

Instructions for Editing Your Partner Profile Page

Good Shepherd Food Bank is looking to provide our partner agencies with increased exposure on our website (gsfb.org). We have developed Partner Profile Pages for each of our hunger relief partners. These profiles are linked from the Food Map (gsfb.org/help/food-map), so that when a person searches for an agency in their area, they will be able to learn more extensively about your agency.

By clicking on “Read Details” the visitor will be directed to your Agency Profile Page.

The screenshot shows the Good Shepherd Food Bank website's "Food Map" section. The browser address bar displays www.gsfb.org/help/food-map/. The website header includes the logo and navigation links: About, Blog, News, Contact, Programs, Volunteer, Donate, Find Food, Privacy, and AGENCY LOGIN. Below the header, the "Food Map" title is followed by social media icons and a search instruction: "Find food at hunger relief agencies throughout Maine. Please enter your zip code, city and state, or complete address to find a participating food pantry near you." A search form shows "Enter Address or Zip Code:" with the value "04101" and a "10 Miles" radius, with a "Submit" button. On the left, a list of agencies is shown, with the third item, "Boys & Girls Club - Southern Maine", highlighted. A red arrow points to the "Read Details" link for this agency. On the right, a map of Maine is displayed, with a red arrow pointing to the "Boys & Girls Club - Southern Maine" location. A tooltip for this location is visible, showing the address "277 Cumberland Ave, Portland, ME 04101, Cumberland County" and a "Read Details" link. The Windows taskbar at the bottom shows the time as 2:36 PM on 7/17/2014.

Good Shepherd Food-Bank
Feeding Maine's Hungry

Hunger in Maine | How We Help | Get Help | Get Involved | [DONATE](#)

Food Map


Find food at hunger relief agencies throughout Maine.

Please enter your zip code, city and state, or complete address to find a participating food pantry near you.

Enter Address or Zip Code: 04101 10 Miles [Submit](#)

- 1 First Assembly of God - Portland**
243 Cumberland Ave
Portland, ME 04101
Cumberland County
0.17 mile
[Read Details](#)
- 2 St. Vincent De Paul Soup Kitchen**
307 Congress Street
Portland, ME 04101
Cumberland County
0.21 mile
[Read Details](#)
- 3 Boys & Girls Club - Southern Maine**
277 Cumberland Ave
Portland, ME 04101
Cumberland County
0.25 mile
[Read Details](#)

Boys & Girls Club - Southern Maine
277 Cumberland Ave
Portland, ME 04101
Cumberland County
[Read Details](#)




**Good Shepherd
Food-Bank**
Feeding Maine's Hungry

[About](#) | [Blog](#) | [News](#) | [Contact](#) | [Programs](#) | [Volunteer](#) | [Donate](#) | [Find Food](#) | [Privacy](#) | [AGENCY LOGIN](#)


< Back to Food Map

Hunger in Maine How We Help Get Help Get Involved **DONATE** 🔍

Boys & Girls Club – Southern Maine




**BOYS & GIRLS CLUBS
OF SOUTHERN MAINE**



Contact Information

Address:
277 Cumberland Ave
Portland, ME 04101
Cumberland County

Contact Person: Jennifer Pierce
Phone: (207)874-1069
Website: <http://www.bgcmaine.org>
E-mail: info@bgcmaine.org



For directions enter your address:

GO

About Us

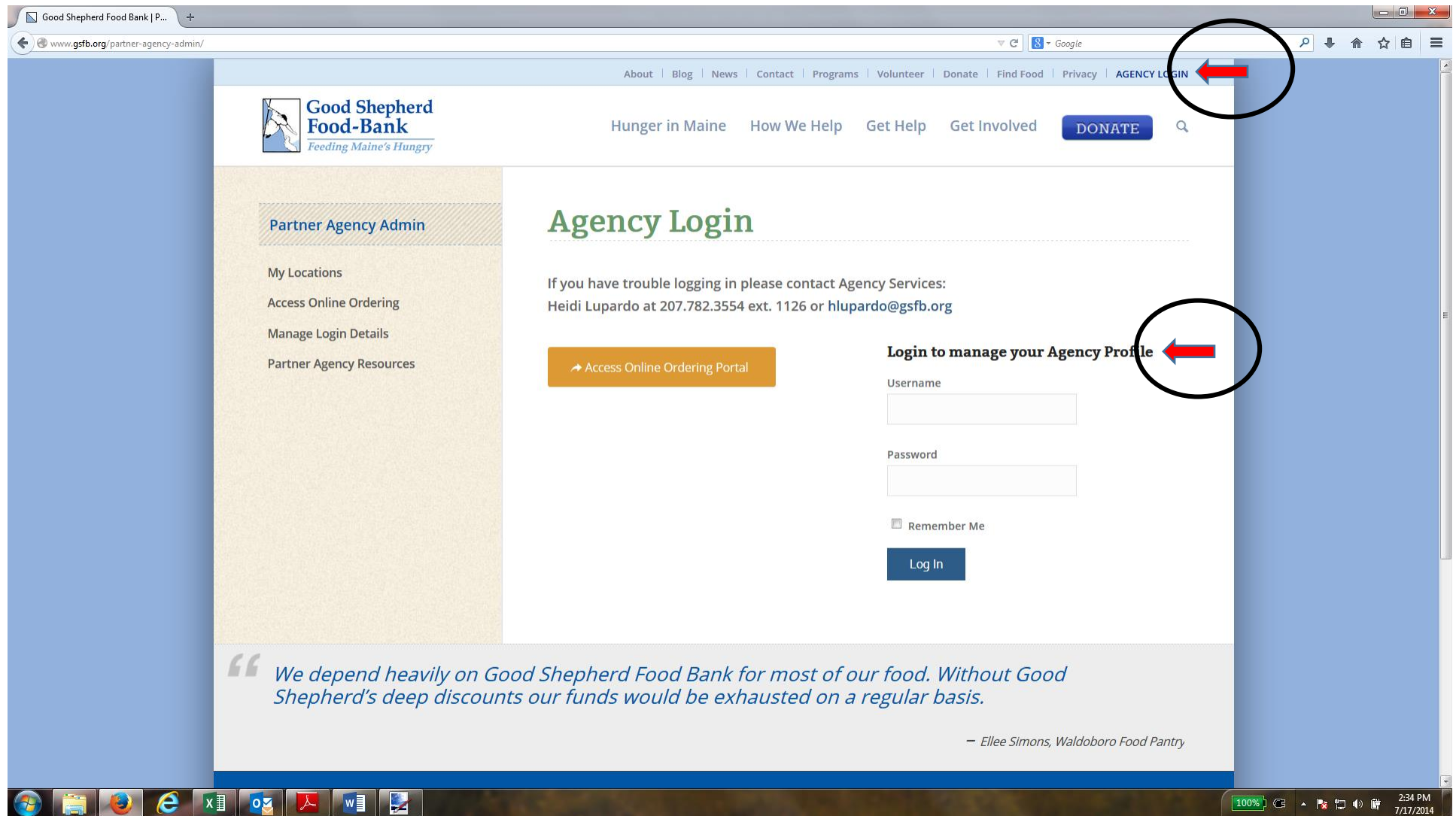
Our mission is to inspire and enable all young people, particularly those who need us most, to realize their full potential as responsible, productive and caring citizens.

Hours of Operation

Future location of “Donate to this Agency” button →

Editing Your Profile Page

You will have the ability to update your profile with information about your agency by logging in using a username and password. Each agency will be responsible for keeping its page updated with accurate information. You were provided a username and password for your agency from our Agency Services staff. It should be the same username and password you use for Online Ordering. Click on the link in the upper right corner of the Food Bank's website to reach the login screen:



Once you log in, you will see the following screen showing your agency's location(s). For most agencies, only one location will appear. Some agencies that have more than one Food Map location will have the ability to create profiles for their different locations. Click the **Edit** link to update your profile information:

The screenshot shows the Good Shepherd Food Bank Partner Agency Admin interface. The left sidebar contains links for 'Partner Agency Admin', 'My Locations', 'Access Online Ordering', 'Manage Login Details', and 'Partner Agency Resources'. The main content area is titled 'My Locations' and includes instructions to contact Heidi Lupardo for adding or deleting locations. A table lists the agency's location, 'Boys & Girls Club - Southern Maine', with a status of 'Live' and an 'Edit' link. The 'Edit' link is circled with a red arrow. Below the table is a quote from Ellee Simons of the Waldoboro Food Pantry. The footer contains a newsletter sign-up form, the Feeding America affiliate logo, and the Good Shepherd Food Bank contact information.

Good Shepherd Food Bank | M...

www.gsfb.org/partner-agency-admin/my-locations/

About | Blog | News | Contact | Programs | Volunteer | Donate | Find Food | Privacy | AGENCY LOGIN

Hunger in Maine | How We Help | Get Help | Get Involved | **DONATE**

Good Shepherd Food-Bank
Feeding Maine's Hungry

Partner Agency Admin

My Locations

Access Online Ordering

Manage Login Details

Partner Agency Resources

My Locations

To add or delete locations please contact Agency Services: Heidi Lupardo at 207.782.3554 ext. 1126 or hlupardo@gsfb.org

TITLE	STATUS	OPTIONS
Boys & Girls Club - Southern Maine	Live	Edit

"We depend heavily on Good Shepherd Food Bank for most of our food. Without Good Shepherd's deep discounts our funds would be exhausted on a regular basis."

— Ellee Simons, Waldoboro Food Pantry

Join Our eNewsletter

Enter your email address **Sign Up**

Connect With Us

FEEDING AMERICA
affiliate

Good Shepherd Food Bank

3121 Hotel Road • P.O. Box 1807
Auburn, ME 04211

100% 2:33 PM 7/17/2014

Here you have the opportunity to update your agency's basic information – address, phone number, website, etc. You can also add a contact person (optional). Fields with an (*) are required. Fields with an (*) are required.

The screenshot shows a web browser window displaying the 'Edit Page' for a partner agency on the Good Shepherd Food Bank website. The browser's address bar shows the URL: www.gsfb.org/partner-agency-edit-page/?pid=6671&_wponce=986a1de0c7. The website header includes the Good Shepherd Food Bank logo with the tagline 'Feeding Maine's Hungry', and navigation links: About, Blog, News, Contact, Programs, Volunteer, Donate, Find Food, Privacy, and AGENCY LOGIN. A secondary navigation bar includes: Hunger in Maine, How We Help, Get Help, Get Involved, a DONATE button, and a search icon. On the left side of the page, there is a link: '< Back to My Locations'. The main content area is titled 'Edit Page' in green. Below the title, a note states: 'Note: changes will be reviewed within 48 hours. Once approved your profile will appear on the Food Map.' The form contains the following fields:

Location Name *	Boys & Girls Club - Southern Mair
Contact Person	Jennifer Pierce
Address *	277 Cumberland Ave
Address 2	
City *	Portland
State *	ME
Zip *	04101
Phone *	(207)874-1069 (207)123-4567
County *	Cumberland
Website	http://www.bgcmaine.org http://www.mywebsite.com

The Windows taskbar at the bottom shows various application icons and the system clock indicating 2:40 PM on 7/17/2014.

When you continue to scroll down the Edit Page, you can enter in more detailed information about your agency, including your current needs and hours of operation. You can also upload both a logo and a cover image (similar to Facebook). Please make sure the image you select to upload does not exceed the recommended image dimensions (circled below).

Good Shepherd Food Bank | Edit

www.gsfb.org/partner-agency-edit-page/?pid=70808_wpnonce=de7dc2fc92

Website

http://www.mywebsite.com

E-mail

Logo

Select Image

Image Dimensions: 240 Width X 60 Height (pixels)

Cover Image

Select Image

Image Dimensions: 710 Width X 265 Height (pixels)

About Us

Hours of Operation

Our Current Needs

Update

When you are finished editing your profile information, make sure to hit the **Update** button to upload your changes.

After hitting the Update button, an alert will be sent to staff at the Food Bank, who will review and publish your changes within 2 business days.

Thank you for taking advantage of this exciting new website feature. We hope that these profile pages provide your agency with increased exposure. Please contact us if you run into any problems updating your page (Kathy Helming, khelming@gsfb.org).