

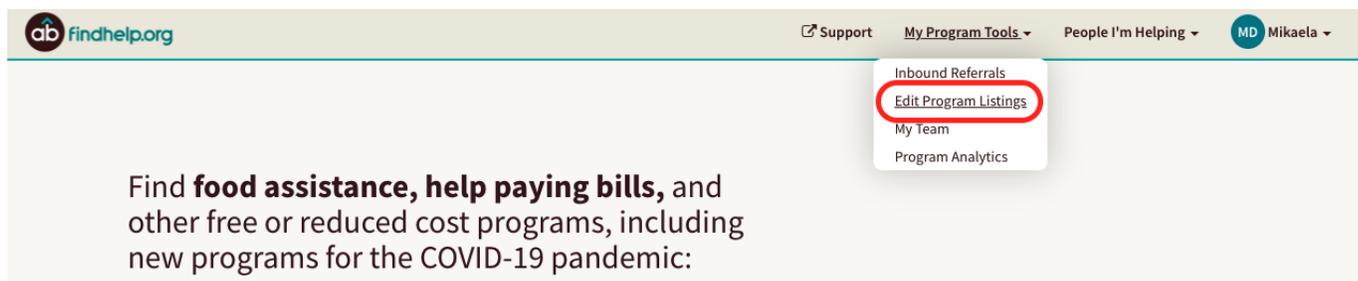


How to Turn On and Off Referrals on Connect York

Now that you have claimed your programs on connectyork.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
2. Hover over the “My Program Tools” menu and select “Edit Program Listings”

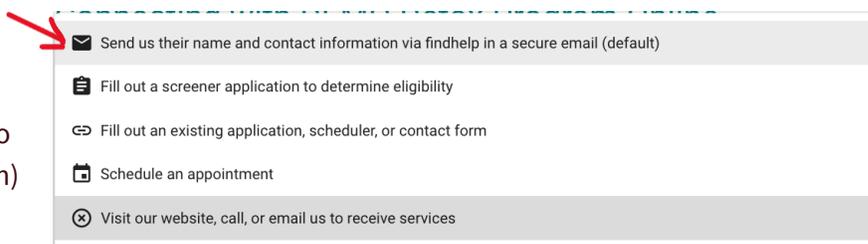


3. A list of your claimed programs will appear with three button options . Click into “Edit Contact Settings”.

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.