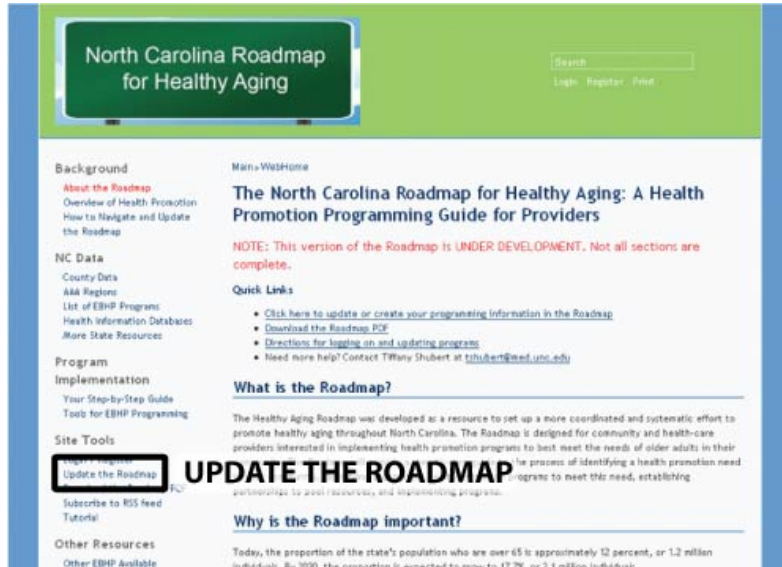


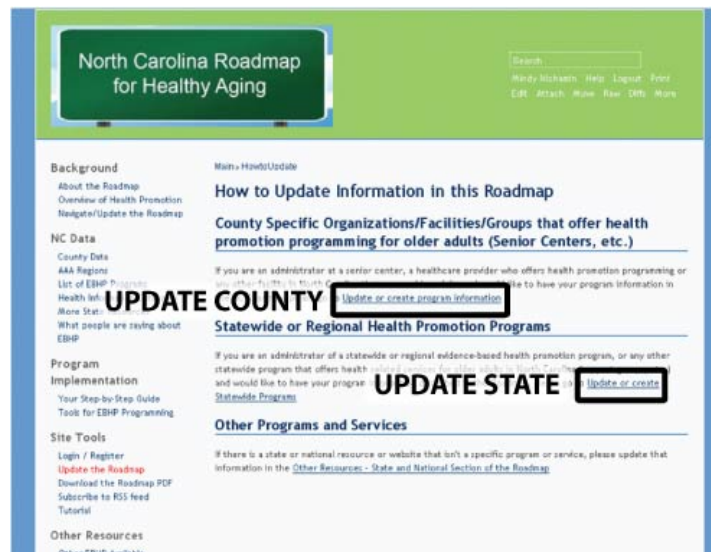
III. How to Add a New Program

To enter in new information about a facility, organization, or program that offers health promotion programming for older adults:

1. Register or log on by following the above directions
2. Once you are logged in, on the main page go to the left-hand menu and under Site Tools select **Update the Roadmap**



3. If your program is county specific, select **Update or create program information** under the County section. If your program is statewide or regional, select **Update or create Statewide Programs**.



4. Scroll down the next page to check if your facility or program is already on the list. If not, click on **Submit New Organization Form** next to step 3.

The screenshot shows the website header with the title "North Carolina Roadmap for Healthy Aging" and a search bar. The main content area is titled "How to Update Organization/Facility/Program Information in this Guide" and includes a sub-header "This information should be updated by administrators". A list of steps is provided, with step 3, "Submit New Organization", highlighted by a red box. Below the steps, there is a section titled "Facilities/Organizations/Programs Currently in the NC Roadmap" with a list of organizations.

5. Complete the form

The screenshot shows the "Submit New Organization/Facility/Program Information" form. The form includes a heading "PLEASE LOGIN BEFORE USING THIS FORM!" and a note: "Please use this form to submit NEW information only. Existing organizations/facilities/programs should be edited from their Organization/Facility/Program Page." The form fields are: "New Organization, Facility, or Program name:" (text input), "Website:" (text input), "Contact:" (text input), "Phone Number:" (text input), "Email Address:" (text input), "County: (this field is REQUIRED - if you don't fill it out, your program will not appear on the list of programs in your County)" (dropdown menu with options: Alamance, Alexander, Alleghany, Anson, Ashe), "EBHP Programs Offered: (select multiple if needed)" (checkbox list with options: Active Choices, AF Tai Chi, AFAP, AFEP, AFSPH), and "List other programs (not listed above)" (text input).

6. Click the **Create New Record** button on the bottom of the page.

Congregate Meals Offered?

yes
 no

Brief Description of facility/organization/program, mission, purpose:

Additional Information

[Create New Record](#) **CREATE NEW RECORD**

17-2009-09-09-184235-DanielaBorasky

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Send Feedback
This site is powered by the TWU's collaboration platform
Synthesize this site.

7. If there is an error on the page, follow the directions below to update your program.

IV. How to update your program

To update information about a facility or a program:

1. Go to the main page and Register or Log on
2. Once you are logged in, on the main page go to the left-hand menu and under **Site Tools** select **Update the Roadmap**
3. If your program is county specific, select **Update or create program information** under the County section. If your program is statewide or regional, select **Update or create Statewide Programs**.
4. Scroll down the next page to check if your facility or program is already on the list. If not, click on **Submit New Organization Form** next to step 3. If it is, click on the facility.
5. After you have selected your organization/facility/program from the list by clicking on it you are ready to update or edit your information.
6. Now pay attention
 - a. Once you have pulled up the form for your program, you need to select the **EDIT** option from the top right hand menu.

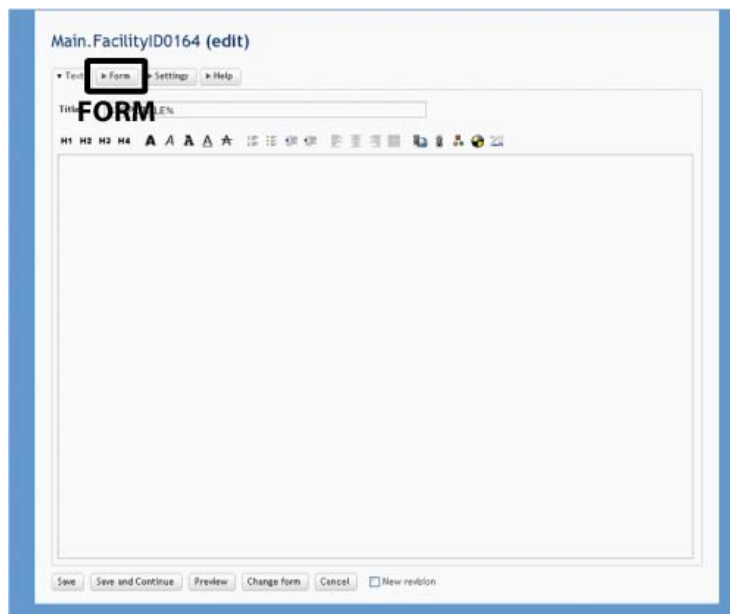
The screenshot shows the 'North Carolina Roadmap for Healthy Aging' website. The top navigation bar includes a search box and a menu with options: Home, My Account, Help, Logout, Profile, Attach, Work, New, DMS, and More. The main content area is titled 'Main > FacilityCreateView > FacilityID164'. It features a 'FacilityForm' table with the following fields:

FacilityForm	
FacilityName:	test
URL:	
ContactName:	
PhoneNumber:	
EmailAddress:	
ProgramsOffered:	
OtherPrograms:	
BriefDescription:	
AdditionalInformation:	

The left sidebar contains a navigation menu with the following sections:

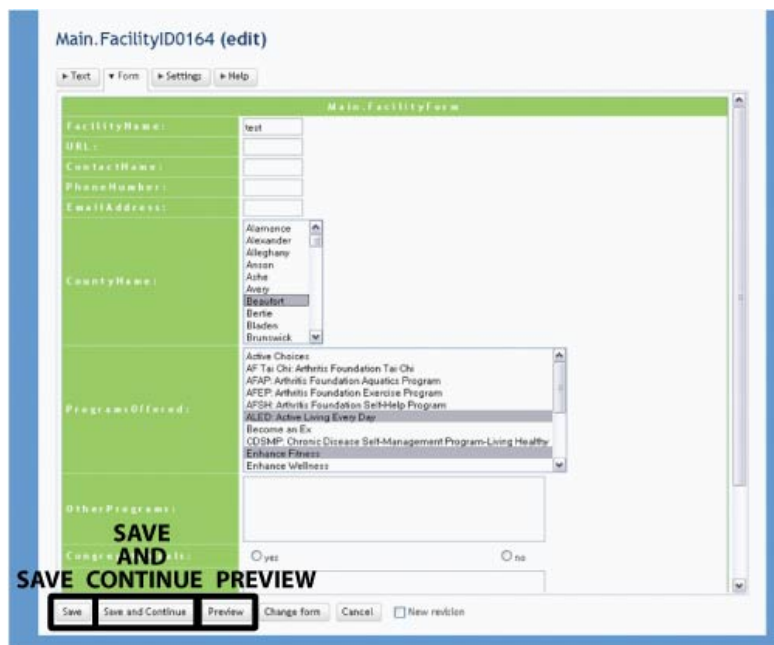
- Background**
 - About the Roadmap
 - Overview of Health Promotion
 - Navigate/Update the Roadmap
- NC Data**
 - County Data
 - AAA Regions
 - List of EBHP Programs
 - Health Information Databases
 - More State Resources
 - What people are saying about EBHP
- Program Implementation**
 - Your Step-by-Step Guide
 - Tools for EBHP Programming
- Site Tools**
 - Login / Register

- b. A blank screen will appear with tabs across the top. Choose **FORM**.



- c. Your form will appear. Go ahead and change information

7. Once you have edited the form, click **Preview** at the bottom to preview it. If you need to make any corrections, click **Save and Continue**. If you are finished, click **Save**.



8. Your form is now updated!