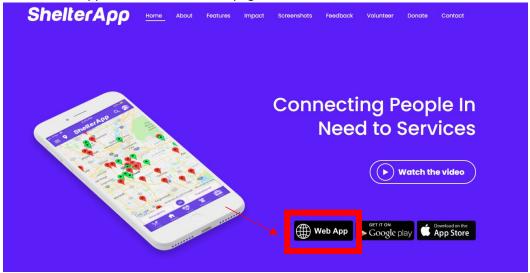
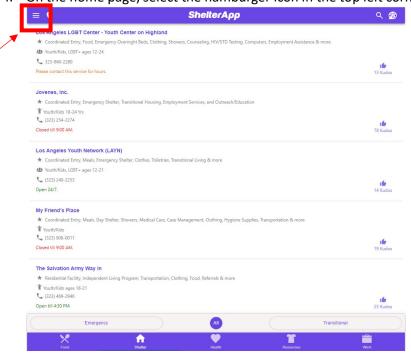


- 1. Navigate to https://www.shelterapp.org/
- 2. Select "Web App" in the middle of the page:

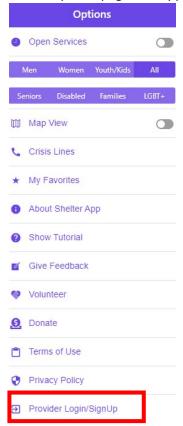


- 3. Click through the introductory instructions for a quick guide on how to use the website.
 - a. On the last page, select "I Agree" to the terms and conditions.
- 4. On the home page, select the hamburger icon in the top left corner to see options:





5. On the options page that appears, select "Provider Login/SignUp":



- 6. One the new page, select "SIGNUP".
 - a. Enter your organization's name, phone, e-mail, and password and click the purple "SIGNUP" button. Note: we HIGHLY encourage your organization to use a generic e-mail for sign-up (e.g., info@abc.org) that can be accessed by multiple employees.

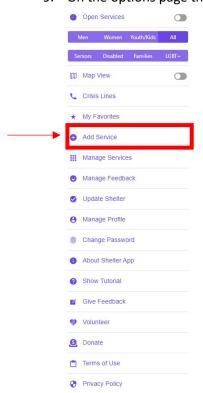
 Using a specific persons' e-mail (e.g., maryjones@abc.org) will result in issues if that person ever leaves your organization, especially if you ever need to reset the password.
- 7. Once you've logged in, the window will automatically change to "Choose City/Zip for Services". Type in "Tampa" and select "Tampa, FL".



8. <u>Select</u> the hamburger icon again in the top right corner:



9. On the options page that appears, select "Add Service":





- 10. Fill in as much of the information requested as possible, including your organizations' name, a description of services, address, public contact phone number, public contact e-mail, website, any social media links, services provided, the category of persons meant to be served by your organization, and any schedule information you have on file.
- 11. Once all the information is input, select the purple "Add Service" button at the bottom of the page.
- 12. You will now be able to see your service within the ShelterApp. You can download the app version on either Google Play or Apple App Store.
- 13. If you have any technical issues or questions, please reach out to ShelterAppInfo@gmail.com.