

Hello,

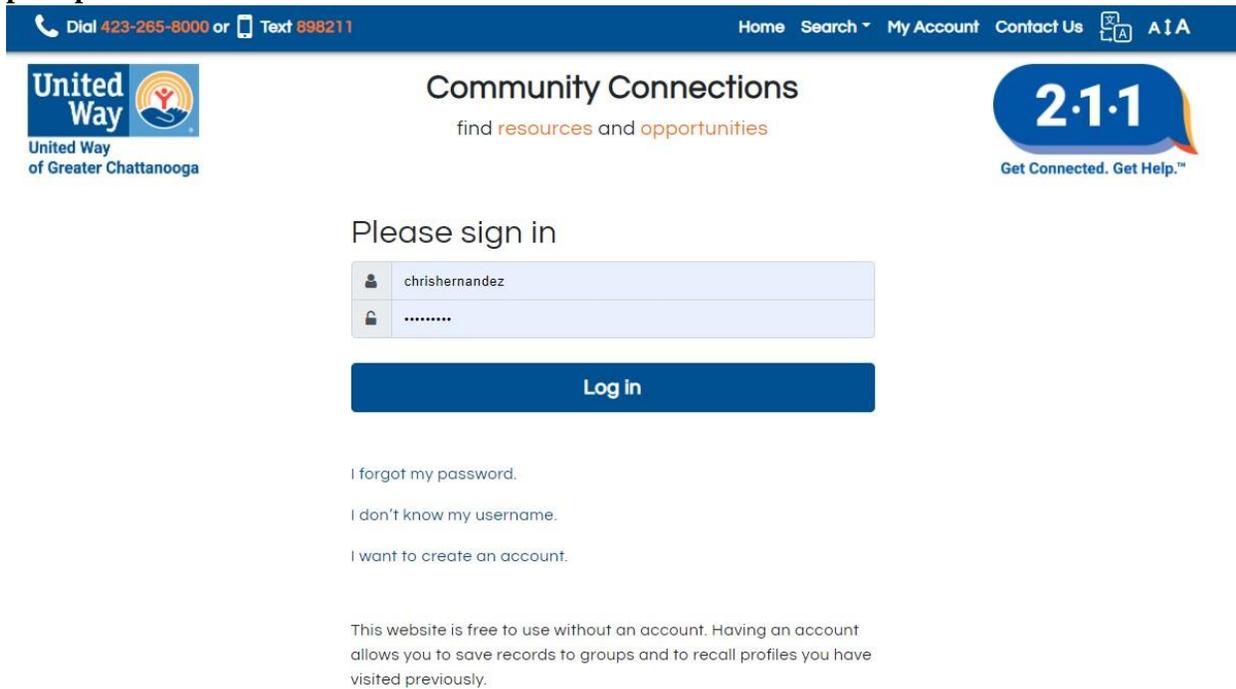
This manual will show you how to create an account which can be used to verify agency information or to update an existing profile. The step-by-step guide should answer questions regarding how to use the website. New programs or changes to an existing profile will not be viewable immediately. The request will be reviewed to ensure that information is consistent with our style guide and community standards.

Website URL: uwgc.myresourcedirectory.com

Step 1. Navigate to the resource website then click on My Account.



Step 2. If you already have a profile, skip to step 5. If this is your first time to the website, follow the prompt to create an account.



Step 3. To create an account, fill in the listed boxes with your contact information and desired username.

User Registration

* Required field

Name *

Username *

Password *

Confirm Password *

Email Address *

Confirm Email Address *

Step 4. Complete registration

Password *

Confirm Password *

Email Address *

Confirm Email Address *

Captcha *

I'm not a robot

reCAPTCHA
Privacy - Terms

Step 5. Log in using your existing credentials/ the credentials you created in steps 1-4.

Dial 423-265-8000 or Text 898211 Home Search My Account Contact Us A A



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Please sign in

[Log in](#)

[I forgot my password.](#)

[I don't know my username.](#)

[I want to create an account.](#)

This website is free to use without an account. Having an account allows you to save records to groups and to recall profiles you have visited previously.

Step 6. Once you have logged in, there are multiple features you can select. Next you will see how to add a new record.

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My Account

You're signed in as **Chris Herrandez**.

Your last visit was on January 19, 2022.

[Log out](#)

[Recent activity](#)

[Edit my account](#)

[Manage my resource groups](#)

[Add a new resource record](#)

[Administration](#)

No history available. A log of your most-recently-visited records will appear here after you log in and use the site. You may start a search using the form below.

[Go to common searches](#) [Start an advanced search](#)

Step 7. After selecting Add a new resource record, you will be prompted to provide your name along with the information that you would like to add. Fill in all the available boxes the submit your new record.

Add a new record

Use the fields provided below to define the details of a new resource record. Your submission will have to be reviewed and approved by an administrator before being published.

Please provide your name.

[Edit Resource Record](#) [Edit Service Details](#)

Full Resource Name
Required
Enter the Name of the Agency or Site

Website Address
E.g. www.website.com

AKA
Enter an alternative name for the Agency or Site.

Description
Required
Describe the resource and the services that are offered.

Step 8. Submit new record for review. To add another resource, repeat steps 6 - 8.

Year Incorporated
Enter the year incorporated, such as "1999"

Addresses
[Add a new address](#)

Contacts
[Add a new contact](#)

Telephones
[Add a new telephone](#)

Accessibility
Accessibility of the current resource

[Submit Record](#) [Cancel](#)

Step 9. To update an existing profile, navigate to the page by searching the name of your organization.

The screenshot shows the top navigation bar with contact information (Dial 423-265-8000 or Text 898211) and links for Home, Search, My Account, Contact Us, and AIA. The United Way of Greater Chattanooga logo is on the left, and the 2.1.1 logo with the tagline 'Get Connected. Get Help.' is on the right. The main heading is 'Community Connections' with the subtext 'find resources and opportunities'. The 'My Account' section shows the user is signed in as Chris Hernandez, with their last visit on January 19, 2022. Below this are links for 'Log out', 'Recent activity', 'Edit my account', 'Manage my resource groups', 'Add a new resource record', and 'Administration'. A search bar contains the text 'United Way of Greater Chattanooga' and a 'Search' button. Below the search bar are two buttons: 'Go to common searches' and 'Start an advanced search'. A blue message box states: 'No history available. A log of your most-recently-visited records will appear here after you log in and use the site. You may start a search using the form below.'

Step 10. A list will generate. Select the correct profile that you'd like to edit. Once you've found the page that needs to be updated, navigate to the bottom right section labeled Request Changes to the Profile.

The screenshot shows two sections of the website. The first section is titled 'Resource Groups' and includes the text: 'Groups allow you to save and organize resources within your personal account.' Below this is a form titled 'Add Resource to a Group' with a dropdown menu labeled 'Select group' and an 'Add' button. The second section is titled 'My Resource Groups' and shows a list with one entry: 'United Way of Greater Chattanooga' with a count of '4'. Below the list are links for 'Create a new group »' and 'Manage all groups »'. The third section is titled 'Request Changes to this Profile' and contains two links: 'Report updated information »' and 'Verify all current information »'.

Step 11. Enter your name and the updated information for your existing provider page.

Dial 423-265-8000 or Text 898211 Home Search My Account Contact Us AIA

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United Way of Greater Chattanooga

Use the fields provided below to request changes to this provider's profile. Changes requested here must still be reviewed and approved by an administrator before being published.

[« Return to the provider's profile \(changes will not be saved\)](#)

Please provide your name.

Edit Resource Record | Edit Service Details

Full Resource Name
Required
Enter the Name of the Agency or Site

Website Address
E.g. www.website.com

AKA
Enter an alternative name for the Agency or Site.

Description
Required

Step 12. Submit the new record. Information will be reviewed and uploaded by the database team. You will receive an email to review your profile to verify all updated information appears correctly.

Name **Fax**

Phone Number
(999) 555 8888 ext.

Primary? Check this box to set this number as the primary number for this profile.

Delete? Check this box to delete this number from this profile.

Name

Phone Number
(999) 555 8888 ext.

Primary? Check this box to set this number as the primary number for this profile.

Delete? Check this box to delete this number from this profile.

Accessibility
Accessibility of the current resource

Step 13. If there are no changes needed. In the Request Changes to the Profile section, select verify all current information then follow the prompts seen below.

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Information Verification

I verify that the information currently on display for **United Way of Greater Chattanooga** is correct and that I am authorized by **United Way of Greater Chattanooga** to make this declaration.

For more information about other website features, feel free to reach out with your questions to impactdata@uwchatt.org.