

COMMUNITYREACH AI

Community Registration Manual

Register, verify and grow your community.

Manual Registration Pack · Version 2.0 · July 2026

The LinkedIn of Communities.

This document is confidential and intended solely for the applicant identified below.

Welcome to CommunityReach AI

This manual guides you through registering your community — school, faith group, association, WhatsApp group, NGO, sports club, digital community, or municipality — with CommunityReach AI. Once registered and verified, your community earns a Community DNA™ profile, joins the Community Universe™, and unlocks Trust, Health, and Growth scores that attract vetted brand partnerships.

Complete each section in ink. Attach supporting documents where indicated. Your CommunityReach Field Representative or partner will digitise the pack and confirm submission within 5 business days.

1. Community Identity

Community full name	
Trading / short name	
Community type	School / Faith / NGO / Sports / Digital / Municipality / Other
Year established	
Estimated members	
Primary language(s)	
Website / social handle	

2. Primary Contact & Leadership

Primary contact name	
Role / title	
Mobile / WhatsApp	
Email	
Secondary contact	
Secondary contact role & phone	

3. Location & Reach

Physical address	
Suburb / township	
City	
Province	
Country	

Areas served (radius / list)	
Online-only?	Yes / No

4. Community Activities

Tick or list the activities that best describe your community's work.

- Regular events, gatherings or services
- Announcements & newsletters
- Volunteer programmes
- Youth / education programmes
- Health, wellness or social outreach
- Business / entrepreneurship support
- Sport, arts or cultural programmes

5. Trust & Verification Documents

Attach copies of the following. Originals are not required — clear photographs are accepted.

- Founding/registration document (NPO cert, PBO cert, church constitution, school registration, group charter)
- Proof of address (utility bill, lease, municipal letter)
- ID of the primary contact
- Optional: recent event photos, member roster excerpt, media coverage

6. Partnership Preferences

Categories you welcome	e.g. Retail / FMCG / Financial / Health / Education
Categories to exclude	e.g. Alcohol / Gambling / Political
Preferred languages for campaigns	
Average member reach per campaign	

7. POPIA & Data Consent

By signing this manual, the community authorises CommunityReach AI to process the information above solely for verification, matching and reporting purposes described in the Community Terms of Service. Personal information is stored securely, is never sold, and is shared with brand partners only in aggregate or after explicit approval.

8. Declaration & Signatures

I confirm the information provided is true and accurate to the best of my knowledge, and I am authorised to represent this community.

For the Community	For CommunityReach AI
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Signature: _____ Name: _____ Date: _____	Signature: _____ Name: _____ Date: _____
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Once completed, return this pack to your Field Representative or email a scanned PDF to onboarding@communityreach.ai. Your community will appear in the Community Universe™ within 5 business days of verification.