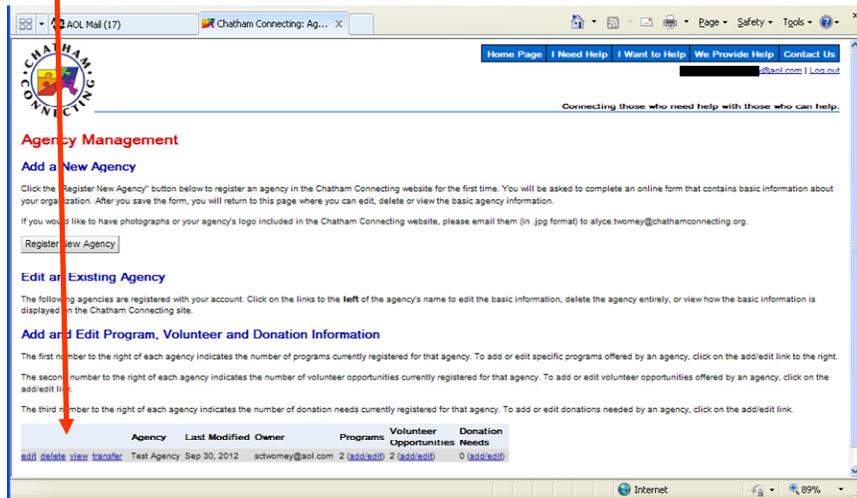


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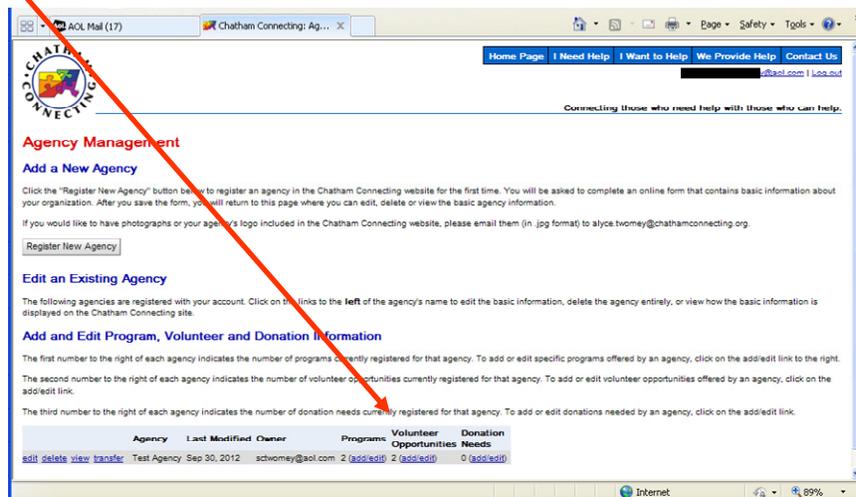
Step #6: After you have entered your agency's data

You are able to update, edit, and add to your agency's information at any time. Go to the CC home page, select **Enter/Edit Agency Information**, log in and you will be taken to **Agency Management** page. This is the page you will use to edit and view your agency's information.

Click on the **edit**, **delete**, or **view** links to edit your agency's basic information, delete the agency (and its programs, etc.) entirely, or view how the agency listing appears on the CC website.



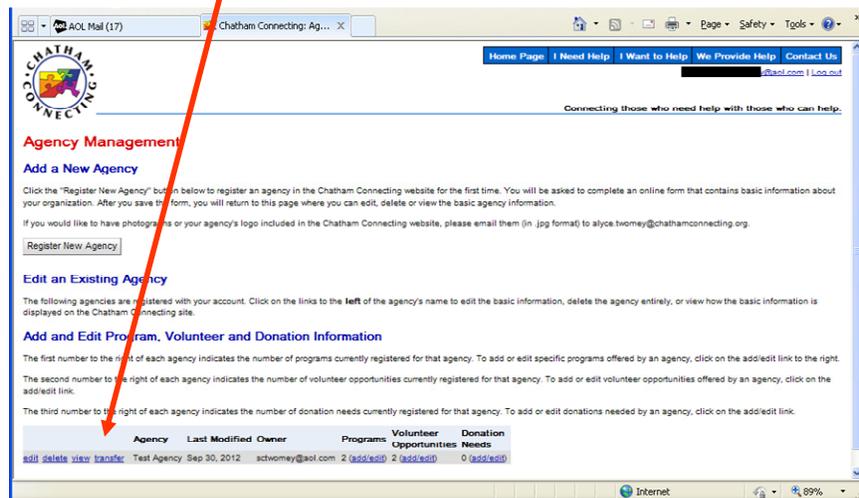
Use the **(add/edit)** link to add new programs, volunteer opportunities, or donation needs or to edit existing programs, opportunities or needs listings.



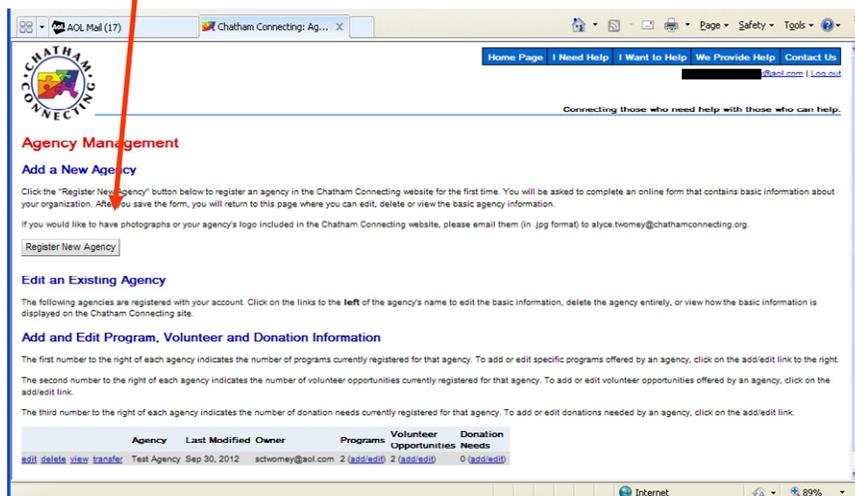
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Step #6: After you have entered your agency's data (page 2)

You can transfer "ownership" of the agency if someone else (with a different email address) has become responsible for updating and maintaining the agency's data. First that individual must register with CC as a new user by going to the home page and clicking on **Register**. The new user must be approved through the moderation process. Then you, as the current "owner" should click on the **transfer** link and then enter the new user's email address.



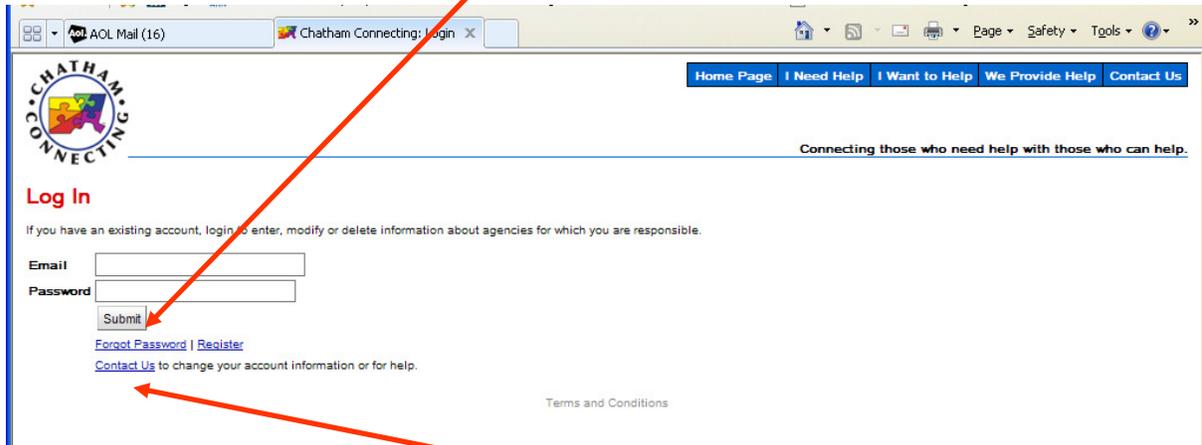
If you represent more than one agency, you can add a new agency under your user name by clicking on the **Add New Agency** button. Remember to use the same process to enter information about the new agency's programs, volunteer opportunities, and donation needs.



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Step #6: After you have entered your agency's data (page 3)

If you forget your password, go to the CC home page and select [Enter/Edit Agency Information](#) to be taken to the [Log In](#) page. Click on [Forgot Password](#), then enter your user email address in the pop up box. You will receive an email with information about how to reset your password.



The screenshot shows a web browser window with the Chatham Connecting website. The browser's address bar shows "Chatham Connecting: Login". The website header includes the Chatham Connecting logo and a navigation menu with links: Home Page, I Need Help, I Want to Help, We Provide Help, and Contact Us. Below the header is the tagline "Connecting those who need help with those who can help." The main content area is titled "Log In" and contains the following text: "If you have an existing account, login to enter, modify or delete information about agencies for which you are responsible." Below this text are two input fields labeled "Email" and "Password", followed by a "Submit" button. There are also three links: "Forgot Password", "Register", and "Contact Us". A red arrow points from the "Forgot Password" link to the "Submit" button, and another red arrow points from the "Contact Us" link to the "Contact Us" text.

If you have additional questions, you can click on the [Contact Us](#) link or email the CC Development Team at info@chathamconnecting.org.