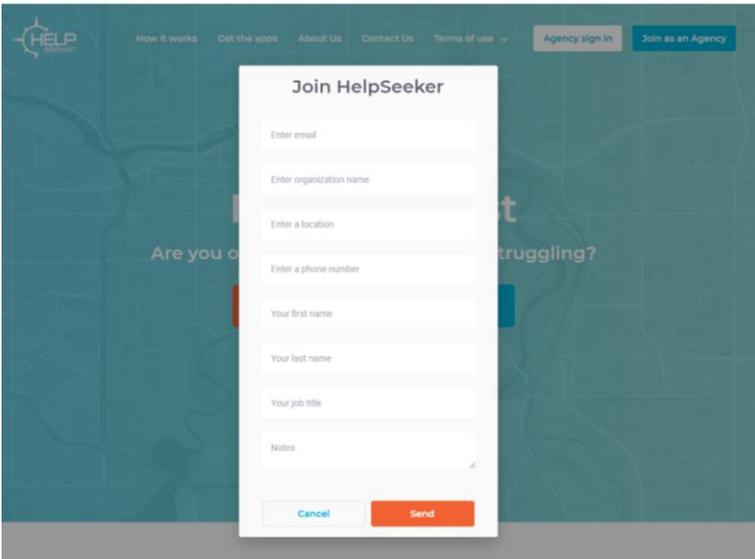




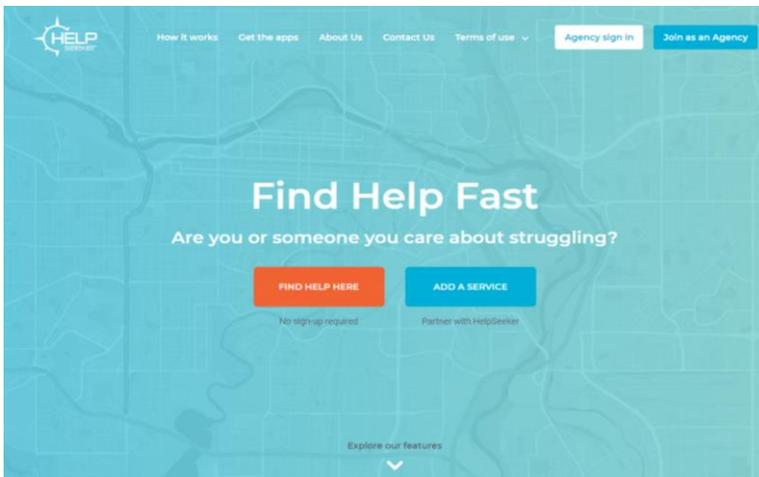
## Getting started with HelpSeeker



## ← Join as an Agency

Visit <https://helpseeker.org/> and “Join as an Agency”, fill in all information. Once you have requested to join, you will receive login information and password within a few business hours.

Note: The email and telephone number you provide on the sign-up form will not be visible to the public.



## ← Agency Sign-in

Visit <https://helpseeker.org/> click “Agency Sign-In” located at the top right corner. Log in using the info you received from HelpSeeker.

## Dashboard Homepage →

You will be taken to a world map, *the map may not have any locations recorded yet.*

Using the menu on the left-hand side click on “Listings” and select “Add new” from the drop-down menu.

Here is where you add your organization's information and the programs.

## Tips when entering your information

- At the top either select "Location" or "Program".  
**Locations** are the bricks and mortar of an organization (The geographical location and/or organization/agencies name).
- **Programs** are the services offered by that organization or agency. (You cannot change an entered location to a program or vice versa without deleting and re-entering, please double check your selection.)
- Fill out every field with a **red asterisk\***, including: Listing name, Full address, and a helpful description of up to 1,000 characters. Enter as much information as possible to ensure clients can access the program details and information.
- Copy address to field directly above the map in "find address by the map" space, it will auto generate the location and will pop up a line, you can then make typing changes to the address if needed.
- Ensure all extra spaces are removed, including spaces in the hours field.

Listing type: \*  Program  Location

Main information

Listing name: \*  Program name is required.

Eligibility:  Input value 0/100

Occupancy type:  Example: beds

Total Spaces:  Input value

Spaces Available:  Input value

Contact information

Contact phone:  Input value

Email:  Input value 0/320

Website:  Input value 0/120

Full address: \*  Address clarification... Full address is required.

CREATE LISTING

To assign categories, to attach listings and funding sources you need to create listing by clicking on the "Create listing"

Additional information

Ability to rate and comment:

Categories (Tags): \*  Select tags

Attached program:  Enter program name

Funding Sources

Source:  Input name  
 Input amount  
 Example: 2019

SAVE

- Click the highlighted blue button **"Create Listing"**, once all the necessary fields are complete.

- Tag all relevant categories, including a population focus and a service/need. All other information following is recommended but optional. Click **"Save"**.

- You have now entered in either a location or a program. Repeat the steps to enter the rest of your information.

## Still need help or have questions?

For technical support, please contact Nicole, Systems Mapping Analyst at email: [info@helpseeker.org](mailto:info@helpseeker.org) or 1-403-818-7904.

For any concerns or information regarding HelpSeeker please contact Co-founder Travis at [travis@helpseeker.org](mailto:travis@helpseeker.org) or 1-403-990-8687