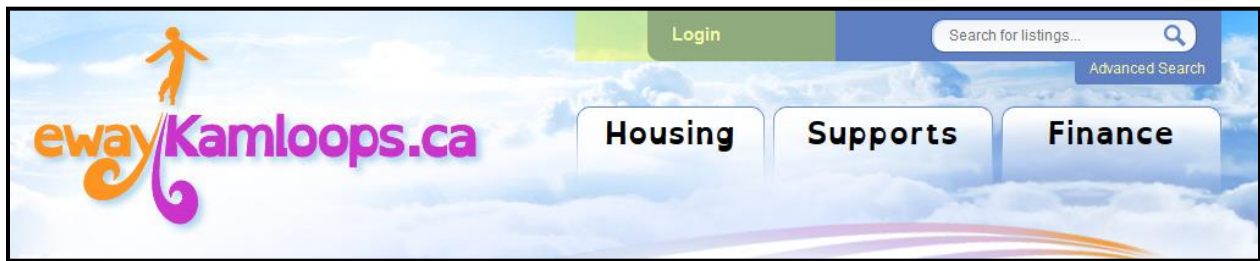


Welcome to ewaykamloops.ca !

Managing your Program Listings

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

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



Your Agency Login: _____

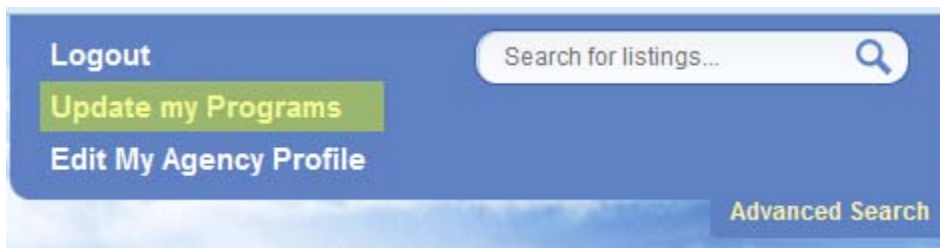
Your Agency Password: _____

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 programs you can do so now. This means you can:
 - a. Create new programs.
 - b. Edit any existing programs covered under your agency.
 - c. Delete any existing agency programs.
 - d. Add personal files names to your programs to create program page addresses.

The following section describes how to manage your program listings in detail.

Accessing Your Program Listings:

Once you have logged into the website, it is time to manage your program listings. To access your current listings, click the **Update my Programs** link in the Header of the website:



You will arrive to the page that lists all of your current programs. You can click an existing program to edit it, or you can **Add a New Program** as well. Clicking either option will bring you to the edit form used to create or edit your new or existing program.

Manage your programs

Hello CamillionINX Support Services. **Logout**

Programs you can edit

Testing Program - Do Not Delete

Add New Program

Description of Program Fields

Below is a description of all program fields you can edit to detail your program:

File name: Enter a suitable filename to represent your program listing 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 program name was Camp Day, you could enter *campday.htm* into this field.

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

Eg: www.kamloopshelps.com/programs/yourfilename.htm

Program Name: Enter a suitable name for your agency program.

Description: provide a brief purpose or description for the program.

Address: Enter the full physical address of your Program to display a Google Map showing its location on its relevant program page.

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

Program Email: Enter an email address that your site visitor can use to contact you regarding the program directly.

Schedule: enter detailed schedule related information into this field.

Client Group: Which client group(s) is your program specifically designed for?

Eligibility Requirements: Enter any eligibility requirements for participation.

Program Start Date | Program End Date: Enter a start and end date into these fields manually, or use the calendar icons provided.

Participant Fees: enter any applicable participant fees into this field, if any.

Main Contact Person: Who is the main contact person representing the program?

Program Admin Telephone: Enter a phone number that your site visitor can use to contact the program administrator.

File Upload (fields): Use these browse fields to upload any associated forms or documents related to the program, like registration forms etc.

Categories: Used to categorize your program. If you feel your program belongs in more than one category, simply hold the Control Key (Ctrl) down (or Command Key for Macintosh) and click on any additional categories to place your program into those categories as well.

Update Your Program: Updates any changes you made to an existing program, or creates the new program for approval **

Delete Your Program: Deletes your program from your agency and the website.

**** *When creating a new program, your program is sent first to the website Administrator for approval. Once the program has been approved, it will then display within search results on the website.***