KIEWIT KiDS

HOST INSTRUCTIONS: Entering program information

STEP 1: LOGGING IN
Collective For Youth will assign and send you a password for logging in. If you have not received your password, please contact Samantha Weiss at sweiss@collectiveforyouth.org. To log in, enter your email address and password and press the login button. The main menu and top navigation menu will appear which provides options for viewing your contact and program information, accessing current reservations for your organization, submitting attendance numbers and feedback, viewing a program list of other host site programs, viewing an agency contact list, or logging out.

STEP 2: REVIEW CONTACT INFORMATION
Click on Contact Information button to open active contacts associated with your organization. Review all information on this screen carefully for accuracy. If there are changes to be made, please contact Samantha.

STEP 3: REVIEW PROGRAM INFORMATION
- Click on the Program Information button to view a list of programs for your organization. (If you are a new host, click on the Add Program button to begin entering your program information.)
- Click on the Program name to open up program details screen. (If you planned to serve as a host site last year, this information has been copied from the 2020 program year, but still requires you to insert updated information about your program offerings for 2021.)
- Delete obsolete information and add updated information as needed in each of the fields.
- Upload a copy of your program brochure.
- Click on the Update Program button at the bottom of the screen to save your changes.
- If you need to add a new program, click on the Add Program button on the main Program Screen and repeat instructions above
- If you need to delete a program, delete the information in the program fields and type "No Longer Offered" in the program name field and notify Samantha so she can delete it.

Deadline to have your 2021 program information entered and brochure uploaded is March 12, 2021.

2/4/20