

# Using the URL Shortener

## Creating a Shortened Link

1. Once you are logged into your URL Shortener page, you will see on the home page a long field to input the URL you would like to shorten. Keep the **https://** when you are copying and pasting your long link into this field.
2. In the Customize link field you can choose the characters that go after **isn.isoc.link/** for the shortened link. We recommend using something short, descriptive, but still easy to remember. For example **isn.isoc.link/donate** or **isn.isoc.link/welcome-dinner**.
3. You can click **Check Availability** to see if the short link is valid or it isn't already in use.
4. Once you are happy with your short link, click **Shorten**.
5. Here you can copy your new short link to put on social media captions, posters, or share on WhatsApp. You can even generate a QR code that can be printed or placed onto posters.

## Modifying, Disabling, and Deleting Links Through the Admin Dashboard

1. Click on your username in the top right.
2. Click **Admin**.
3. Here you can see a list of all existing shortened links. From here you can copy them, generate QR codes, edit the target link, see how many clicks each link has received, disable, or delete links. We recommend deleting links that are no longer in use.

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Revision #2

Created 16 August 2023 22:10:26 by Admin

Updated 25 September 2023 18:45:00 by Admin