

Database Record Management: Step by Step

To ensure that your organization's most up-to-date information is listed and to tailor your listing to maximize its effectiveness, please use the following steps:

To ADD A NEW ORGANIZATION, PROGRAM OR SERVICE:

1. Go to www.kcr.ca
2. Click on the button in the centre column that says 
3. Click on 
4. Fill in the form (Hint: Not sure what to put in that field? Click the  to the right of each section.)
5. Click Submit.

To **update** organization information:

1. Go to www.kcr.ca
2. Click on the button in the centre column that says 
3. Type in name of your organization, hit "Search" and then click on your record to open it
4. Click on 
5. Enter your changes and click Submit.

To ADD NEW VOLUNTEER OPPORTUNITIES:

1. Go to www.kcr.ca
2. Click the  link in the centre of the page
3. Click on  in the top rows of blue buttons
4. Enter your info – remember to be as detailed as possible to get those volunteers to contact you!
5. Click Submit.

To **update** a current volunteer opportunity:

1. Go to www.kcr.ca
2. Click the  in the centre of the page
3. Type in your Organization's name, then "Search".
4. Choose the Position Title from the table.
5. Click on  and proceed with any changes you want to make
6. Before clicking Submit, please scroll down to  and select one option from the list.

To **remove** a volunteer opportunity:

1. Follow steps 1 to 4 above.
2. Click on 
3. Scroll down to 
4. Click on **"This Record is no longer valid, please remove"**.
5. Click Submit.

The listing of an organization in the online database of community resources does not indicate endorsement and the exclusion of an agency does not imply any disapproval by KCR. Please note that we reserve the right to maintain the records according to international standards for Information and Referral Services.