



How to Search for a Provider or Add a Provider as a Resource

This is a step by step explanation for a provider to add themselves as a resource into the Community Tool of www.resourcepoint.org

(Please note that all entries and changes will be submitted to Resource Point System Administration automatically through the system for approval before publishing)

To Search for a provider listing by using the I NEED HELP button

I NEED HELP

Find help from your neighbors

What if it turned out people within your community could meet your needs? Even better, what if they would help you when a little help is all you needed? We are partnering with TheCommon.org to help communities to lend to their own. This easy-to-use system allows you to post needs in a moderated forum where community members can respond to those needs with practical help. Without waiting on case managers or call banks, here you may be able to find help directly from your neighbors.

TheCommon.org

Sign up for an account with the Common.org right here and find help from your neighbors.

Email address:

Password:

Find help from professionals

If you have significant ongoing needs that no one person could help with, we can help. Resource Point Community Tool provides access to resources and services provided by local organizations, non-profit, faith based providers and government agencies. For a listing of resources (e.g. Food, Seniors, Transportation, Kids Support, Legal, Emergency Financial Services, Health Care Services, Food, Rent, Furniture, Disaster Relief, Seniors, etc.) visit www.ResourcePoint.org. Search with any of the above mentioned keywords or enter the name of an organization.

Search Term:

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

Zip: exactly

City:

County:

Areas Served

Type name of provider here to search if already in system

If provider is listed, simply click on the name and view the information

To enter a provider as a new resource, you will need to set up a free user account

The screenshot shows the ResourcePoint website interface. At the top left is the ResourcePoint logo. A navigation bar includes links for GUIDES, WHO WE ARE, STORIES, CALENDARS, TECH SUPPORT, and CONTACT. A yellow callout box labeled "Step One Click here" points to the "My Account" link in the navigation bar. Another yellow callout box labeled "Step 2 Click Here" points to the "Create a new Account" link on the page. The page content includes a "Community Tool" header, a search bar, and a "You must sign in to use 'My Account'" message. Below this message are two sections: "Create a new Account" with a list of reasons to create an account, and "Existing Users Sign-in" with input fields for User Name and Password, and links for "Remember Me", "Log in", "Forgot your password?", "Forgot your username?", and "Create an account".

To create a new account, the following information will be needed

Registration

* Required field

Name: *

Username: *

Password: *

Confirm Password: *

Email Address: *

Confirm email Address: *

or [Cancel](#)

When completed, an email will be sent to the email address given. It is important to check the email inbox promptly



A copy of the email sent is below

Account Details for Emily J Tallman at Central Florida Resource Point



Central Florida Resource Point to you [Show details](#)

2 min ago

Hello Emily J Tallman,

Thank you for registering at Central Florida Resource Point. Your account is created and must be activated before you can use it.

To activate the account click on the following link or copy-paste it in your browser:

http://www.mycommunityvet.com/northland/index.php?option=com_users&task=registration.activate&token=5

After activation you may login to <http://www.mycommunityvet.com/northland/> using the following username and password:

Username: emilytesttailman

Password:

(Click on the link to activate the account and access the log in screen)

Message

- Your Account has been successfully activated. You can now log in using the username and password you chose during the registration.

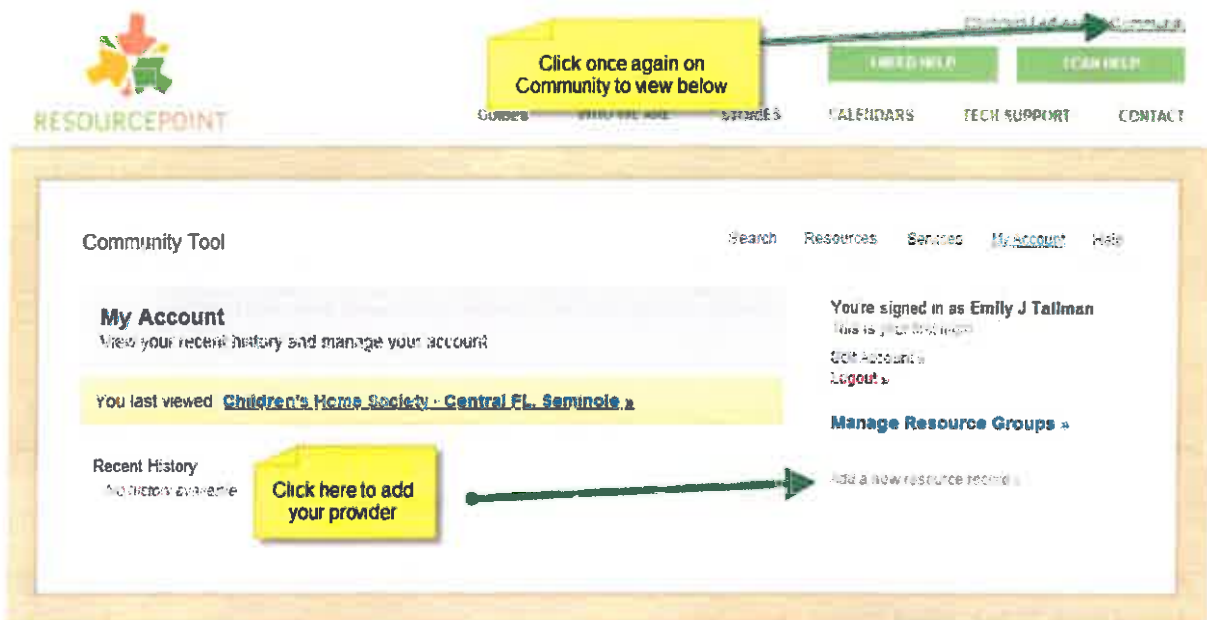
- [Forgot your password?](#)
- [Forgot your username?](#)
- [Don't have an account?](#)

User Name

Password

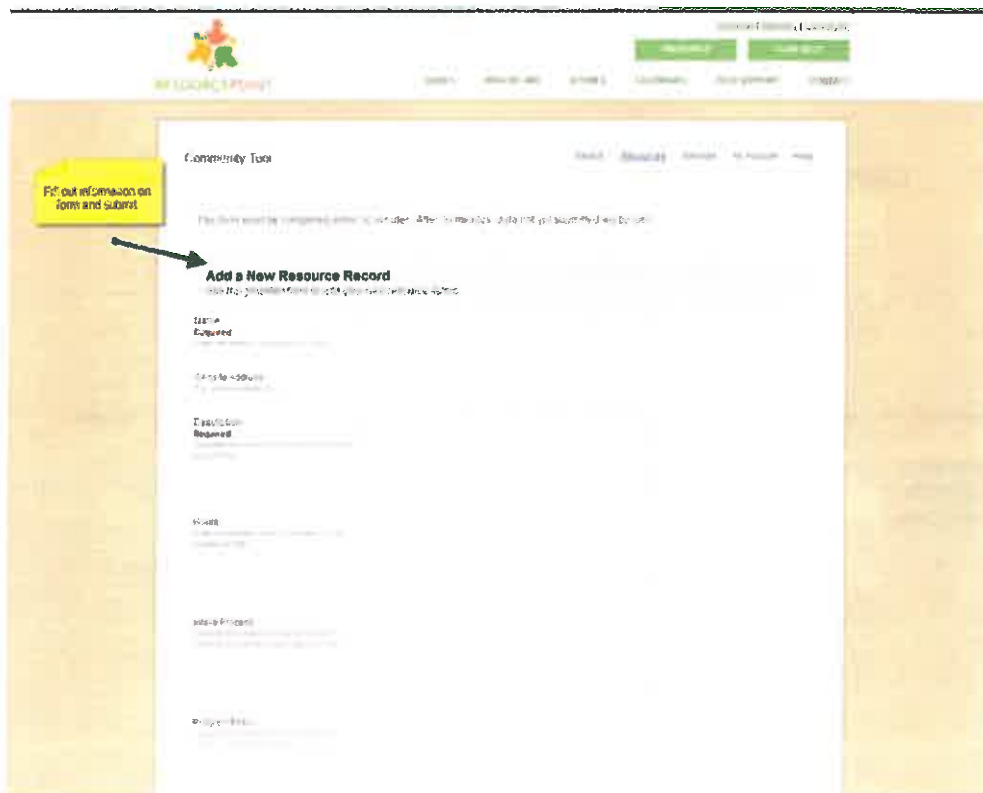
Remember me

Click Community in top right corner while logged in and the screen will appear as below



Click to add the provider as a new resource record and a blank resource record screen will appear to be entered with desired information for the resource

- Some items to note: entry data within **30 minutes** otherwise your user session is lost.
- In the description field be sure to enter **"KEYWORD"** which are descriptive of the resources provided by this organization. See last page for a list of potential **KEYWORDS**
- Fill out the data within the form and then click on **"SUBMIT"**



If a resource is already listed, but has incorrect information, follow the steps below when logged into Community Tool



If resource appears on list, click on the name to view current information listed for the resource and click as below to change any incorrect information

Community Tool

Search [Resources](#) [Services](#) [My Account](#) [Help](#)

[Return to search results](#) **Click here to correct information of providers already in system** [Report incorrect information](#) | [verify information](#)

Rescue Outreach Mission of Sanford, Inc.

1701 W. 13th Street
 Sanford, FL 32771
 (407) 321-8224
<http://www.rescueoutreachmission.org/>

[Overview](#) [Details](#) [Contacts](#) [Send](#)

Description:

The Mission provides emergency, shelter, food, clothing, and spiritual guidance to disadvantaged, needy, homeless, and abused individuals and families of any race, national origin, sex or age. Many agencies bring or refer the need; to the Rescue Mission, including the Police, Sheriff's Department, HPS, hospitals, nursing homes, churches, Salvation Army, Red Cross, Spouse Abuse, We Care, Christian Sharing Center and many others. Fishes and Loaves - providing two meals a day to the community; at large. Seminolecares. BASIC NEEDS. HOUSING

Primary Services:

AIDS/HIV Prevention Counseling (407) 321-8224
 Congregate Meals/Nutrition Sites (407) 321-8224
 Donation Pickups (407) 321-8224
 GED Instruction (407) 321-8224
 General Nutrition Provision (407) 321-8224

[View larger map »](#)
[Get directions »](#)

[Send to email »](#)
[Send to my phone »](#)
[Print »](#)

Resource Groups
[Add Resource to a Group](#)

Screen with provider information will appear and edits can be made directly on this screen

Community Tool

Search [Resources](#) Services My Account Help

[Return to resource profile](#)

This form must be completed within 30 minutes. After 30 minutes, data not yet submitted will be lost.

Current information will be displayed. Edit any incorrect information and submit.

Edit Resource Record

Use the provided form to edit the resource record.

Name Required <small>Enter the name of the Agency or Site.</small>	<input type="text" value="Rescue Outreach Mission of Sanford, Inc."/>
Website Address <small>e.g. www.website.com</small>	<input type="text" value="http://www.rescueoutreachmission.org/"/>
Description Required <small>Provide the description and the services that are offered.</small>	<input type="text" value="The Mission provides emergency shelter, food, clothing, and spiritual guidance to disadvantaged, needy, homeless, and abused individuals and families of any race, national origin, sex or age. Many agencies bring or refer the needy to the Rescue Mission including the Police, Sheriff's Department, HRS, hospitals, nursing homes, churches, Salvation Army, Red Cross, Spouse Abuse, We Care, Christian Sharing Center and many others. Fishes and fishes - providing two"/>
Hours <small>Enter the primary hours of operation for the Agency or Site.</small>	<input type="text" value="Mon thru Sun 9AM - 7PM (Mobile Medical - one day a month)"/>

- 1) In a separate excel spreadsheet please submit a list of services that the provider offers to clients. This information will be entered after the provider has been approved. For a sample set of services see the lists below.

Service Code	Description
BD-1800	Emergency Food
BD-1800.2000	Food Pantries
BD-1800.2250	Food Vouchers
BD-5000	Meals
BH-1800	Emergency Shelter
BH-1800.1500-100	Domestic Violence Shelters
BH-3800.7000	Rent Payment Assistance
BH-3800.7250	Rental Deposit Assistance
BH-8600	Transitional Housing/ Shelter
BM-3000.2000	Furniture
BM-6000.1500-150	Computer Distribution Programs
BM-6500.1500	Clothing
BM-6500.1500-800	School Clothing
BM-6500.6500-150	Bathing Facilities
BM-6500.6500-450	Laundry Facilities
BM-6500.6500-650	Personal/Grooming Supplies
BM-7000.0500	Automotive Repair
BT-4500.4600	Local Bicycle Transportation
BT-8300.2500	Gas Money
BT-8300.7000	Return to Point of Origin
BT-8500.1000	Local Transit Passes
BV-8900	Utility Assistance
BV-8900.9150	Utility Deposit Assistance
BV-9000.8750	Telephone Service Providers
DM-1990	Financial Assessment Tools
FP-4000	Legal Counseling
HD-1800.1800	Early Head Start
HH-0500.2500-250	GED Instruction
HH-0500.8000-150	English as a Second Language
HL-7800	School Supplies

Service Quick List

Service Code	Description
L	Health Care
LF-4900.1950	Eye Examinations
LH-6700.6300	Prescription Drug Patient Assistance Programs
LT-3400	Immunizations
LV-1600	Dental Care
ND-2000	Employment Preparation
ND-2000.6500	Prejob Guidance
ND-2000.6500-320	Job Clubs
ND-2000.6500-360	Job Readiness
NL-6000.2000-220	Food Stamps/SNAP Applications
NL-6000.9500	WIC
PH-1250.1800	Extended Day Care
PH-1400.5000	Mentoring Programs
PH-1450	Cultural Transition Facilitation
PL-7000.4350	Games
PL-7200.8000	Sports Equipment
RF-2000	Family Counseling
RF-3200	Individual Counseling
RP	Mental Health Evaluation and Treatment
RR-5150.5000-700	Runaway Prevention Programs
TB-0700.2100	Financial Services
TJ-1800.6500-330	Internet Service Providers
TJ-3000.6500	211 Systems

Service Settings

Service Quick List

Service Code	Description
ED-1800	Emergency Food
BH-1800.8500-300	Homeless Motel Vouchers
BH-3800.5000	Mortgage Payment Assistance
BH-3800.7000	Rent Payment Assistance
BM-7000.0500	Automotive Repair
BT-8300	Transportation Expense Assistance
BT-8300.0850	Automobile Insurance Payment Assistance
BT-8300.0900	Automobile Payment Assistance
BT-8300.2500	Gas Money
BV-8900.9300	Utility Service Payment Assistance
BV-8900.9300-850	Telephone Service Payment Assistance
DM-6500	Personal Financial Counseling
LH-5100.3000	Health Insurance Premium Assistance
NT-8900	Undesignated Temporary Financial Assistance
PV-7000.3300	Intercessory Prayer Groups
RD-6200	Pastoral Counseling
RP-1400.2500	General Counseling Services

KEYWORDS to include in description:

Food Pantry, Shelter, Mental Health Services, Transportation, Kids Support Groups, After Care/Child Care, Legal, Emergency Financial Services, Substance Abuse, Employment, Health Care Services, Food, Rent/Utility Assistance, Education, Clothing, Furniture, YOUTHED, YOUTHHEALTH, YOUTHFUN, YOUTHVOL, YOUTHEMPLOY, SPECIALNEEDS, HumanTraffic, FaithResidential, Reentry, Senior

Have Questions?

Resource Point / Community Tool Questions – email contact community@resourcepoint.org