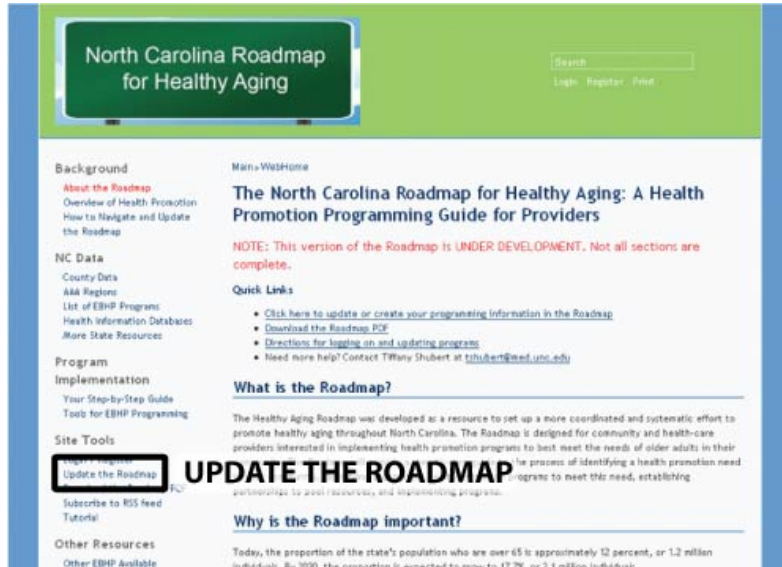


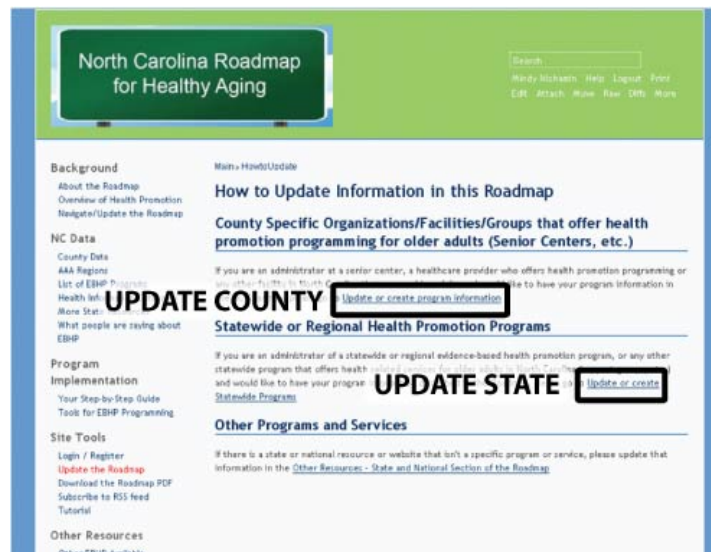
III. How to Add a New Program

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:", "Website:", "Contact:", "Phone Number:", "Email Address:", "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)", and "EBHP Programs Offered: (select multiple if needed)". There is also a section for "List other programs (not listed above)".

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**

i7-2009-09-09-184235-DanielaBorasky

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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.

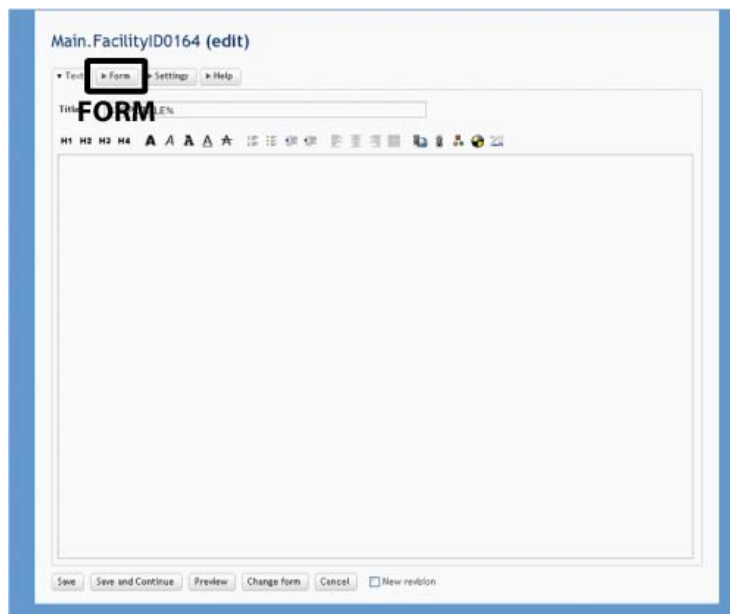
The screenshot shows the 'North Carolina Roadmap for Healthy Aging' website. The top navigation bar includes a search box and a menu with options: Home, My Account, Help, Logout, Profile, Attach, Work, New, DMS, and More. The main content area is titled 'Main > FacilityCreateView > FacilityDD164'. It 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:

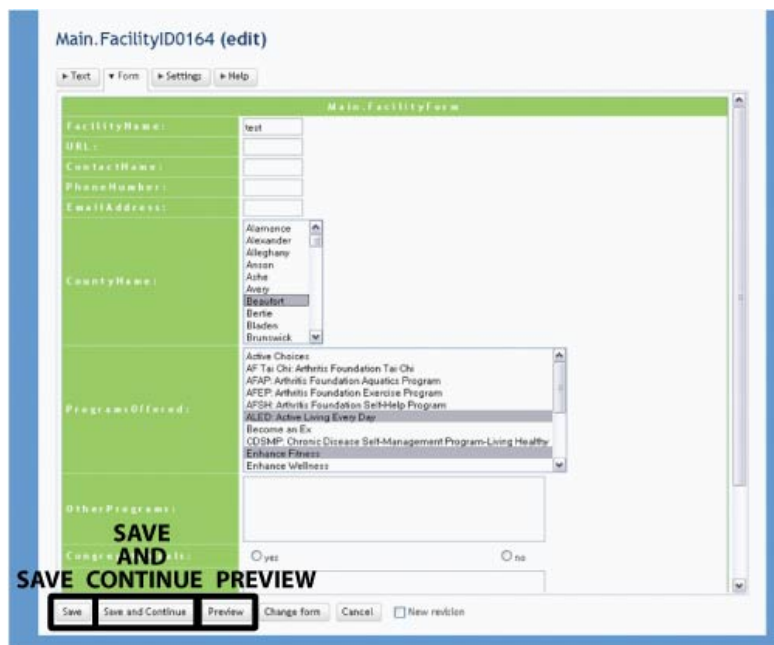
- Background**
 - About the Roadmap
 - Overview of Health Promotion
 - Navigate/Update the Roadmap
- NC Data**
 - County Data
 - AAA Regions
 - List of EBHP Programs
 - Health Information Databases
 - More State Resources
 - What people are saying about EBHP
- Program Implementation**
 - Your Step-by-Step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