Adding and Updating Information in the Training Site Database

***Please note that your upload or edited information will first need to be reviewed and approved by EveryoneOn before being officially saved in the database. **Please allow 3 business days for the database to upload with these changes**.*
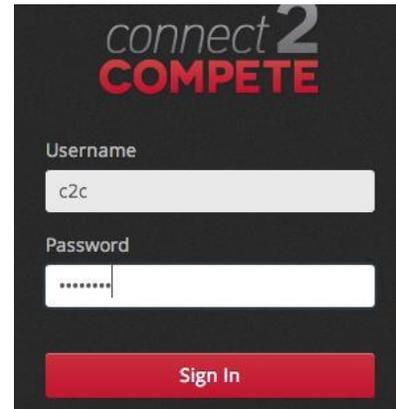
1. **Point-your-web-browse-to** http://partner.connect2compete.org/login.php

2. **Use these credentials to login**

   - Username: **c2c**

   - Password: **literacy**

Click the Sign In button

You will see a long list of the resources currently included in the database.

➢ Looking to **add a new site**? See **step 3.**

➢ Looking to **review and edit a site** already in the database? Skip to **step 4** for further instructions.

➢ If you would like to have your site removed from the database, please email info@everyoneon.org with your site's name and address and we will look to take care of it as soon as possible.

3. Adding your Location Information
If you have multiple sites that you would like to upload in bulk, please use the Training Sites Bulk Template excel spreadsheet and send to info@everyoneon.org.

   - On the left- side of the screen, click the **"Add Location"** button.

   - Begin by entering the contact information for your organization.

   - Complete all details as seen fit, please keep in-mind that including as much information as possible will help the interested participants feel more comfortable and confident in pursuing training.
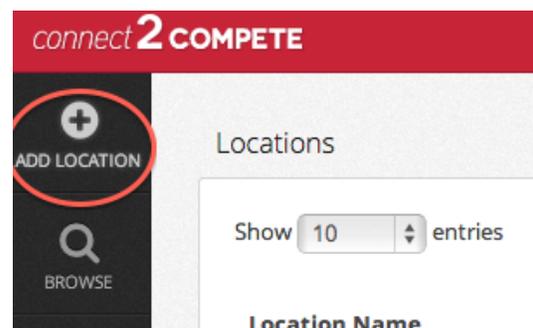
4. Save!

- Click the green "Save Location Details" button you're set!

An EveryoneOn team member will be notified of your entry and will need to approve it before it is official saved and displayed in the database.

You may also feel free to reach out to info@everyoneon.org with any questions or feedback.
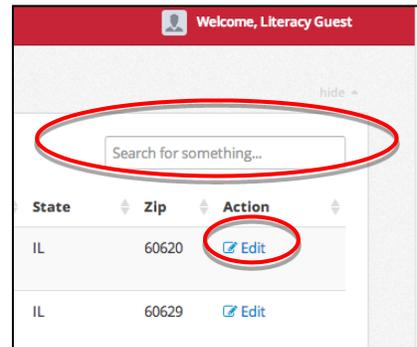
4. Updating Information on the Training Site Database

Search for Your Site

- Enter a portion of the training organization in the search box in the upper right corner of the page.

  If you are searching for a library, search for the name of location/branch, not the library system.

- Find your listing and click the Edit link.

5. Save!

- Click the green "Save Location Details" button you're set!

An EveryoneOn team member will be notified of your entry and will need to approve it before it is official saved and displayed in the database.

You may also feel free to reach out to info@everyoneon.org with any questions or feedback.

THANK YOU!

everyoneon