



Sprockets Program Finder User Guide for Agencies

Username & Passwords	pg. 1
Setting up your account	pg. 2
Edit agency details	pg. 3
Add new program	pg. 3-4
Edit existing program	pg. 5

Username & Passwords

Multiple staff per agency/organization:

There are two options when multiple staff per agency will be adding programs into the Program Finder. The main consideration is if you want multiple staff to be able to edit what is created. Only the originating "author" of a program can make edits.

Option 1: Staff share one username and password – this allows for all staff to go in and add/edit.

OR

Option 2: Individual user names/passwords for different programs/departments. This ensures that only the person creating the program information can go back and edit information.

With either option, if a staff member leaves your organization, you can [notify us](#) so we can internally change the "author" so that a new user can make changes.

If you would like to add more users from your agency, please [send us](#) their name and email address and a user account will be created for them. However, the individual who creates a program will be the only one who can edit that program in the future.

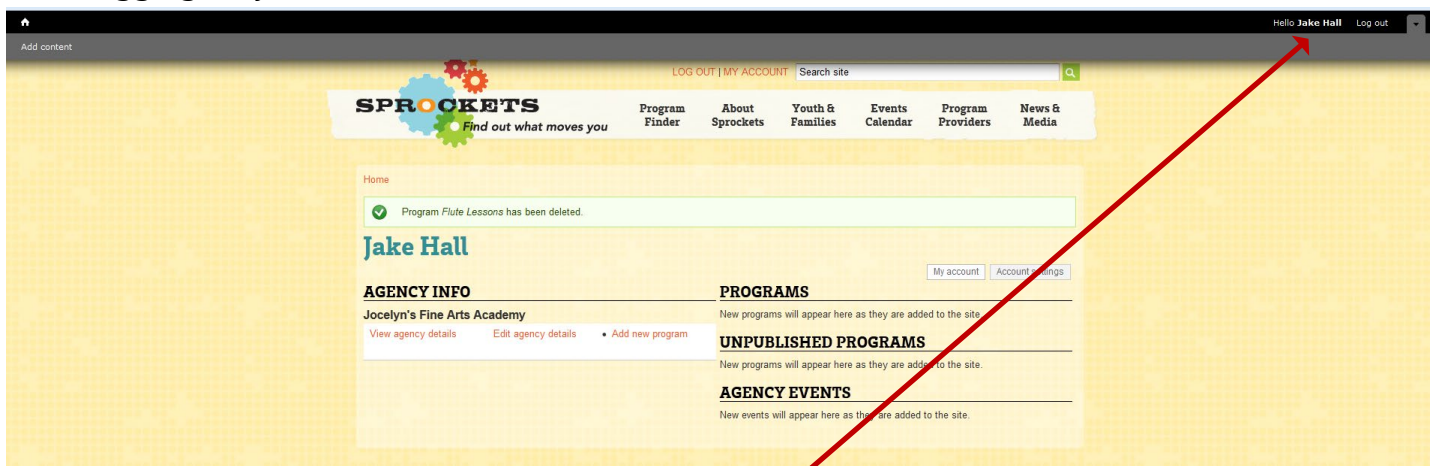


Note: The Program Finder works best in Firefox or Chrome; if you're having trouble in Internet Explorer, an alternate browser should solve any issues.

Setting up your account

If you already have an account – go to SprocketsSaintPaul.org and click on Log-In at the top right-hand corner of the screen. If you do not have an account yet, please [contact us](#).

After logging in, you should see a screen like this:



Tip: If you ever lose track of this page, click on "Hello (Your Name)" in right-hand corner and it'll bring you back.

Edit agency details

Here you can fill out your agency description, link to your website, and upload your logo.

The screenshot shows a web interface for editing agency details. At the top, there's a navigation bar with 'LOG OUT | MY ACCOUNT' and a search bar. Below that, the page title is 'Jocelyn's Fine Arts Academy' with 'VIEW', 'EDIT', and 'LOG' buttons. The main content area has a breadcrumb 'Home > Jocelyn's Fine Arts Academy' and a 'LOCATION' dropdown. The 'Title' field is filled with 'Jocelyn's Fine Arts Academy'. The 'Description' field is empty with a placeholder '(add description here)'. Below that, there's a note: 'Enter a short description for your organization.' The 'Agency website' section has 'Title' and 'URL' fields. The 'Agency logo' section has a 'Browse...' button, an 'Upload' button, and a note: 'Files must be less than 1 MB. Allowed file types: png gif jpg jpeg.' The 'User' field is filled with 'Jake Hall'.

Add new program

Here you can add new programs that will be connected to your agency.

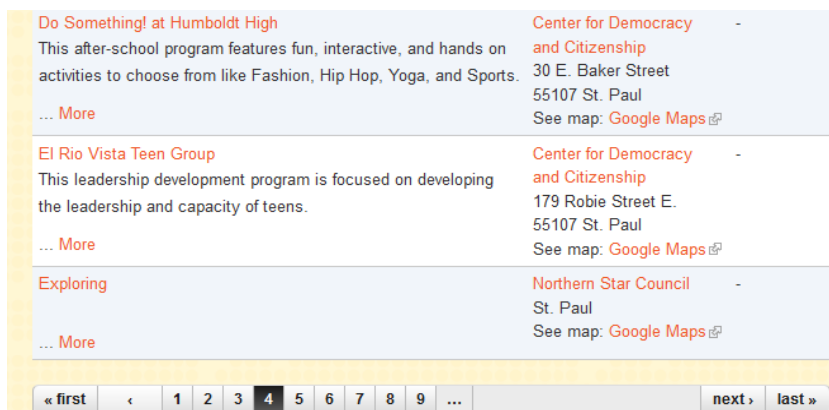
The screenshot shows a 'Create Program' form. At the top, there's a navigation bar with 'Home > Add content'. The main content area has a 'PROGRAM INFO' section. The 'Title' field is empty. The 'Program type' section has a dropdown menu with 'Choose some options' and a note: 'Select one or more categories for this program.' The 'Description' section has a rich text editor with a toolbar and a 'Paragraph' dropdown. Below that, there's a 'Path: p' field. The 'Text format' section has a dropdown menu with 'Filtered HTML' and a note: 'More information about text formats'. Below that, there's a list of HTML tags and a note: 'Empty paragraph killer - multiple returns will not break the site's style.'

- **Title of program** (i.e. "Puppetry and Mask Making Workshops")

- **Program type** (i.e. academic, arts/culture) - you may select one or more options
- **Description**

➡ Remember that your **audience is parents and youth**. You want to include language and descriptions that generate excitement and interest in your programs!

- This section is where the **keyword** search will pull from, so any terms you would like to be linked to should be included in the description. If your agency serves specific populations or has key elements that parents/youth might use in a keyword search, make sure it appears in this area (i.e. swimming, Spanish, homework, music). Also, be sure to include your organization's name in the description so that if someone searches for you specifically, your program(s) will show as a result.
- If there is anything that you want families to see at a glance, put that info in the first sentence(s); there is a preview panel in the Program Finder search that shows three lines of information before they click on your program.



- **Registration deadline**

- If you set a registration deadline, your program will be unpublished (hidden from the public but available for future editing) from the website after the date you set. This helps keep only relevant/timely information on the Program Finder.
- If you have rolling registration you can leave this section blank, or if your program does not fill by the time you had anticipated, you can always adjust the date.

- **Program cost**

- e.g. "\$50 per month" or "\$10 registration fee"
- If program is **free** or you offer **scholarships** to help cover fee, check applicable boxes located below "Staff Ratio"

<input type="checkbox"/> Yes Check if you offer scholarships to help with fee.
<input type="checkbox"/> Yes Check if your program is free.

- **Other info**

- How do families register?
- Program transportation
- Program max enrollment
- Staff ratio

- **Additional fields**

These fields will only show up if you put information into them that applies to your program.

- **Categories** – select the categories that most accurately reflect your program
 - Time of day, day of week, time of year, grades, ages
- **Coordinator** – insert program contact information (at least number, if not name)
- **Languages** – if you have staff that speak multiple languages and want to include that information, you can select specific languages. *The website will then prompt you to put in contact information for an individual who speaks that language.*
- **Location** – based on the address where the program actually takes place, not the address of the home agency; be sure to fill this in so your program will show up in location searches. You can enter multiple locations for programs, if necessary.
- **Media**
 - ★ Images - add pictures that will appear in a small photo gallery alongside your program listing ← **Highly encouraged!**
 - Downloads – you may upload documents (flyers, registration materials, etc.) that a prospective youth or family would be interested in. *Remember if you upload documents that are time-sensitive (even if annual) to set a reminder for yourself to update them at a later date.*
 - Videos – you may embed existing web-based content from YouTube or Flickr. Simply enter the URL of your content. Videos should be no longer than 5 minutes in length (under 3 preferable).

- **Scheduling options** – allows you to set dates for your posting to “publish” and “unpublish”. For example, if it’s April and you are creating your summer posting to “publish” now for recruitment and are not currently recruiting for your school year programming, you can set your school year programming to “publish” again in August and not have to worry about remembering in the middle of your busy summer.

➔ Click SAVE at the bottom of the page to save your work

➔ After publishing your program, we recommend doing a test in the Program Finder, pretending you are a parent/youth to make sure your program shows up when prospective participants search for something you offer

Edit existing programs – During the initial setup, Sprockets may have added information to your programs or agencies. If there is existing information, edit to make sure it is correct. Otherwise, this will be where you go to make changes to programs you’ve already entered.

We hope you feel that the Program Finder is user-friendly and intuitive, but if you do run into questions or have suggestions for improvement, please contact Cecilia Caro at cecilia.caro@ci.stpaul.mn.us / 651-774-7738 or Jocelyn Wiedow at jwiedow@ywcaofstpaul.org / 651-265-0720. *Thank you for contributing to the Sprockets network!*

[Homepage](#) / [Program Finder](#) / [Events Calendar](#) / [Program Providers](#) / [Facebook](#) / [Twitter](#)