

COBB COMMUNITY CONNECTION

ADD A PROGRAM

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



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

LOGIN TO YOUR ACCOUNT

Email

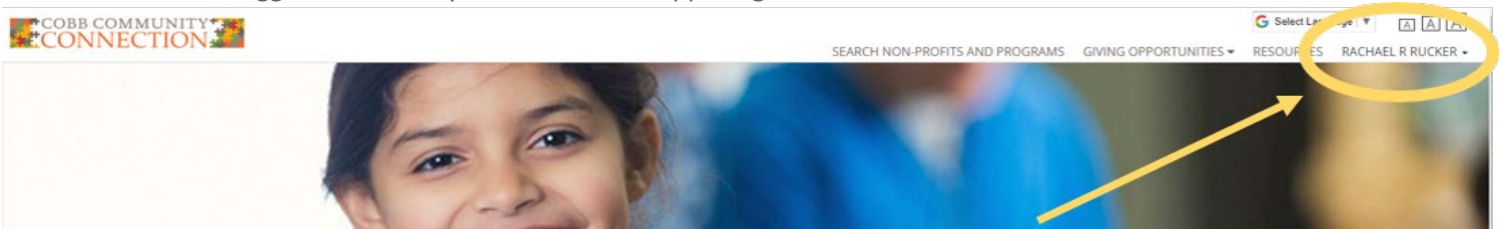
Password

[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.



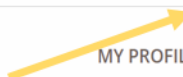
5. To add your program, use the drop down menu under your name. Select **My Profile**



6. Click on **My Organizations**.



MY PROFILE **MY ORGANIZATIONS** LISTS MY SEARCHES



MY PROFILE

Name: Rachael R Rucker | Email: cobbcommfoundation@gmail.com

State: | City:

7. Click the **Edit** button.

MY PROFILE MY ORGANIZATIONS LISTS MY SEARCHES

My Organizations

+ Add New Organization

EIN	Name	State	City	Zipcode	Status	Action
205652970	Cobb Community Foundation	GA	Atlanta		Approved	EDIT

8. Scroll to the bottom of the page. Click **Add New Program**.

Programs

Add New Program

9. Fields with an asterisk are required. Do not fill out a fields with an X below.

Add New Program

Name * [How to add a program]

Description [We are learning how to add a program]

Year * [Enter year. Format: YYYY] **X**

Expenses * [Enter expense] **X**

Size * [Enter size] **X**

Grants * [Enter grant] **X**

Category [Select all that apply]

Service Area - County [Select all that apply]

Population Served [Select One]

Save Cancel

10. Click the **Save** button.



11. You will see a message 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 input and email you that your location is active or let you know changes are needed. If the email lists any problems that need to be addressed, please make these changes at your earliest convenience. Not doing so may lead to the removal of the listing(s).