

Get Connected

Create a FREE Organizational Profile

www.ConnectSouthside.org

How can a ConnectSouthside.org profile help you?

ConnectSouthside links nonprofit organizations to each other and to the community. Share your.....Services, mission and contact information.....Volunteer needs.....Job postings.....Calendar items (events, fundraisers, trainings, etc.).....Donation needs.....and more.

How to create a Personal Profile

Creating an Organization Profile on ConnectSouthside is an easy two-step process. In order to create an Organization Profile, you first register and create a Personal Profile. A Personal Profile allows you to connect to multiple organizations and save searches.

1. Select "Register" in the upper right-hand corner of any screen on ConnectSouthside.org.
2. On the "Manage Your Personal Profile" page, enter your Preferred User Information, Password and Personal Profile. Your information is confidential and will not be traded or sold.
3. Scroll down and select "Register" to save your information.
4. After selecting "Register," you will be directed to a confirmation page where you will find a link to "Add an Organization." This link begins the steps to creating a new Organization Profile if you choose to.

How to create an Organization Profile

1. Select "Login" in the upper right-hand corner of any screen on ConnectSouthside.org.
2. Log into your Personal Profile using your User Name and Password.
3. Once logged in, a blue box entitled "Your Organizations" will appear in the right-hand column.
4. If you are currently linked to an Organization Profile, you will see the name(s) of the organization(s) listed in the box.
5. Select "Add an Organization" to create a new Profile.
6. Enter the name of the organization you wish to add and select "Next."

Note: To avoid duplicate organizational profiles, you will receive a message if the name you entered already appears in the system.

7. If the organization you entered does not have an Organization Profile, you will be directed to create one, beginning with the organization name, alias and mission statement. You must complete the Profile form before posting any items on ConnectSouthside. This will ensure that your Profile displays current, accurate information for visitors who search your posted items.
8. Once you have completed the required Profile form, select "Add Organization" at the bottom of the screen to save it.

**Questions? Call (804) 458-6329, Wendy Austin ext. 2010, Sara Hinojosa ext. 2013
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