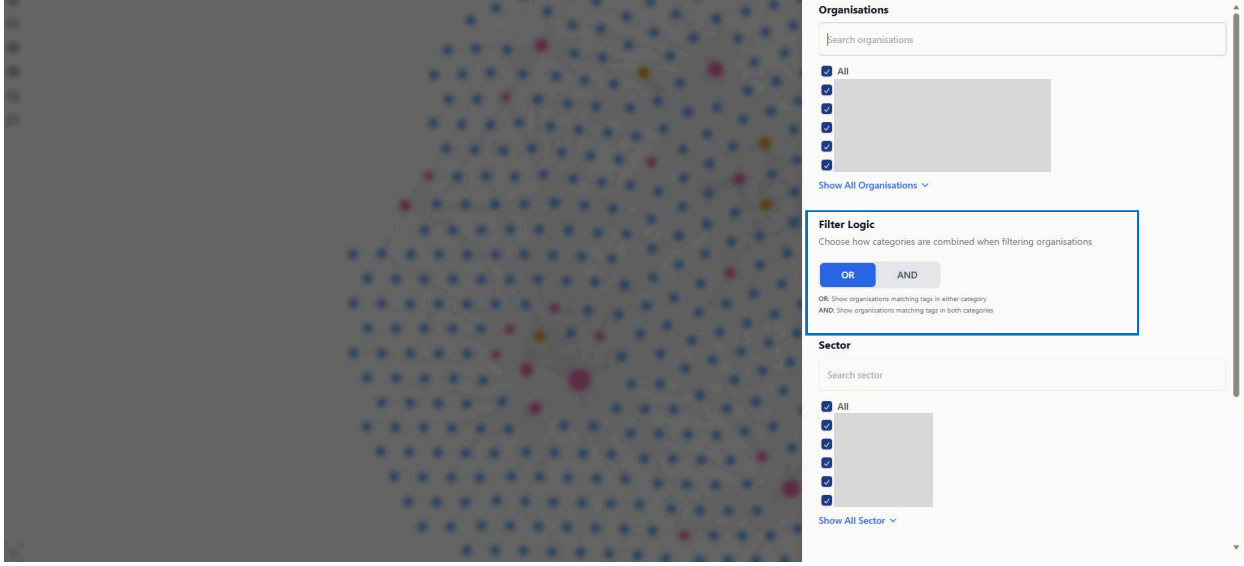




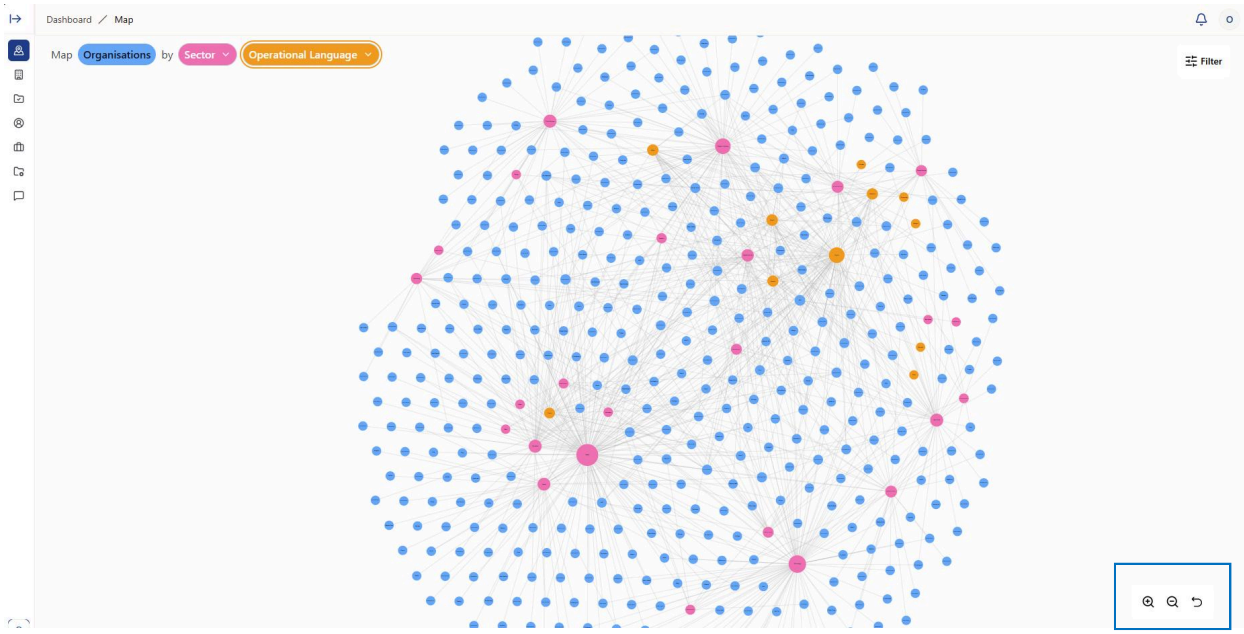
10 You can click on specific organisation(s) or Sector(s) to filter down your map view



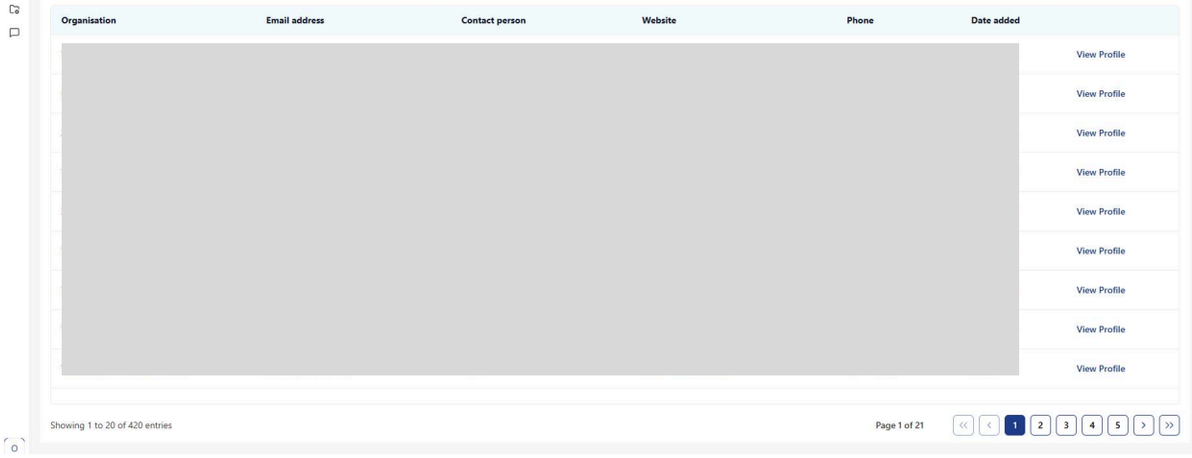
11 For 2 category maps, you also can select and/or to help with your filteration.



11 You can manually zoom in on the map with the zoom control buttons



12 On the Organisations page, you can view all organisations on the platform.

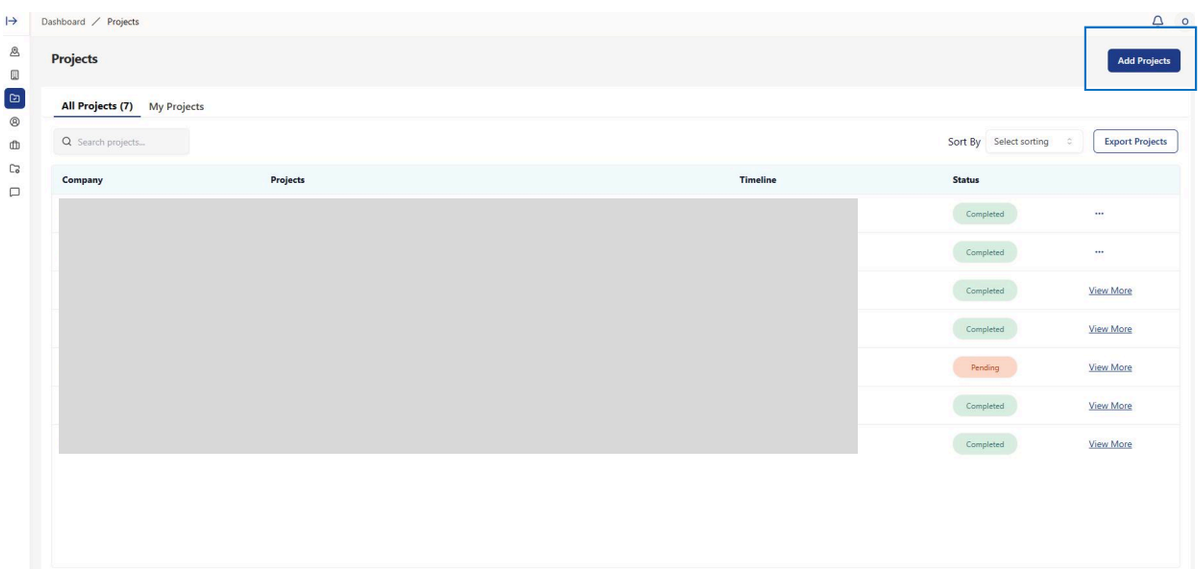


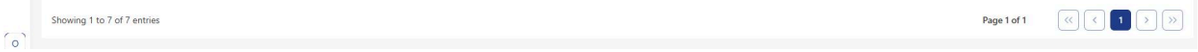
13

On the Projects page, you can add projects you have worked on or are working on as well as view those uploaded by other organisations.

14

To add a Project, click on the ‘Add Projects’ button.





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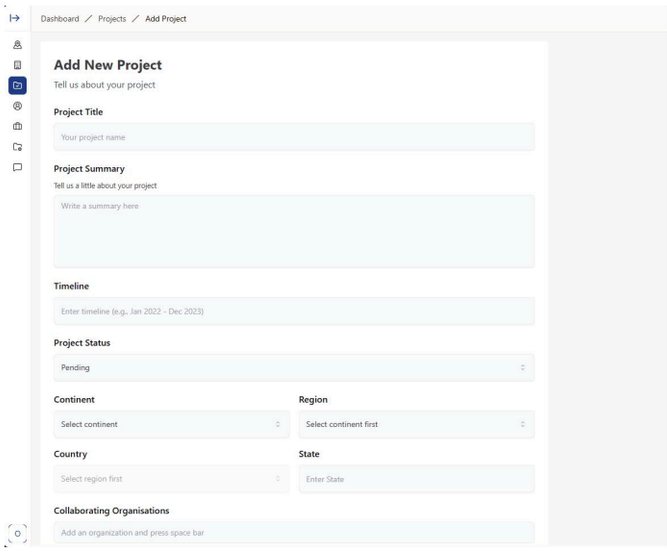
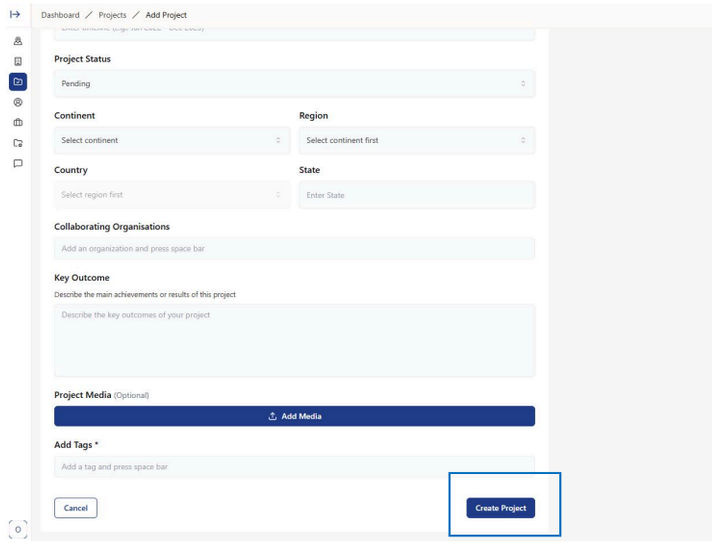
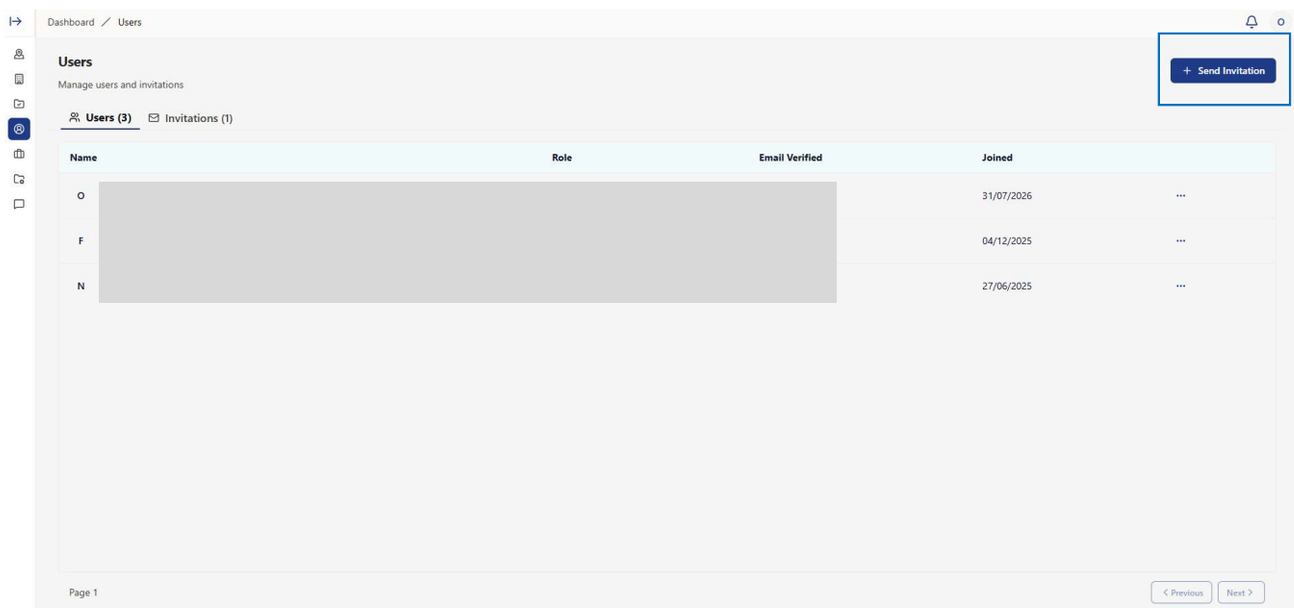
15 Fill in details of your project and click **Create Project**.





39

16 As an Organisation admin, you can invite members of your organisation as users on the platform by clicking **Send Invitation**.



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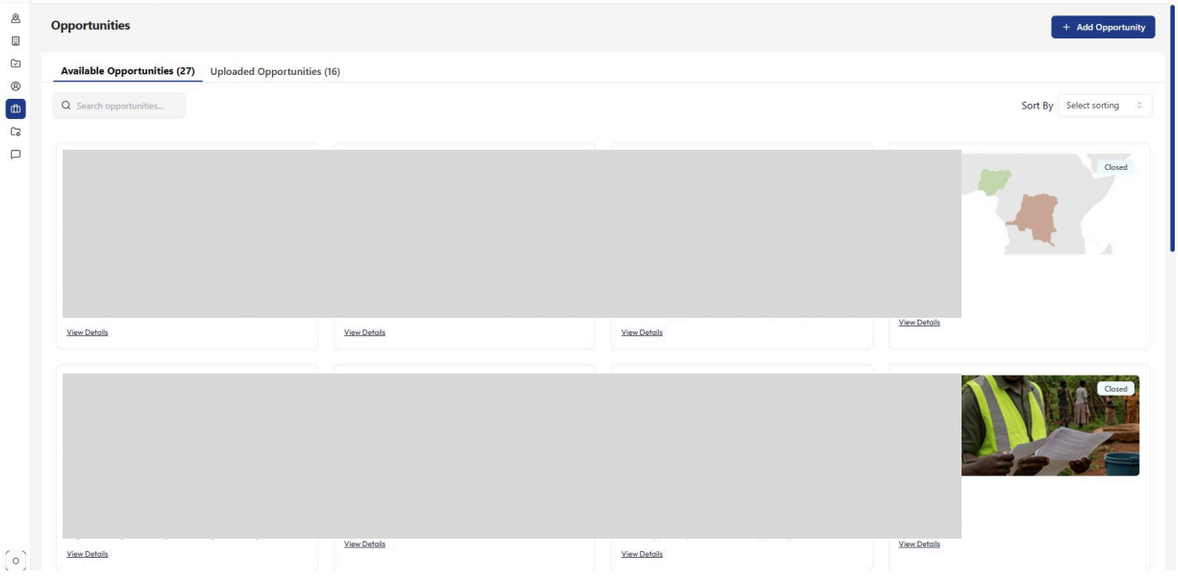
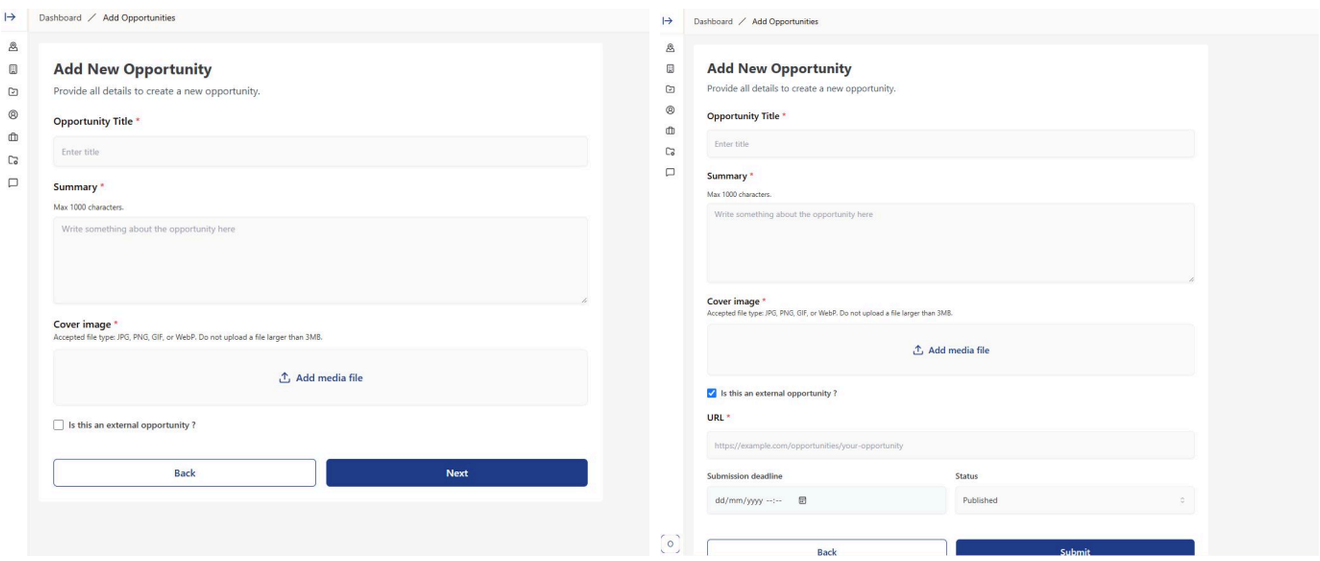
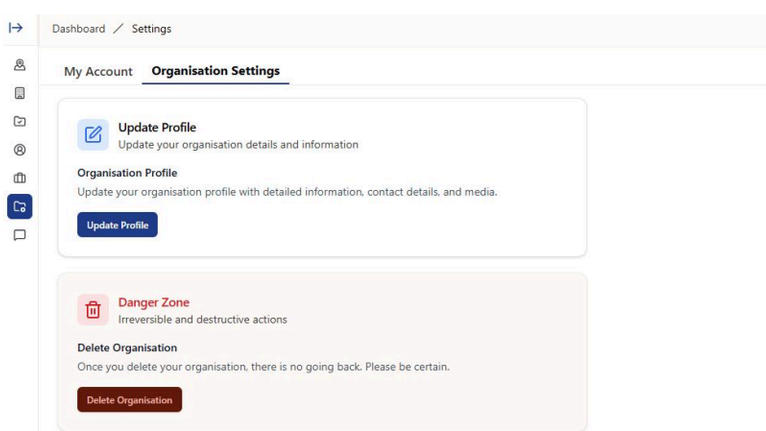
17 On the Opportunities page, you can share collaboration opportunities, funding calls, and other relevant opportunities with organisations on the platform. You can also browse opportunities shared by others and express your interest in collaborating.



18 Fill out the relevant fields and click on **Next** or **Submit** as required.



19 As an Organisation admin, you can update your organisation profile or delete it from the platform.



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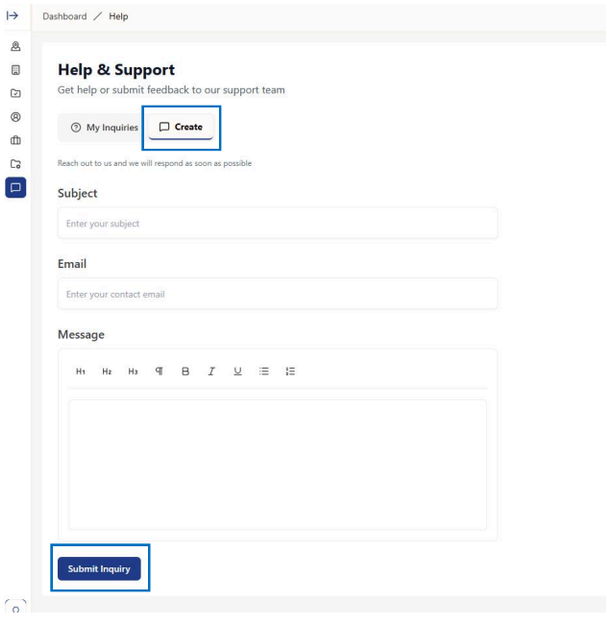
On the Inquiries page, you can send queries or questions to the Platform admin.

21

To create an inquiry, click on **Create**, fill in the required fields and click on **Submit Inquiry**.



Help & Support

Have questions or need to report an issue using the platform? We've got you covered.

Contact support at *geo-rolodex@policyvault.africa*

www.geo-rolodex.com