

1. Create your account

- a. Choose "register" from homepage (top right hand corner)
- b. Enter your name (first and last)
- c. Enter your email
- d. Choose a password
*don't forget to record this information!
- e. Click "create new account"

2. Wait for approval

- a. Approval should not take longer than 72 hours

3. Create your listing(s)

- a. Log into your account (from homepage click "login" on top right hand corner)
- b. Click "Add a Program Listing"
- c. Fill in as much information as possible in the form. The more information you have the more searchable your listing will be.

CATEGORIZATION

- Choose the most relevant category in Tier 1 and Tier 2.
*if you do not choose a Tier 2 you will not show up in the drop menu.
**if there is not a relevant Tier 2 category please email me and I will work with you to add a new one. Please keep in mind, in order to keep the searchability easy for our users we want to keep the category list manageable.

PROGRAM INFORMATION

- "About Us" – please use this section as a short description of your program/service. You will have a space below to provide more detailed information as well as photos, brochures and links in "Community Program Information"

UPLOADS

- Here you can upload resources such as a video file, forms, brochures etc

ADDRESS & CONTACT INFO

- Please enter as much information as possible and relevant. All of this information will be included in your listing.
- "Private email, contact name and contact label" will not be visible in your listing. This is important however for us to contact you with reminders to keep your listing updated with current program and contact info.

4. Save & Submit

- a. Once you have all the info filled out in the form, click "save".

Your listing will be live within 72 hours after approval

If you have an questions please email Nicole @ nmartin@divisionsbc.ca