

COBB COMMUNITY CONNECTION

ADD A FINANCIAL NEED

1. Navigate to THE CONNECTION by clicking **COBB COMMUNITY CONNECTION** on Cobb Community Foundation's website (CobbFoundation.org) or going directly to **CobbCommunityConnection.org**.
2. Select **LOGIN**.



3. If you do not have an account, CLICK **Create new account** and follow the instructions provided.

LOGIN TO YOUR ACCOUNT

Email

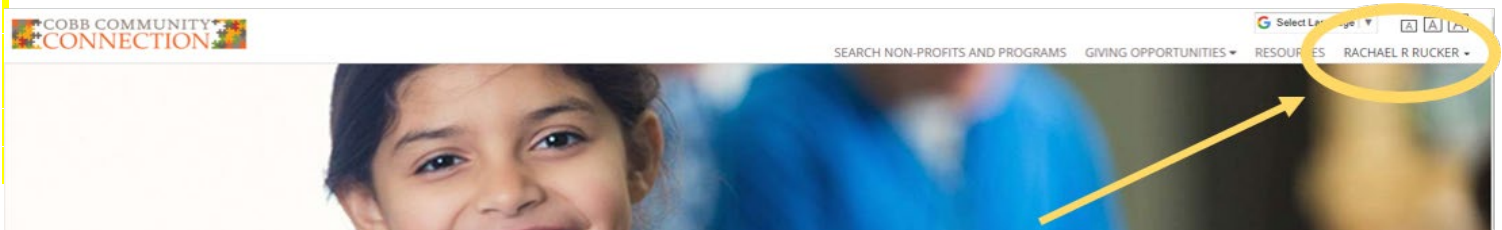
Password

[Forgot Your Password?](#)

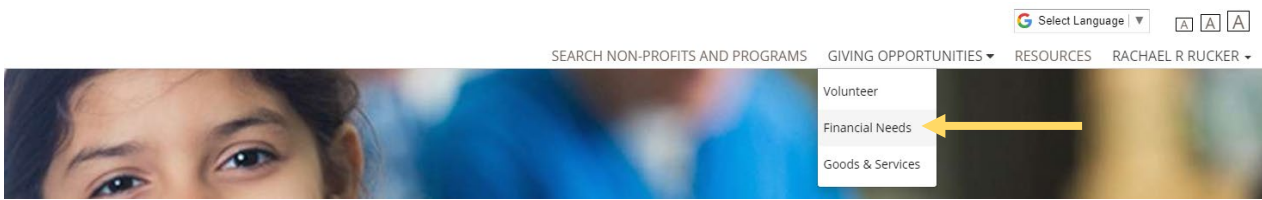
Show Password

Don't have an account? [Create new account](#)

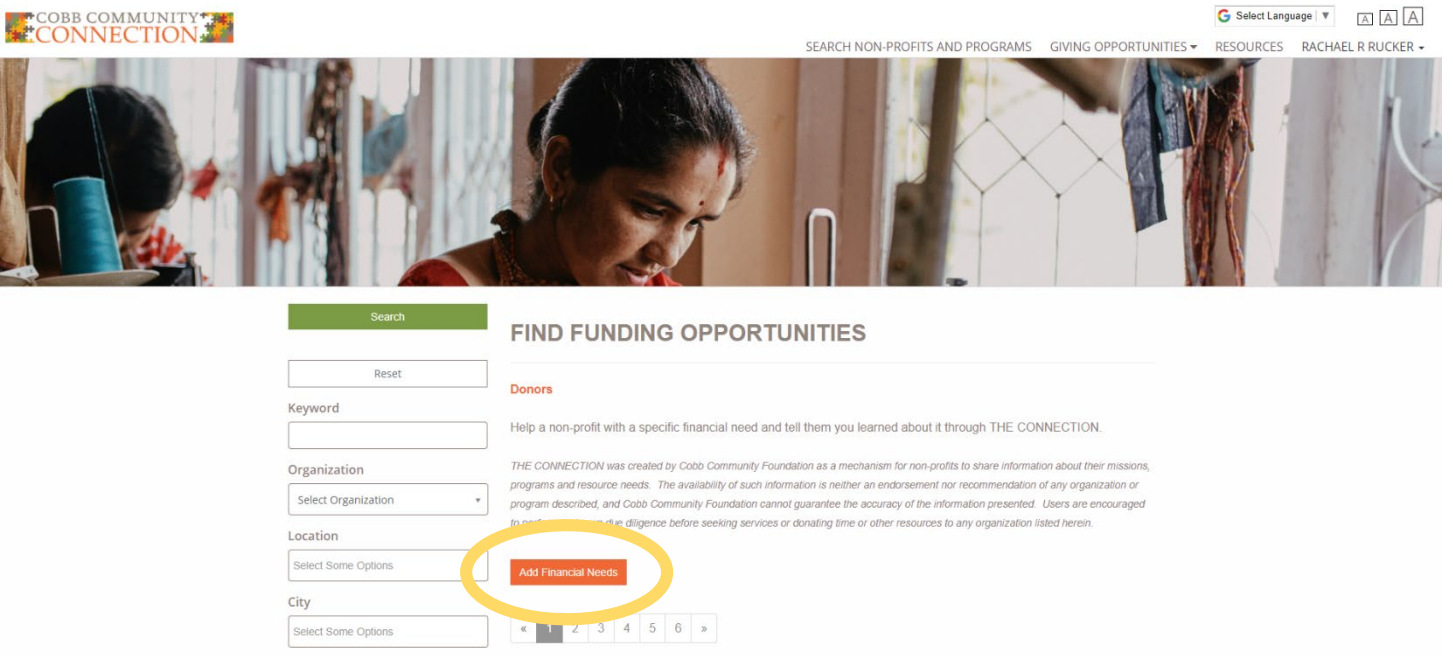
4. You should now be logged in and see your name in the upper right hand corner.



5. Using the drop down menu for **Giving Opportunities**, select **Financial Needs**.



6. Click **Add Financial Needs**. (NOTE: While anyone can submit a Financial Need, only opportunities submitted by authorized persons will be approved.)



7. Fields with an asterisk are required.

The screenshot shows the 'Financial Needs' form with several fields. Yellow arrows point to the following required fields: 'Title of need *', 'Phone *', 'Email *', 'Select Organization *', and 'Description *'. Other fields include 'Address', 'Zipcode', 'Select City', 'Category', 'Population Served', and 'Amount Needed'. At the bottom are 'Save' and 'Cancel' buttons.

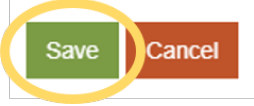
- a. Under **Category**, select the primary cause area that will be addressed by this financial need.
- b. Under **Population Served**, select the option(s) that most closely matches the Population Served by this opportunity.
- c. We encourage you to leave **Address, City, State** and **Zip Code** blank if providing a location would suggest a more limited impact than will be the case.
- d. Add **Amount Needed** for the specific need being described.

Amount Needed

The screenshot shows a text input field for 'Amount Needed' with the value '\$3,425' entered.

- e. Provide a specific **Description** of the need. The need can be an item, a program, or a specific amount to provide defined services to an individual or family.

8. Click **Save**.



9. A message will pop up on the screen: "Thank you for editing this data. Your changes will be submitted to the platform administrator for review". CCF will review the information and email you that your financial need is active or let you know changes are needed .