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## Adding and Updating Your Library's Information in the *Everyone On* Training Site Database

*\*\*Please note that your upload or edited information will first need to be reviewed and approved by Connect2Compete before being officially saved in the database. Please allow 3 business days for the database to upload with these changes.*

1. Point your web browser to <http://partner.connect2competite.org/login.php>

2. Use these credentials to login:

Username: **c2c**

Password: **literacy**

3. Click the Sign In button

You will see a long list of partners here. This is a list of the 19,000 resources available.

- Looking to **add a new site**? Click on the "Add Location" button on the left, then follow instructions.
- Looking to **review and edit a site** already in the database? Type a keyword (first name of library or city) in the search box at the upper left and hit "Enter". Select your library from the list and then click on "Edit" to the right, then follow instructions. When searching for a library branch, search for the branch name and not the system name first.
- If you would like to have your site removed from the database, please email [info@everyoneon.org](mailto:info@everyoneon.org) with your site's name and address and we will look to take care of it as soon as possible.

4. Adding your Location Information

- On the left-side of the screen, click the "Add Location" button
- Begin by entering the contact information for your organization.
- Complete all details as seen fit, please keep in-mind that including as much information as possible will help the interested participants feel more comfortable and confident in pursuing training.

Adding your Facility Details

- Is your site open to the public (Yes/No)
- Is Internet available for use on public computers?

- Is there an open wireless network (WiFi) for public use?
- How many computers are available to the public at this site?
- Are participants required to register or make an appointment to join training classes?
- Is group/class training available?
- Are the digital literacy classes offered free?
- Are classes or materials available in Spanish? Other languages?

### Training Site Information

- Does your site provide scheduled training sessions?  
*If so, please enter the website where the class schedule is hosted in the Additional Notes section. If the calendar is not available online, please indicate how a participant might best proceed to find out more in the Additional Notes.*
- Does the site offer free access to online learning services such as Lynda.com, ElementK, and/or **LearningExpress** (among others)?
- Is one-on-one training available for participants to work directly with a library staff member or volunteer?
- What are the primary skill levels addressed through your site's trainings? *Please indicate all that apply.*
- What is your site's target audience for training courses? *Please indicate all that apply.*
- Please enter any other details you would like to share with interested students and/or any restrictions on the training opportunities that they should be aware of before proceeding?

### Operating Hours

- Enter the hours that the facility is open (*optional*)

Make any changes or additions as you see fit. Please keep in-mind that we're trying to provide the interested participants with as much information as possible to help them feel comfortable.

### 5. Save!

- Click the green "Save Location Details" button you're set!

A Connect2Compete team member will be notified of your entry and will need to approve it before it is official saved and displayed in the database. If you do not see your changes reflected after 48 hours of entry, please email [info@everyoneon.org](mailto:info@everyoneon.org) and someone will get back to you as soon possible to help address the issue.

***You may also feel free to reach out to [info@everyoneon.org](mailto:info@everyoneon.org) with any questions or feedback.***

***DON'T FORGET – EVERY PUBLIC LIBRARY IN WEST VIRGINIA PROVIDES SOME FORM OF DIGITAL LITERACY SERVICE BY SIMPLY MAKING PUBLIC ACCESS COMPUTERS AND INTERNET ACCESS AVAILABLE. ALSO, [WWW.WVINFORMEDPOT.ORG](http://WWW.WVINFORMEDPOT.ORG) OFFERS COMPUTER TUTORIALS THROUGH THE **LEARNING EXPRESS** DATABASE.***

Be In the Know.  **WVINFODEPOT.ORG**

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