

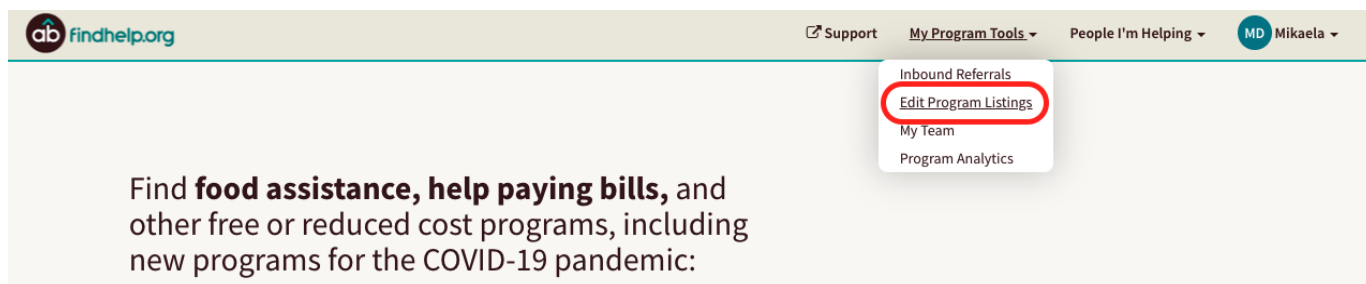


## How to Turn On and Off Referrals on Connect York

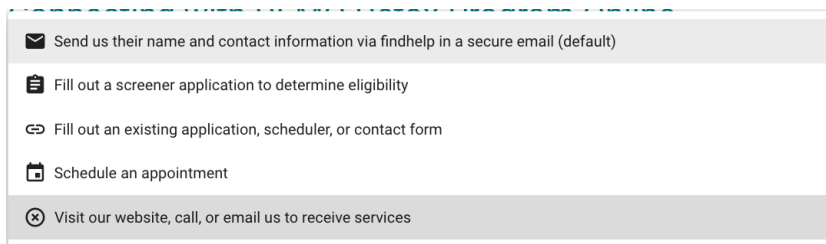
Now that you have claimed your programs on [findhelp.org](https://findhelp.org), you have the ability to edit them! Please follow the steps outlined below to edit your program listing(s).

### Managing Referrals: Turning On

1. Login to [connectyork.org](https://connectyork.org)
2. Hover over the “My Program Tools” menu and select “Edit Program Listings”



3. A list of your claimed programs will appear with three button options. Click into “Edit Contact Settings”.
4. In the dropdown menu, select your referral preference.
  - a. (Select the first option to collect basic information)
5. Save your changes by selecting the green button at the bottom.



### Managing Referrals: Turning Off

1. Follow steps 1-3 from above.
2. In the dropdown menu, select “Visit our website” to direct seekers to your organization’s website.
3. Save changes/updates at the bottom of the page.
4. If your program has paused referrals, is temporarily closed or is seasonal,
  - a. Go back to the “Edit Program Listings” page and select the program’s “Edit” button.
  - b. Scroll midway to the section marked “Availability”
  - c. Turn your availability off. This will prevent your organization from showing up as a possible result for seekers.