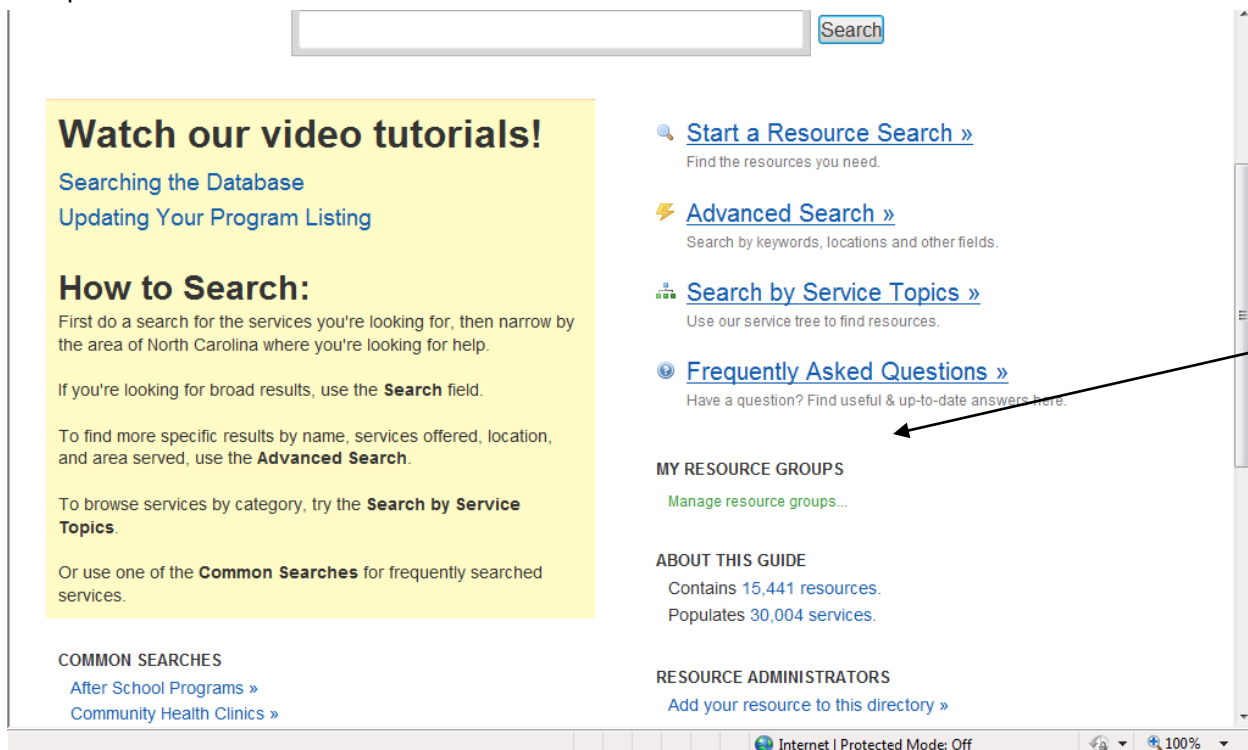


Manage Groups in Community Point

Creating a resource group is an easy way to view only your programs listed with 2-1-1 without having to search for each one every time. You could also create more than one group, which may be useful if you are assigning updates of certain program listings to different people. Here are instructions for creating your resource groups.

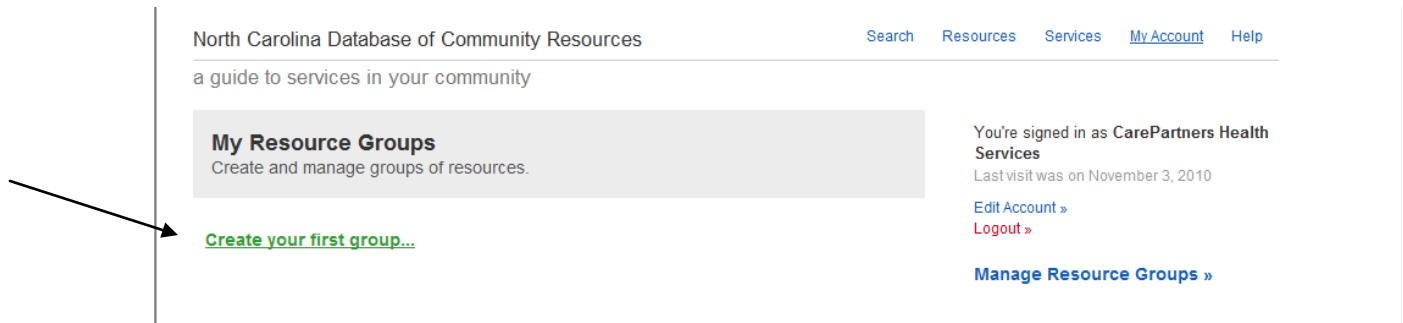
- Go to www.211wnc.org and click on the “Find Help” button on the left hand side. Click on “My Account” in the right hand side of the page and log in with your Username and Password. If you do not have a username and password, select “Create An Account”. Please be sure to enter all the information required to contact you correctly. It is also important to either write down or create a user name and password that you will be able to easily remember. After you click on “Register”, you will see a message: “Your account has been created and an activation link has been sent to the e-mail address you entered. Note that you must activate the account by clicking on the activation link when you get the e-mail before you can login.” This email will be from “Local Joomla Installation” and the subject will be Account Details for Your Name at North Carolina 2-1-1. Click on the link in your email to activate your account. If you have forgotten your username and password, please contact Linda Brinkley (828-239-1034 or linda.brinkley@unitedwayabc.org).
- You will then be taken to the main search page. Scroll down and select “Manage Resource Groups”.



The screenshot shows the search page of 211wnc.org. At the top, there is a search bar with a "Search" button. Below the search bar, there is a yellow box with the heading "Watch our video tutorials!" and links for "Searching the Database" and "Updating Your Program Listing". To the right of this box, there are four search options: "Start a Resource Search", "Advanced Search", "Search by Service Topics", and "Frequently Asked Questions". Below these options, there is a section titled "MY RESOURCE GROUPS" with a link "Manage resource groups...". An arrow points to this link. At the bottom of the page, there is a footer with "COMMON SEARCHES" (After School Programs, Community Health Clinics), "ABOUT THIS GUIDE" (15,441 resources, 30,004 services), and "RESOURCE ADMINISTRATORS" (Add your resource to this directory).

Manage Groups in Community Point

- On the left hand side, select “Create your first group”



North Carolina Database of Community Resources [Search](#) [Resources](#) [Services](#) [My Account](#) [Help](#)
a guide to services in your community

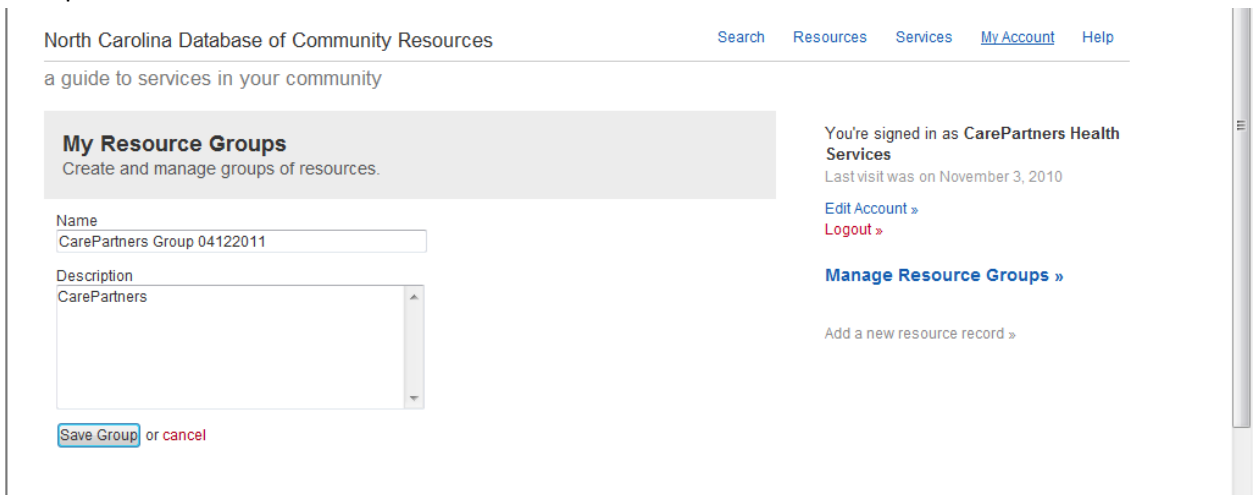
My Resource Groups
Create and manage groups of resources.

[Create your first group...](#)

You're signed in as **CarePartners Health Services**
Last visit was on November 3, 2010
[Edit Account »](#)
[Logout »](#)

[Manage Resource Groups »](#)

- You will then be asked to create a Name and Description of your group, and then select “Save Group”.



North Carolina Database of Community Resources [Search](#) [Resources](#) [Services](#) [My Account](#) [Help](#)
a guide to services in your community

My Resource Groups
Create and manage groups of resources.

Name
CarePartners Group 04122011

Description
CarePartners

[Save Group](#) or [cancel](#)

You're signed in as **CarePartners Health Services**
Last visit was on November 3, 2010
[Edit Account »](#)
[Logout »](#)

[Manage Resource Groups »](#)

[Add a new resource record »](#)

Manage Groups in Community Point

- Now, when you go to Search and Advanced search, you will look for all the programs you would like to include in your group.

Advanced Search

Search by fields you're interested in.

Keywords

All of these words

Any of these words

None of these words

Physical Location

Find Resources based on the physical location of each site that offers services.

ZIP code exactly

City

County

Areas Served

Find resources that serve a specific geographic region, which may vary from a resource's physical location. Searching by "Areas Served" will return resources that serve at least part of the ZIP, City, or County used in the search. Resources may not serve the ENTIRE area searched.

ZIP code

City

County

Volunteer Opportunities

Keywords

Wishlist

Keywords

- Place a check mark in the box next to the program title you would like to add to your group.

List View

Viewing 1-10 of 33 results:

[CarePartners Rehabilitation Hospital, CarePartners Health services](#)
68 Sweeten Creek Road
Asheville, NC 28802

- On the right hand side in the green box called Resource Groups, select the name of the group you where you would like to add your resources, and then click "Add".

Manage Groups in Community Point



- To delete programs from this group, click on Manage All Groups, and the name of the group you would like to change. Click on “Remove from Group” under the title to remove from your group. Click on the program title to verify the information or to report incorrect information.

If you have any questions, please call Linda Brinkley at 828-239-1034 or email linda.brinkey@unitedwayabc.org .