

# Chatham Connecting User Guide

## Step #3: Enter information about your agency's programs

Once you have created your agency, you will be taken to the **Program Management** form to enter information about each of your agency's programs. **Please complete a separate form for each program.** To begin entering information about a program, click on the **Add a New Program** button.

The screenshot shows the 'Program Management for 'Test Agency'' page. At the top, there's a navigation bar with links: Home Page, I Need Help, I Want to Help, We Provide Help, and Contact Us. Below this is a green banner that says 'Agency listing created. Please enter program information.' and a link '<< Back to Agency Management'. The main heading is 'Program Management for 'Test Agency''. Underneath, there's a section 'Add a New Program' with a paragraph explaining the process and a button labeled 'Add a New Program'. Below that is an 'Edit an Existing Program' section with a paragraph and a link 'No registered programs.' at the bottom.

Clicking on the **Add a New Program** button will take you to a **Program Information** form. This form requests detailed information about your agency's program. Note that you can click on **"Use agency address and contact information"** if the program's contact information is the same or nearly the same as the agency's. You can also cut and paste relevant information from your agency form.

The screenshot shows the 'Program Information' form. It has a header with the Chatham Connecting logo and navigation links. The main section is 'Public Information' with a sub-header 'Program name' and a text box containing 'Program #1'. Below this is a 'Program description' text box with a placeholder text 'List details of your specific program: what services are provided to your clients'. A checkbox labeled 'Use agency address and contact information' is checked. Below this is a section for address information with fields for 'Address line 1', 'Address line 2', 'City, State Zip', and 'Special directions to location'. There are also fields for 'Phone number', 'Website', and 'Email'.

# Chatham Connecting User Guide

## Step #3: Enter information about your agency's programs (page 2)

One of the most important sections of the Program form is the **Program Types**. Click on any of the major program categories to reveal specific program types in that category.

These program types are the keywords that people will use to search for available services. Please select all of the program types that apply to your program. We recommend that you select pre-defined program types (rather than "other" ) if at all possible, since it may impact how often your program is accessed through a keyword search. If you do select "Other" you must enter a short program description.

The screenshot shows a web browser window with the title 'Chatham Connecting: Edit...'. The main content area is titled 'Program Type' and contains a list of service categories. The 'Education' category is expanded, showing a list of checkboxes for various program types. The 'Other/CC User Guide' option is selected, and a text input field is visible next to it. The categories listed are: Adult Services, Animal Shelters and adoption of pets, Child and Youth Programs, Clothing, Crisis Help, Education, Environment, and Family Services. The Education sub-category includes: Adult Basic Education, Adult Literacy, After-school Tutoring, Books, Citizenship Preparation, Drop Out Prevention, English as Another Language, GED (high school equivalency) Preparation, Parenting Skills, and Other/CC User Guide.

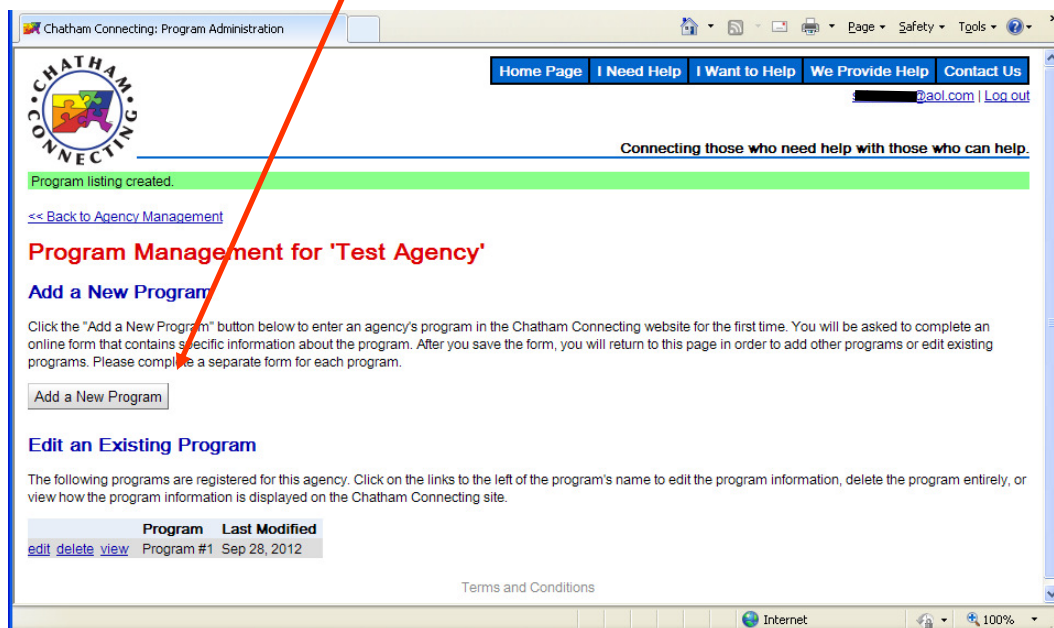
If you would like additional ideas on how to fill out the **Agency** form, or to see how the information will look on the website, go to the **CC Home Page**, click on **Agency List**, select **Test Agency**, then select the **Programs** tab.

The screenshot shows the 'Test Agency' form in the Chatham Connecting system. The 'Programs' tab is selected, and the form displays details for 'Program #1'. The form includes fields for: Program address, Extra directions, Program website (with a placeholder URL), Program email (with a placeholder email), Program phone, Program Type (set to 'Education - Other: CC User Guide'), Description of the Program, Clients Served and Eligibility Requirements, Intake Procedures, Hours of Operation, Program Fees, and Languages Served. Each field has a brief description or instruction.

# Chatham Connecting User Guide

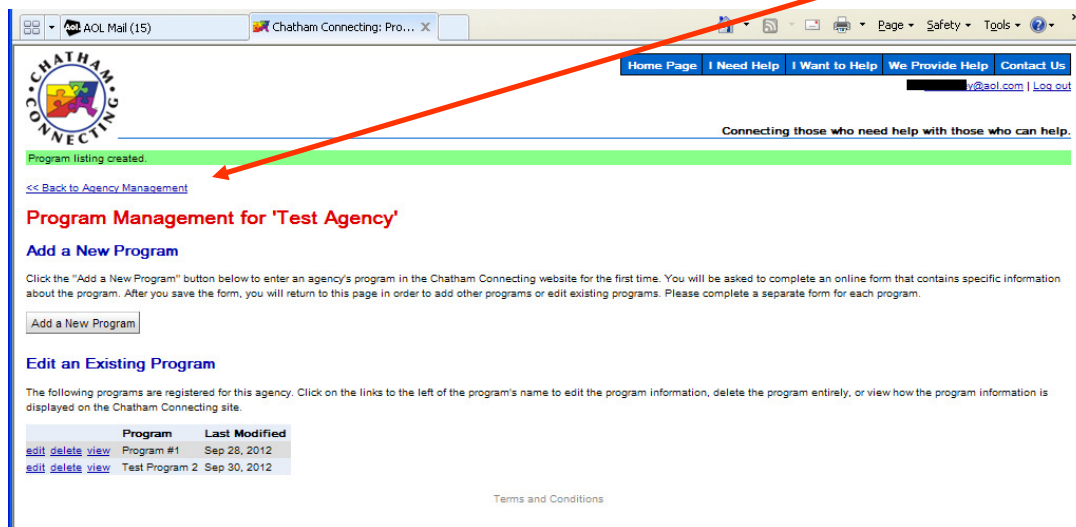
## Step #3: Enter information about your agency's programs (page 3)

Once you have entered all the requested information on the **Program** form, click on the **Save** button at the end of the form. The following screen will appear that confirms that your program was created. Click on the **Add a New Program** button to begin entering information about an additional program for your agency using the same procedure. **Remember that it is important to complete a separate form for each individual program.**



Each time you enter and save information about a new program, you will return to this **Program Management** page. Note that the page lists each of the programs you have created and when it was last modified.

Once you have entered all of your agency's programs, click on the **Return to Agency Management** link.

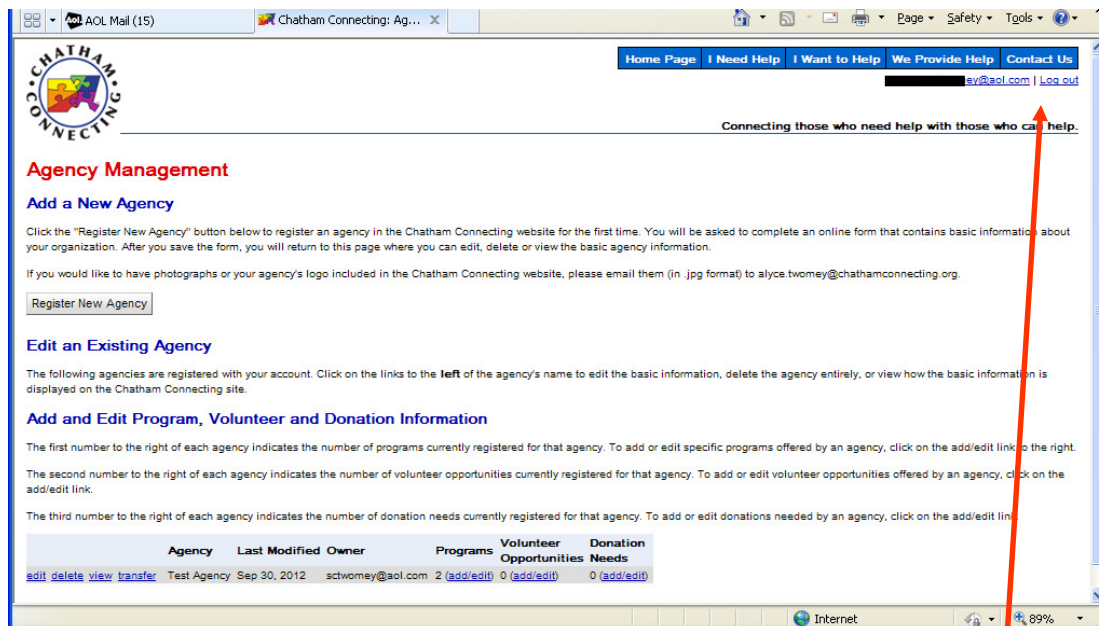


# Chatham Connecting User Guide

## Step #3: Enter information about your agency's programs (page 4)

When you click on the [Return to Agency Management](#) link you will be taken to [Agency Management](#) page. This is the page you will use to add your agency's volunteer opportunities and donation needs.

To learn how to enter volunteer opportunities go to [User Guide Step #4](#). To learn how to enter donation needs go to [User Guide Step #5](#).



Note that at any time after creating and saving an agency or program, you can [Log Out](#) of the CC website. When you want to continue entering additional information, go the [CC Home Page](#) and click on [Enter/Edit Agency Information](#), log in, and you will be taken back to the [Agency Management](#) page.

