

# Website Instruction Manual

How to register and add information to the  
Toronto South LIP website

[July 2014]

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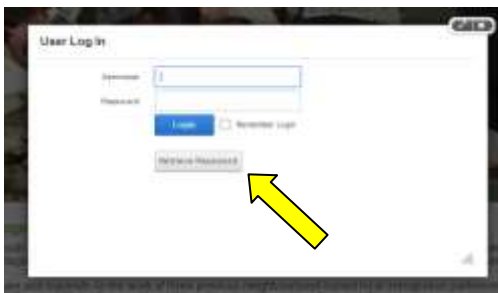
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### 1. How to obtain a username and password

- each agency (or agency department) is assigned one username and one password
- all staff can post with the same name and password
- please contact Sandra Guerra at [sguerra@woodgreen.org](mailto:sguerra@woodgreen.org) to obtain your username and password
- once you receive your initial username and password – you can log in and change your password to anything you like (use a combination of letters and numbers/characters)

#### What if I forgot my password??

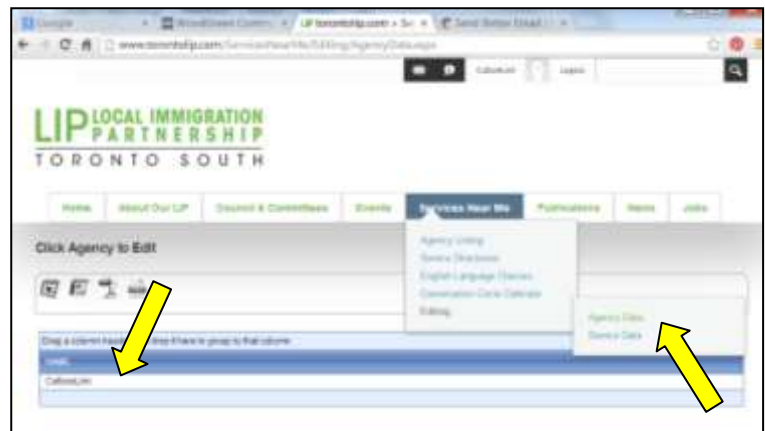
- a. go to ([www.torontolip.com](http://www.torontolip.com))
- b. on the top right corner – click on 'Login'
- c. click on 'Retrieve Password' (you must know the username to retrieve the password)
  - the password will be emailed to the email address of the person who is registered as the agency contact person



If you need assistance – please call Sandra Guerra at 416-645-6000 x1329 or email [sguerra@woodgreen.org](mailto:sguerra@woodgreen.org)

### 2. How to complete your agency information (This is for general agency information)

- a. go to ([www.torontolip.com](http://www.torontolip.com))
- b. on the top right corner – click on 'Login'
- c. type in your username & password and click 'Login'
- d. go to Services Near Me
- e. scroll down to Editing
- f. choose:
  - Agency Data
  - Click on agency name
  - Ensure all the information is correct
  - Click on Save (bottom of page)



If your agency does not appear on the list, please contact Sandra Guerra to set up your agency page:

Sandra Guerra at 416-645-6000 x1329  
or email [sguerra@woodgreen.org](mailto:sguerra@woodgreen.org)

### 3. How to complete your program and service information (This is for specific programs and services)

Follow instructions above 2a to 2e, then

If ADDING new program/service to the website:

- f. Choose Service Data then click on
  - Add New services
  - Fill in the program/service Info
  - To find the latitude and longitude – go to [www.latlong.net](http://www.latlong.net) – choose “Address→ Lat Long” and copy/paste the Lat and Long to the page
  - Click Save (bottom of page)

If EDITING a program/service on the website:

- f. Choose Service Data
  - Select the program/service from the list
  - Make the corrections
  - Click Save (bottom of page)




### 4. How to add an event

This consists of 2 parts

1. Posting your location (only have to do once) and
2. Posting your event

Firstly,



- a. Login to the website
- b. Click on Events
  1. Click Edit Page (top right corner) choose Edit this Page
  2. Click on the Pencil icon  and choose “Event Planner Admin”
  3. Click on Event Admin Menu
  4. Choose Add New Event
  5. Click on Event Locations
    - Scroll through the list - If the location of your event is *not* listed then:
      - a. Click on Create New Location
      - b. Click on Help Me Find my Location Longitude and Latitude
      - c. Enter the postal code of your location (the Long and Lat will automatically fill)
      - d. Enter in the location name
      - e. If the location is a satellite office – choose a Parent Company
      - f. Fill in the rest of the form (leave the Event Colour, Font and Archived sections blank)

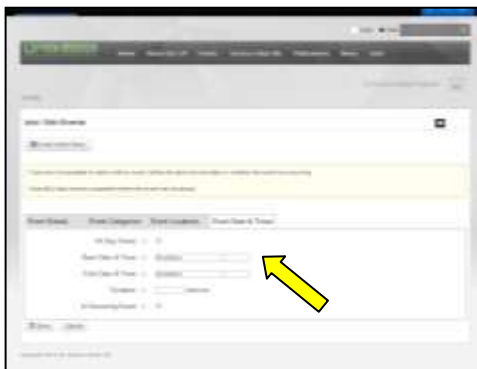
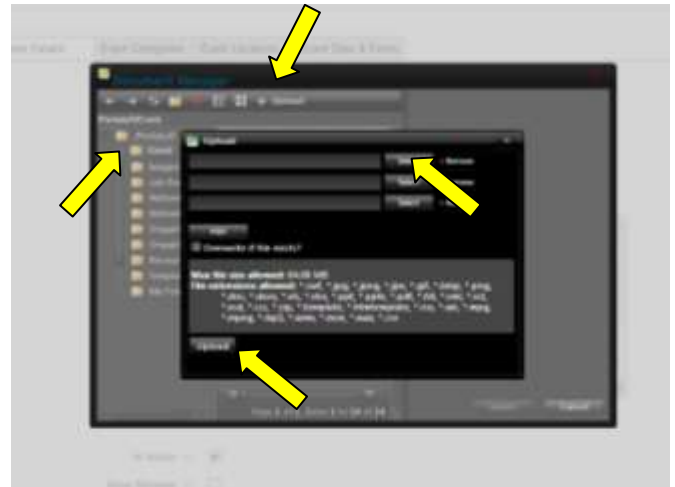
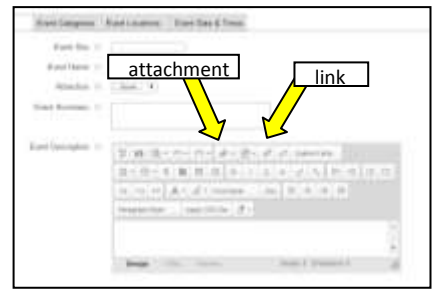


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- g. Scroll to the bottom and click Save
- h. Now continue with the Posting the Event

**ii. Posting the Event**

- 14. Click on Event Details and fill in the Event Name, Summary, Description, Contact Phone and Contact Email
- 15. If you need to attach a flyer – highlight the text in the description area and click on the attachment button 
- 15a. Under Portals – choose Event, then click +Upload
- 15b. A new window will pop up – click Select and choose your document from your computer hit Upload
- 15c. Now choose the document you just uploaded and click 'Insert'
- 16. You can also highlight text and add a link
- 16a. Highlight the text in the box you want to link 
- 16b. click on the 'link' button and fill in the website address & click OK
- 17. Click on Event Location
- 18. Choose location by checking the box
- 19. Click on Event Date and Time
- 20. Uncheck "All Day Event" to choose a specific time
- 21. Click on start date box – choose the start day



- 23. Click on end date box – choose the end day
- 24. Click on the box next to the start date – choose your start time
- 25. Click on the box next to the end date – choose your end time
- \*Note: you must choose an **end** time for the times to be displayed properly
- 26. Click on Save (bottom of page)

**5. How to add a job posting**

- a. Login to the website and click on jobs
- b. Click on 'Add a new record'
- d. Fill in 'Job Title' 'Agency' 'Summary' 'Application deadline' and time
- e. Under Job Description:
  - i.. *choose URL* if you are linking to a posting on your site
    - type in (or copy and paste) the URL of the posting
  - ii *choose File* if you are posting a document
    - Under File Location - choose Job Posting
    - click on 'Upload New File'
    - click on 'Choose File' – choose your file from your computer
    - Click on 'Upload Selected File'
- f. Click 'Update'