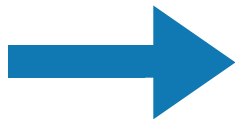




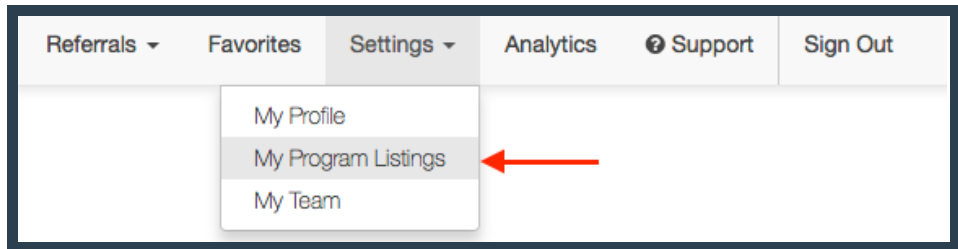
Provider How-To Toolbox

HOW TO EDIT YOUR PROGRAMS

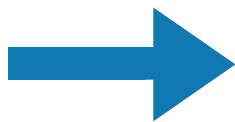
STEP 1



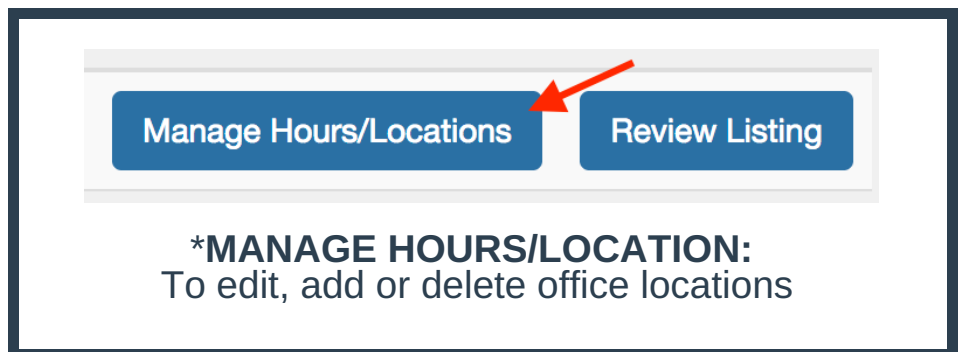
Go to **MY PROGRAM LISTINGS** under the Settings tab



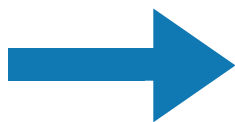
STEP 2



Select the program you'd like to edit and click **MANAGE HOURS/LOCATIONS**



STEP 3



MANAGE HOURS/LOCATIONS: Click **EDIT** and then update the location name, address, service hours, and office details

STEP 3 cont.

MANAGE HOURS/LOCATIONS:
If this is a temporary location, enter a deactivation date.
Then click **SAVE AND GO BACK**

Office Details

Languages supported here *
None selected ▾

Location phone number (optional)
718-402-7866 Ext.

Location email address (optional)

Website for this location (optional)

Notes for this location (optional)

Location end date (optional) - for temporary locations, we can deactivate them from your listing on this date
Deactivate after ←

Save and go back

STEP 4

MANAGE HOURS/LOCATIONS:
To add a new location, click **ADD NEW LOCATION**

+ Add New Location

Then follow the instructions in **STEP 3** (above)

STEP 5

REVIEW LISTING:
Select the program you'd like to edit under **MY PROGRAM LISTINGS** and click **REVIEW LISTING**

Manage Hours/Locations Review Listing

*REVIEW LISTING:
To edit your program's information

STEP 6a

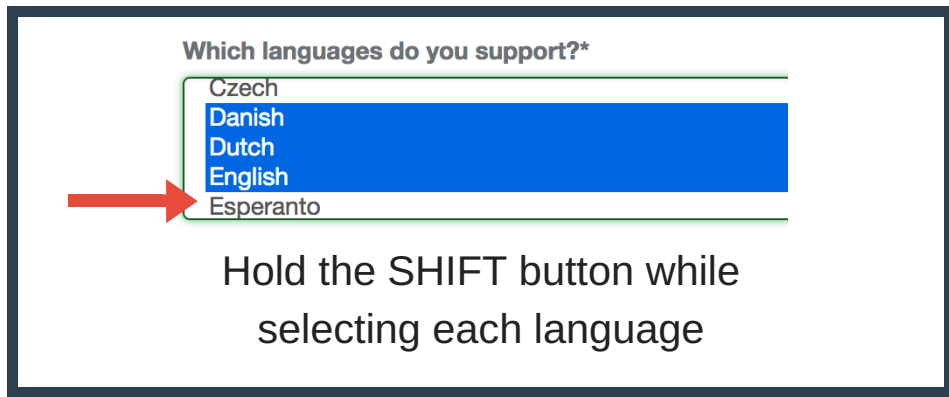
REVIEW LISTING:
Edit any of these fields to update information **ABOUT YOUR PROGRAM**

Program name
Program description
What services do you provide?
Who do you serve?
Which languages do you support? (See 6b)
Is your program available to new clients?
Does your program have a cost?

STEP 6b

REVIEW LISTING:

Select multiple languages by pressing **SHIFT** on your keyboard while clicking the languages



Which languages do you support?*

- Czech
- Danish
- Dutch
- English
- Esperanto

Hold the SHIFT button while selecting each language

STEP 7

REVIEW LISTING:

Edit any of these fields to update information about **CONTACTING YOUR PROGRAM**

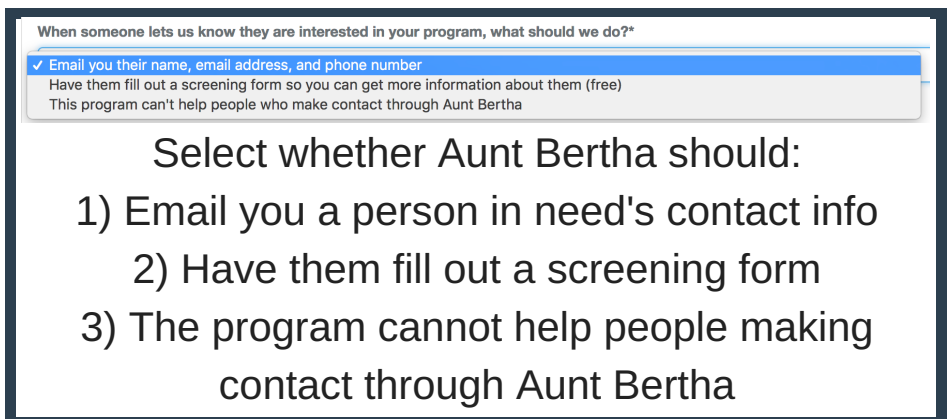
The best way to contact you (i.e., visit your website to apply)

- Your main phone number
- Your main email address
- Your website URL

STEP 8

REVIEW LISTING:

Select the best way for people to digitally contact you through Aunt Bertha



When someone lets us know they are interested in your program, what should we do?*

- Email you their name, email address, and phone number
- Have them fill out a screening form so you can get more information about them (free)
- This program can't help people who make contact through Aunt Bertha

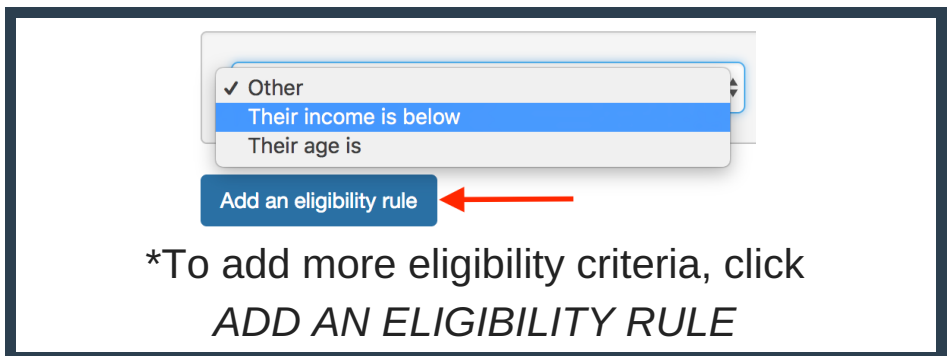
Select whether Aunt Bertha should:

- 1) Email you a person in need's contact info
- 2) Have them fill out a screening form
- 3) The program cannot help people making contact through Aunt Bertha

STEP 9

REVIEW LISTING:

Select if your program has any eligibility criteria



Other

- Their income is below
- Their age is

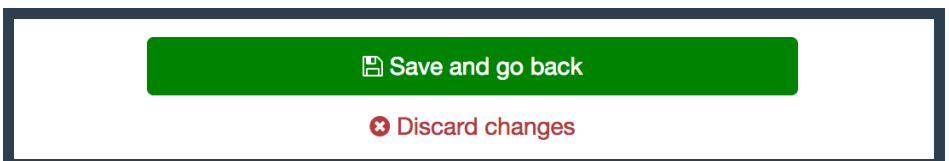
Add an eligibility rule

*To add more eligibility criteria, click **ADD AN ELIGIBILITY RULE**

STEP 10

REVIEW LISTING:

Click **SAVE AND GO BACK** (or Discard Changes to undo your edits)



Save and go back

Discard changes