

Fannin County Resource Directory

Listing Submission & Editing Instructions



Thank you for submitting your service or organization to the Fannin Resource Directory at helpingfannin.org. We will accept for-profit and non-profit organization listings provided that the organization is serving the physical or mental wellness needs of our community or providing any of a broad range family/social services with a focus on accessible, affordable access for all members of our community.

For help submitting or editing a listing, please:

- Email info@fanninbhl.org, or
- Use the Contact Us form on the web site,

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Thank you again for your support for our community and this guide.

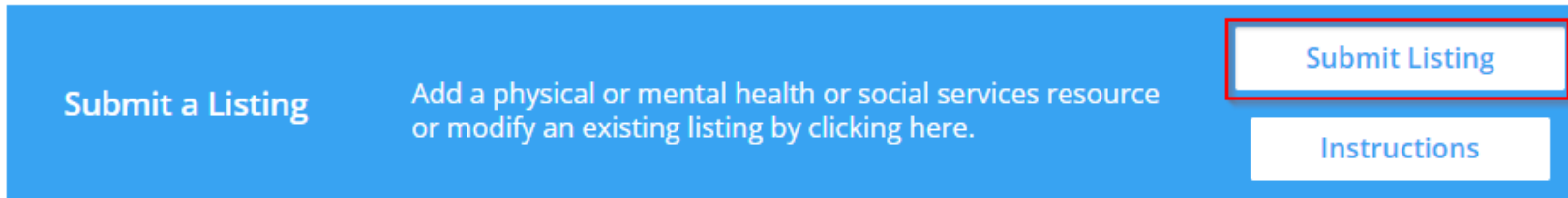
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Submitting a New Listing

1. Navigate to the resource directory home page at helpingfannin.org and click the Submit Listing button about halfway down the page.



2. If this is your first time to the site, select “Not yet registered” to create a login. If you are a returning user editing an existing listing, you may enter your credentials and select “Log In”.

Login

Username or Email Address

Password

Remember Me

| [Lost your password?](#)

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3. You will be prompted to enter a username and email address. This information will be used to create your listing and maintain it in the future. Once you have entered both items, click “Register”. You will be directed back to the login screen from step #2.

A screenshot of the WordPress registration form. At the top is the WordPress logo. Below it is a white box with the text 'Register For This Site'. The main form area contains two input fields: 'Username' and 'Email'. Below the 'Email' field is the text 'Registration confirmation will be emailed to you.' and a blue 'Register' button.

Register For This Site

Username

Email

Registration confirmation will be emailed to you.

Register

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4. Check your email for a verification email sent from info@fanninbhl.org. Click the upper of the two links to set your password. **Please check your junk mail if you do not see the email and make this a safe sender.**

[Helping Fannin] Login Details



Helping Fannin Resource Directory <info@fanninbhl.org>

3:06 PM

To: [Redacted]

Username: [Redacted]

To set your password, visit the following address:

<http://helpingfannin.org/wp-login.php?action=rp&key=ed1dwX9o28BKeM67Frnh&login=wgwilson100>

<http://helpingfannin.org/wp-login.php>

5. You may accept the suggested password or enter you own. Select “Save Password” when done.

New password

sZLHq!IRKcw0g5UB

Strong

Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).

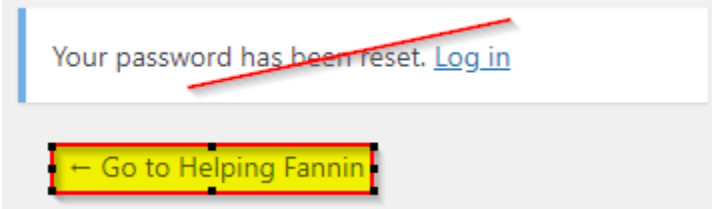
Generate Password

Save Password

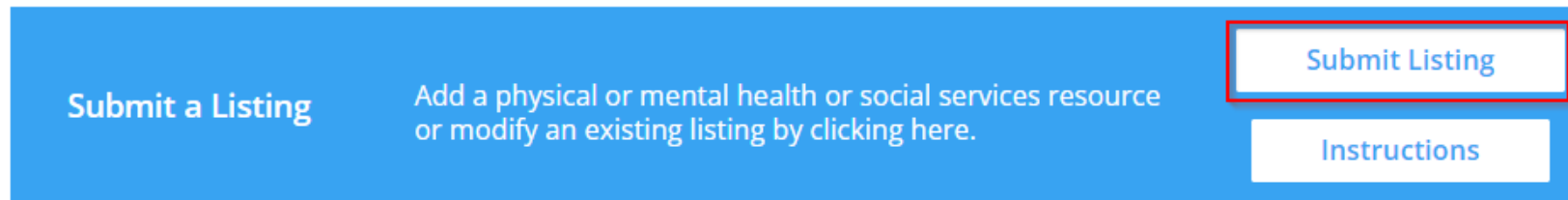
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6. Select “Go to Helping Fannin” to return to the directory site.



7. From the directory home page, once again, select “Submit Listing”



8. Login with the username or email and password that you just setup. You can select “Lost your password?” if you need a password reset.

Login

Username or Email Address

Password

Remember Me

[Not yet registered?](#) | [Lost your password?](#)

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9. You will now be walked through the listing submission process. First, choose the listing category. Choose the category that best applies, or hold your CTRL key to multi-select all that apply. If you don't see one that fits your organization or service, use the contact us form to request a category addition. Click "Next" when done.

Add Listing



Listing Category *

Choose the category that best describes your core service. Hold down the CTRL key to multi-select all that apply.

Free Listing

- Never Expires
- No images allowed.

Free

Next

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10. You will now populate the listing information. A few notes:

- Required fields are indicated with an *.
- For the Tag field, choose the one that best applies, or hold your CTRL key to multi-select all that apply. Tags do not show up in your listing, and they are solely to aid with searches.
- There is a “contact us” function for each listing, and the email entered is the email to which a user’s contact request will be sent.
- If you are not accepting new clients, we suggest that you note this. The “Additional Information” field is provided to allow for this or other information not captured by one of the form fields.
- The street address will be used to for Google Maps directions. You can check to box to “Enable manual listing location” to move the pin drop if needed correct the location.

Select Listing Location

Enable manual listing location

When done, select “Next”

11. Optionally, you may add any attachments, such as intake or information forms. Acceptable file formats are PDF, JPG and PNG only.
When done, select “Complete Listing”. You will receive a Submission Received message and a submission confirmation email.
When the submission is reviewed and published, you will be notified by email.

Submission Received

Your listing has been submitted.

Your listing requires admin approval. You'll be notified once your listing is approved.

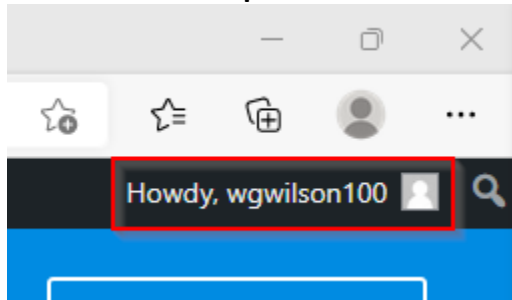
[Return to fannin resource directory](#)

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12. Click Submit Listing on the directory home page to add an additional listing under the same username and email.
13. When done, log out of the directory by selecting your user name from the top right corner of your web browser and selecting “log out” from the drop down.



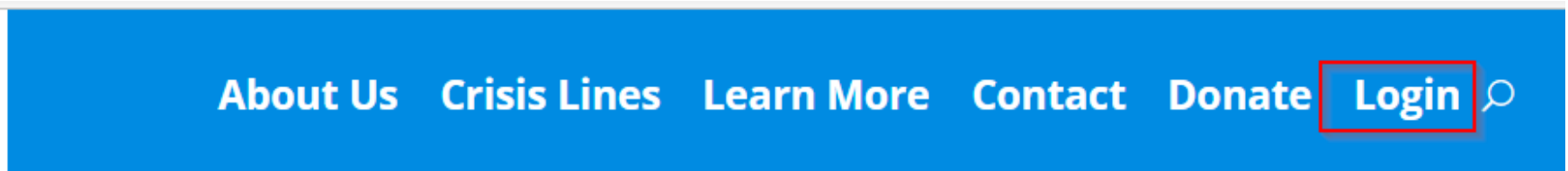
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To Edit an Existing Listing

A. Managing an existing listing if you are NOT already logged into the directory using your Resource Directory user ID and password

1. From the main menu, select “Login” and from the Account Login page, select “Login” again under “Please login to manage your listings”



Please [login](#) to manage your listings.

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2. You will be redirected to the main login screen to enter your username or email and password

Login

Username or Email Address

Password

Remember Me

[Not yet registered?](#) | [Lost your password?](#)



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3. Once you login, you will be directed to the page to manage your listing or multiple listings if you have more than one under the same username. Select the Edit button, and edit the listing. Don't forget to click all the way to page 3 of the listing and click the "Complete Listing" button to save the edits.

Your current listings are shown below.

Test Listing

Summary of Services Provided

Test services

Listing Category [Family Services](#)

Website [Ted Web Site](#)

Phone 9999999999

Street Address

2207 North Center Street

Bonham, Texas 75418



Delete

Pending

4. Log out of the directory by selecting your user name from the top right corner of your web browser and selecting "log out" from the drop down.

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B. Managing an existing listing if you ARE already logged into the directory using your Resource Directory user ID and password

1. Go to the directory home page, and select “Find Listings”

Search our Directory

Browse our resource by keywords or category.

2. Select “Manage Listings”

3. Select the Edit button, and edit the listing. Don’t forget to click all the way to page 3 of the listing and click the “Complete Listing” button to save the edits. See previous page for a screen shot.
4. Log out of the directory by selecting your user name from the top right corner of your web browser and selecting “log out” from the drop down.