

Welcome to ewaykamloops.ca !

Managing your Agency Information

Here are your instructions for managing your associated Agency and Program information.

1. Go to: <http://www.ewaykamloops.ca>
2. Click the Login found in the header of the website.



Your Agency Login: _____

Your Agency Password: _____

3. Enter your assigned Email Address and Password, and click the Sign In Button.
4. Once you have logged into the website, if you would like to edit your Agency details you can do so now. This means you can:
 - a. Change your Login ID and Password
 - b. Enter a personalized File Name for your page on www.ewaykamloops.ca
 - c. Update your address and contact information

- d. Update your Agency Logo
- e. Setup your Reminder Email Address and your reminder Interval.
- f. Enter your social media website addresses.
- g. Customize your Key Search Words and other Guidelines
- h. Choose what services your agency provides.

The following contains a brief description of each field for your reference.

Agency Fields:

Login ID: This field contains your current Login ID used to login to the website. We recommend using a valid email address for this field, in case you forget your password or need to reset it for any reason.

Password | Confirm Password: Entering a new password into this field to change your existing password. If no password is entered, your current password is retained.

Private: This field is not currently used at this time.

File name: Enter a suitable filename to represent your agency page on www.ewaykamloops.ca. You only need to include a file name and its extension (.htm) for your page to display. For example, if your agency name was Happy Times, you could enter happytimes.htm into this field.

****To bring other visitors directly to your agency page, provide them with the full website URL as provided below, adding your filename to the end of the URL itself.**

Example: www.ewaykamloops.com/agency/yourfilename.htm.

Mission Statement: appears on your Agency page to represent your agency.

Address: Enter the full physical address of your Agency to display a Google Map showing your location on your agency page.

Eg: 2A-123 Anywhere Street, Kamloops BC Canada v3v3v3

Telephone Number: Enter your primary telephone number to your agency.

Email: Enter the primary contact email for your agency.

Logo: Use this field to upload a Logo Image for your agency page. The logo image you upload is further scaled to 300 pixels in width, so choose your logo image at approximately the same width as well for best results. The field itself will accept .jpg, .png, and .gif images types.

Supported Languages: What Languages does your agency currently support?

Reminder Email Address: Enter an email address which will receive any reminders to keep your listings up to date on www.ewaykamloops.ca.

Reminder Interval: Choose when you would like to receive this emailed reminder. The emails are system generated, and can be turned off at any time by choosing **Never** from the list of choices.

Website Link: Enter your existing website address into this field, if any.

Facebook Link: Enter your full Facebook Business Fan Page address, if any.

Twitter Link: Got a Twitter address @ Twitter? Enter it here.

YouTube Link: Enter your YouTube Address here, if any.

Key Search Words: Enter key words into this field that best describe your Agency and your listings.

Volunteer Guidelines: Describe in short your Volunteer Guidelines for your Site Visitors to learn more about.

Donation Guidelines: Help your site visitors understand your agency donation guidelines by entering in those guidelines here.

Relevant Services

Please check all the services that your agency provides. If you need to select more than one you can.

Windows: Hold your control key down, and mouse click more than one from the Housing, Supports, and Finance Groups.

Macintosh: Hold the command key down, and mouse click more than one service from the Housing, Supports, and Finance Groups.

Complete Your Profile: Click this button to update your Agency details.

** You can update your agency profile information anytime by clicking the *Edit My Agency Profile* link found in the header area of the website.

