

211 Quick Update Guide



Step 1: Review Your Listing

Your listing will include records as follows:

- **Agency:** Information about your overall organization.
- **Program:** Services you provide.
- **Site:** Locations where your services can be accessed. Site records are only needed if your program(s) are offered at more than one location.

You must complete all REQUIRED FIELDS before the system will let you move on. (Required fields are marked with an asterisk *). If all of your information is accurate and complete, click on “Save changes to this record and continue”, OR If your information could benefit from an update, see step 2.

Step 2: Update

Please make any necessary changes for each record. In PROGRAM records, the following information is especially important:

- Description (concise is best!)
- Eligibility
- Languages Offered
- Disaster contact/s and services (if any) + power outage impact
- Disabilities Access
- Coverage area
- Address
 - Physical or PO box and zip code. City and State will be added automatically later.
- Hours of Operation
- Phone/s
- Main Email
 - An email address that will remain the same despite personnel changes (for example, info@ . . .)
- Website
- Contacts

Questions?

Our Resource Specialists can help you. Email 211updates@connectingpoint.org or call us. We can also meet via Zoom. Though we have county specialties, feel free to contact either one of us.

PLACER COUNTY - Tiffany Lombardi, 530-277-0033

NEVADA COUNTY - Susan Sanford, 530-446-0552

Connecting Point office - 530-274-5601