



Greetings from YouthCore!

This brief step-by-step tutorial will show you how to list content on www.youthcore.ca.

There are three different types of **profiles** on the site:

- 1) **Places** (e.g. YMCA-YWCA of Greater Victoria).
This is the profile of the facility itself; it will appear in the 'Places' section. You can add an address, a website link, a description, and/or a photo. It can also be featured on the Interactive Community Map.
- 2) **Program** profile (e.g. Community Outreach Counseling).
This is a listing for an *ongoing* program offered by a service provider; something like 'drop-in basketball', 'open mic night', or 'youth employment program.'
- 3) **Event** profile (e.g. The open mic night on Friday October 14th).
This is a brief listing of a single event on the Community Calendar and it can be linked to a venue and/or program, but does not need to be.

When listing content on the site, do the following:

- 1) **Create an Account**
 - a. Click on the 'Login' tab in the upper right hand corner
 - b. Select 'Register New User'
 - c. Fill in 'Account Information'
- 2) **Login**
 - a. Click on the 'Accounts' tab
 - b. Enter email and password
 - c. Click 'Log in'

Once you have logged in, you can control and edit your login details as well as all the content you have listed. Content is only displayed after administrator approval.

- 1) Listing a **Place**.
 - a. Click on 'List a Place'
 - b. Fill out as much information about the organisation as possible. Make sure the name, address, and contact information are correct. Include a photo (optional) and a brief description.
 - c. From the 'Category' menu select at least one category; you may select up to five different categories. This will determine how the place is listed on the map.

2) Listing a **Program**

- a. Make sure the program you wish to list is not already in the database. You can do this through the search function on the homepage.
- b. If your program is not listed, click on the 'programs' tab.
- c. In the programs window, hit 'Add a new program'.
- d. Fill in the details for your program, selecting as many applicable categories as possible from the drop-down menus
- e. Be sure to notice the optional 'link to a place' field. If you select a place from the list, then your program will be linked to that place (organization). The link also works in reverse so you can view the programs happening at each venue.

3) Listing an event.

- a. Select the 'Calendar' tab
- b. Click on 'list new event'
- c. Select a date and time for your event, make sure to specify 'AM' or 'PM' for the times.
- d. Select the program to this event, or create a new name for it.
- e. Select the venue hosting your event, or enter a new one if it's not listed.
- f. Enter the age group for your participants
- g. Enter the cost and any additional information.
- h. Click 'Update'

4) **Cloning an event.** If you've got an event that happens regularly, every week, or every month or even daily, you can create multiple copies of the event listings by using the clone feature.

- a. First, list your earliest event and all applicable data.
- b. At the bottom middle of the 'list an event' page you will see a button that says 'clone' and a drop-down beside it with a number of chronological choices. This determines the date for which your event will be automatically re-listed when you click 'Clone Event.' You do not need to hit 'Update Listing' first.
- c. If, for instance, you hit +1 week, your Friday event will be listed for two Fridays in a row. After hitting 'clone event' you will be taken to the details of the second event, where you can tweak any details such as time or location.
- d. To list an entire series of events, continue cloning until you have listed the last daily, monthly or weekly event you will be hosting. You must hit 'Update Event' on your last listing to save it.
- e. If your events do not happen in daily, weekly or monthly increments, you can simply select 'Exact Duplicate' from the cloning drop-down and then manually edit the dates of your cloned listing(s).

5) **Updating Information** Each person can access their current information and make adjustments/changes as needed to change information you have posted.

Questions? Contact Nev Gibson at nev@livevictoria.com