



Step 1: Review Your Listing

Your listing will include records in one or more of the following categories:

- **Agency:** This should include information about your overall organization.
- **Program:** A description of the services you deliver.
- **Site:** The locations where services can be accessed. This is only needed if your program(s) are offered at more than one location.

Step 2: Review Each Record

- Review the DESCRIPTION and make any needed changes for each record.
- Complete all REQUIRED FIELDS in each record:
 - **Address Line 1 for Location:** Enter street address or P.O. Box
 - **Zip Code for Location:** Add zip code. City and State will be added automatically later.
 - **Business Line:** Enter phone number
 - **Main Email:** Enter an email address. An address that will remain the same despite personnel changes is best (for example: info@ . . .)
 - **Website:** Enter web address
- You must complete all required fields before the system will let you move on
 - The “Skip for now and do later” button will not let you bypass this step
 - When you click “Save changes to this record and continue” you will be prompted to complete any required fields that are left empty

Step 3: Add Additional Information

This step is not required, but we appreciate any additional information you can provide.

The following information in PROGRAM records is especially helpful:

- Hours of Operation and/or Description of Hours
- Eligibility
- Languages Offered
- Coverage area served by this resource

Questions? We're ready to help. Email us at 211updates@connectingpoint.org or call us at 530-274-5601.