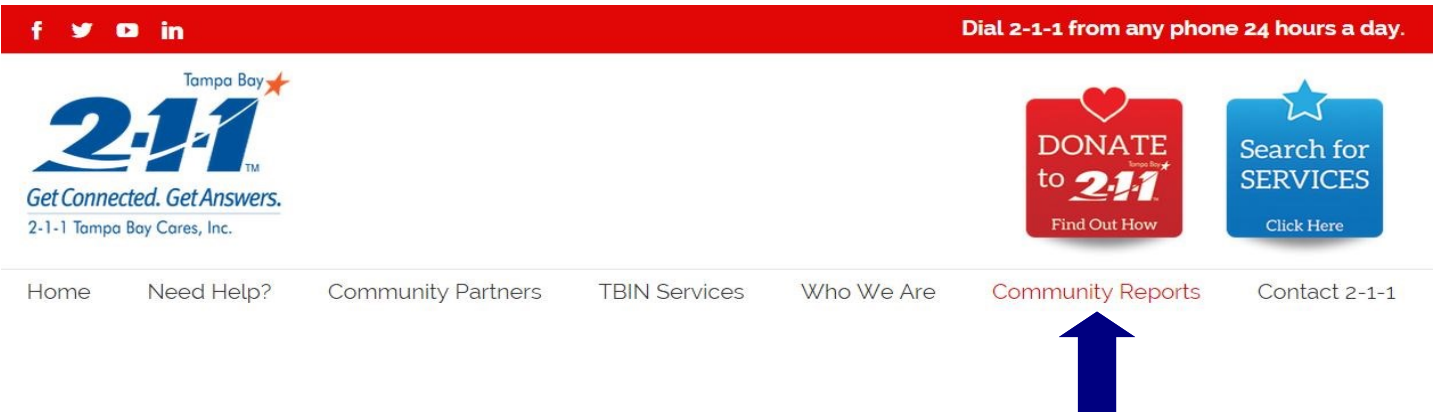


Adding A New Program or Service Listing using our Online Database.

Quick Guide

1. Visit www.211connects.org
2. Once there click on "Community Reports".

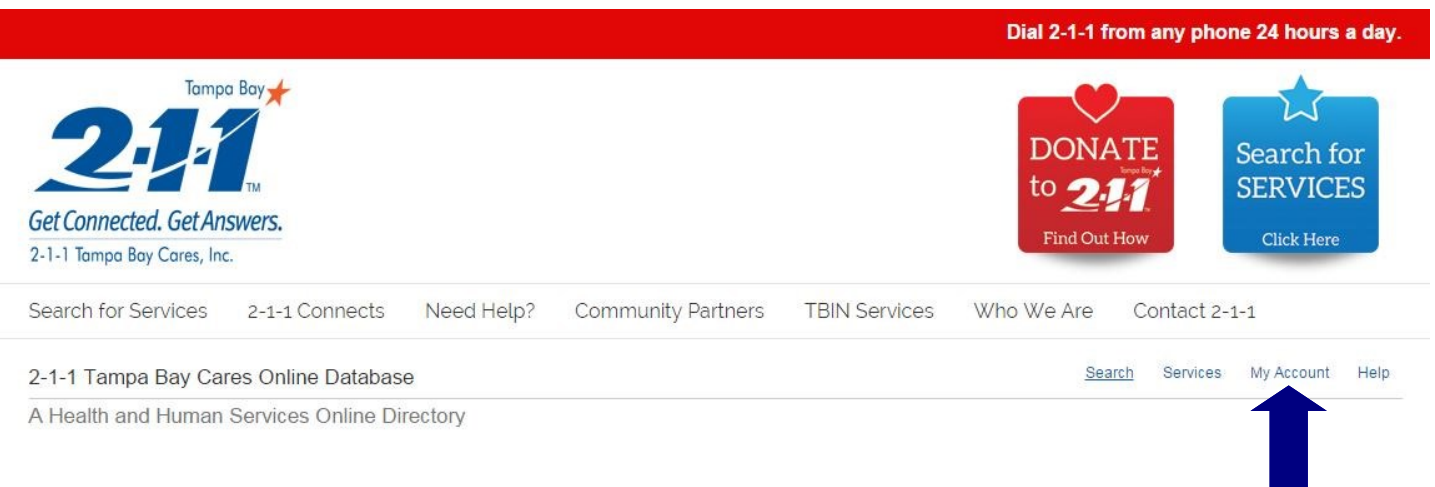


3. Click on Online Directory.

2-1-1 Community Reports

Online Directory ←

4. When you get to the online database, click on "My Account".



5. Next, you'll need to **"Create a New Account"**. You will be creating your own New Password and User Name from here.

2-1-1 Tampa Bay Cares Online Database
A Health and Human Services Online Directory

You must sign in to use "My Account"

[Create a new Account »](#)

Why should I create an account?
Personal history of recently viewed profiles.
Submit changes to resource records.
Create and manage resource groups.

6. Sign In after registering.

Existing Users Sign-in

User Name

Password

Remember Me

[Forgot your password?](#)
[Forgot your username?](#)
[Create an account](#)

7. On the right hand side of the page, click on the link that says **"Add a new resource record"**.

You're signed in as **Edward Perry**
Last visit was on February 13, 2015

[Edit Account »](#)
[Logout »](#)

[Manage Resource Groups »](#)

[Add a new resource record »](#)



8. Complete the form in its entirety. Please pay attention to the required data elements.

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

Add a New Resource Record
Use the provided form to add your new resource listing.

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

Website Address
E.g. www.website.com

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

9. When the form is completed, please click **"submit"**.

or [cancel](#)

10. Your program information will be sent to our staff. We will contact you to verify some key pieces of information to ensure we fully understand the information you submitted.

If you have any questions or need assistance, please contact the 2-1-1 Tampa Bay Cares, Inc, Help Desk at **727-210-4239** or email us at update@211tampabay.org.



Get Connected. Get Answers.

2-1-1 Tampa Bay Cares, Inc.