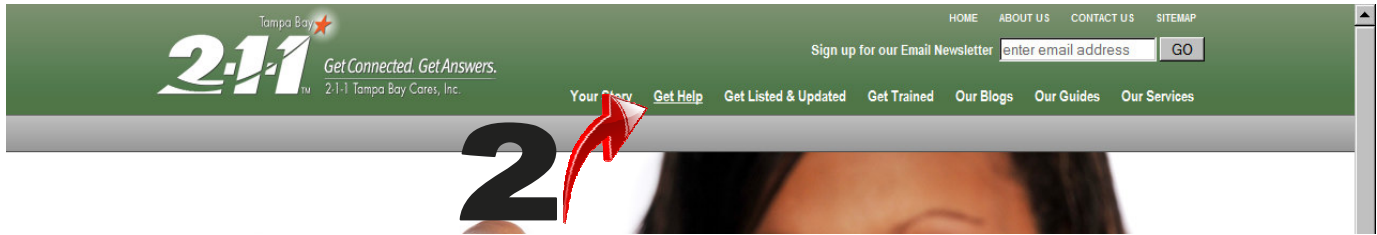


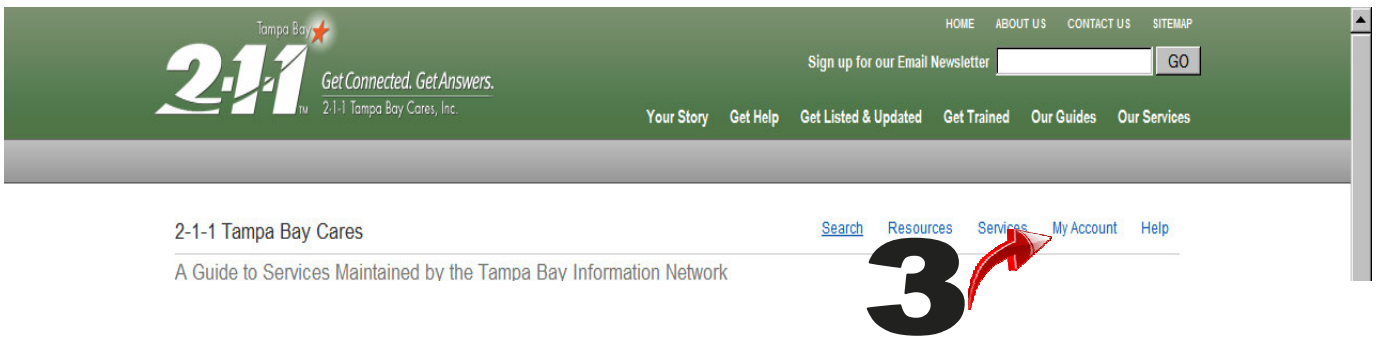
Online Database *Updating*

Quick guide to the Submit a New Program On-line.

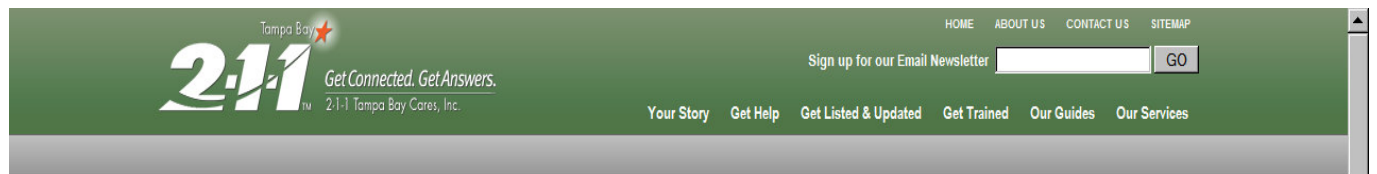
1. Visit www.211connects.org
2. Once there click on **Get Help** (it's located in a couple different locations on the page - use the one most convenient for you)



3. Click **My Account**



4. Next you'll need to **Register a New Account**. You will be creating your own **New Password** and **User Name** from here. ****Note: Previous PASSWORDS & USER NAMES are no longer valid****
5. **Sign In** after registering.



2-1-1 Tampa Bay Cares [Search](#) [Resources](#) [Services](#) [My Account](#) [Help](#)

A Guide to Services Maintained by the Tampa Bay Information Network

You must sign in to use "My Account"

feedback

4 [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.

5

Existing Users Sign-in

Username

Password

Remember Me

[Forgot your password?](#)

[Forgot your username?](#)

[Create an account](#)

Online Database *Updating*

Quick guide to the Submit a New Program On-line. (Continued)

6. On the bottom right hand side of the front page, click on the link that says "RESOURCE ADMINISTRATORS: [Add your resource to this directory](#) »

2-1-1 Tampa Bay Cares, Inc. On-line Database

A Guide to Services Maintained by the Tampa Bay Information Network

Find and Get Help Here.
Type the topic you are interested in and click search to find organizations that may be able to help you. Interested in a certain organization, type their name and click search.

COMMON SEARCHES
 Animal Adoption »
 Adoption of Children »
 Bus Fare »
 Child Care Providers »
 Community Voice Mail »
 Dental Clinic »
 Early Childhood Education »
 Emergency Shelter »
 Food Pantry »
 Health Care »
 ID Cards »
 Lawyer Referral »
 Legal Aid (General) »
 Low-Income Housing »
 Prescription Expense Assistance »
 Prescription Drug Assistance »

Start a Resource Search »
Find the resources you need.

Advanced Search »
Search by keywords, locations and other fields.

Search by Service Topics »
Use our service tree to find resources.

Frequently Asked Questions »
Have a question? Find useful & up-to-date answers here.

MY RESOURCE GROUPS
Manage resource groups...

ABOUT THIS GUIDE
Contains 4,465 resources.
Populates 9,250 services.

RESOURCE ADMINISTRATORS
Add your resource to this directory »

NOTE: You must be logged in first to be able to access this feature but once you are logged in you can then Add A New Program.

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

2-1-1 Tampa Bay Cares, Inc. On-line Database

A Guide to Services Maintained by the Tampa Bay Information Network

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

Name
Required

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

8. When the form is completed, please click submit. 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, Resource Department at 727-210-4239 and press option 1 or email us at update@211tampabay.org.