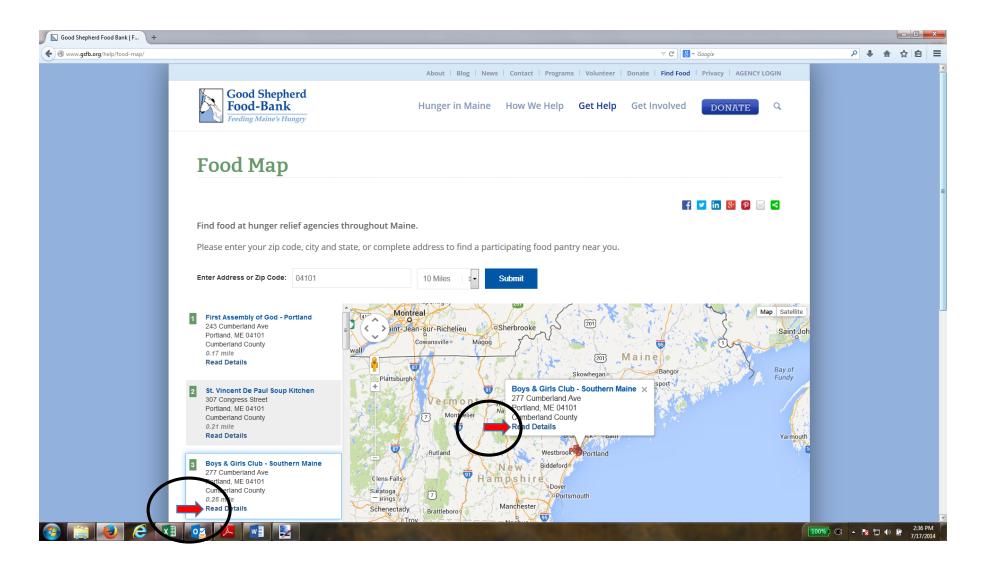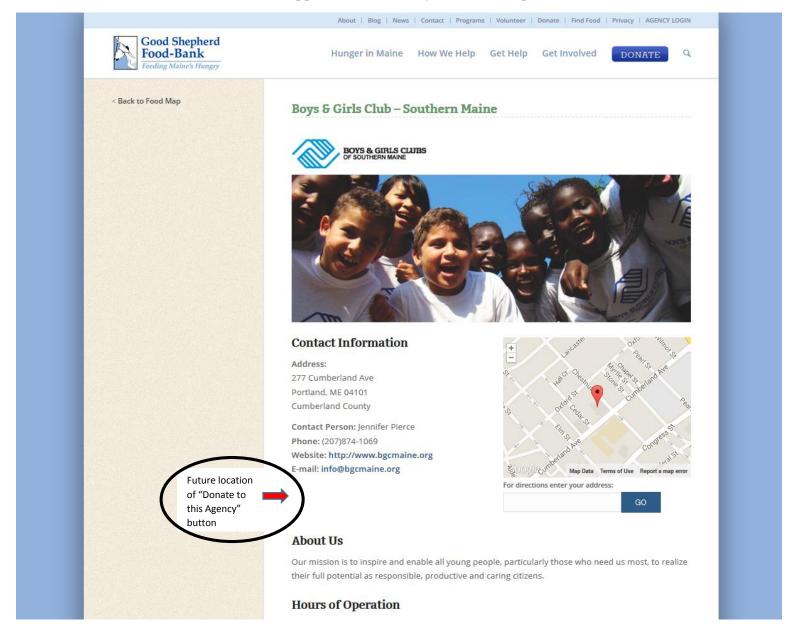# Instructions for Editing Your Partner Profile Page

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.
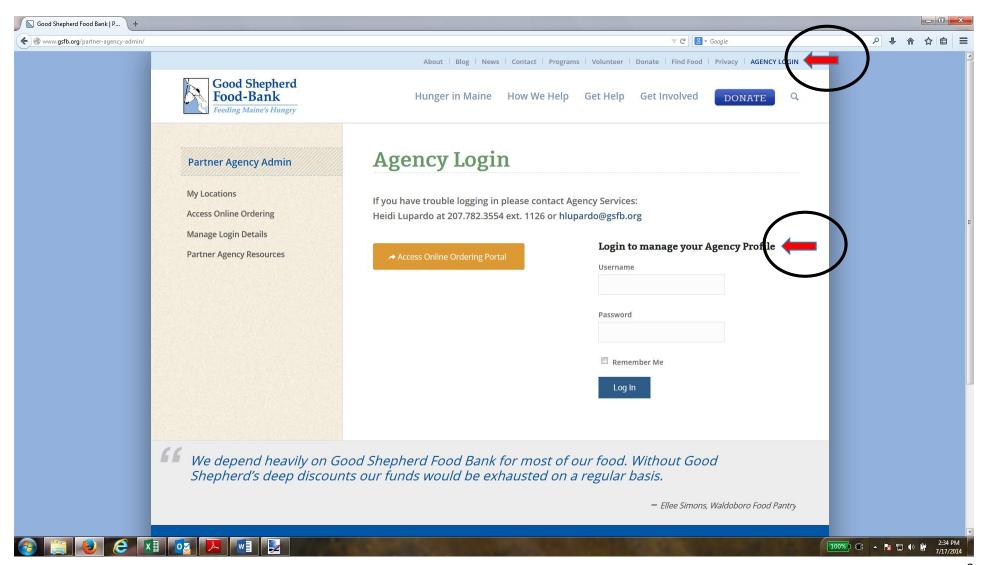
This is an example of a finished Partner Profile Page. After launching the Partner Profile Pages, we will enter phase two of this project, which will involve adding a "Donate to this Agency" button to the profile pages. This will give you the opportunity to raise funds for your GSFB account through the Food Bank's website. These funds will appear as a credit on your Good Shepherd Food Bank account to be used for food.
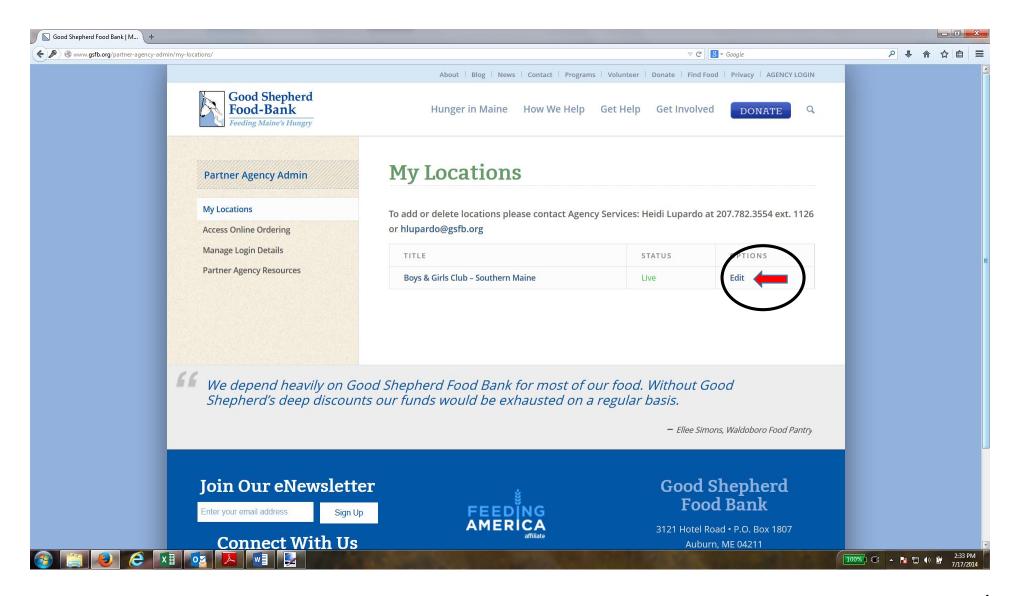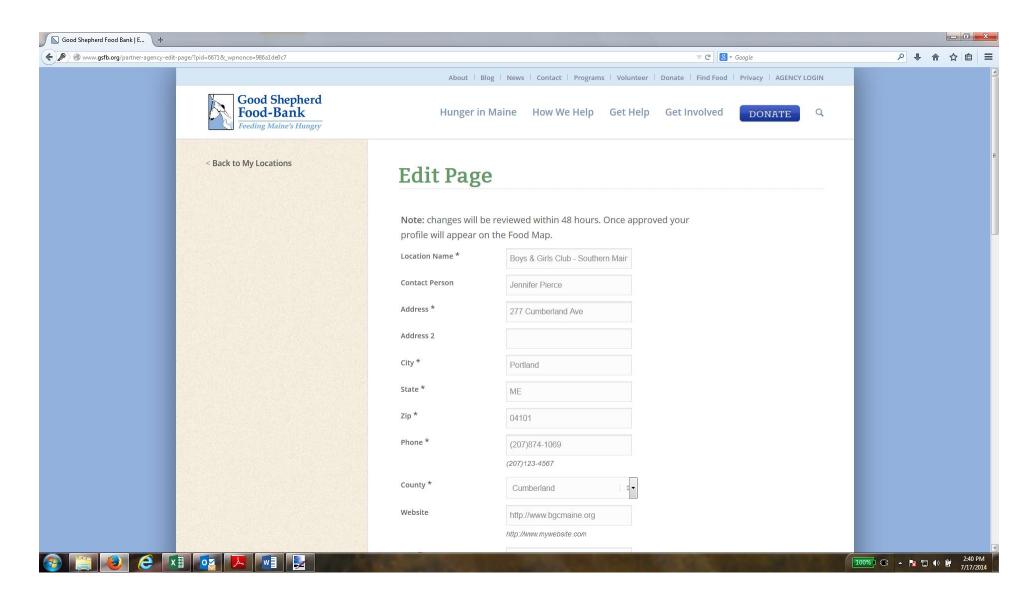
Editing Your Profile Page

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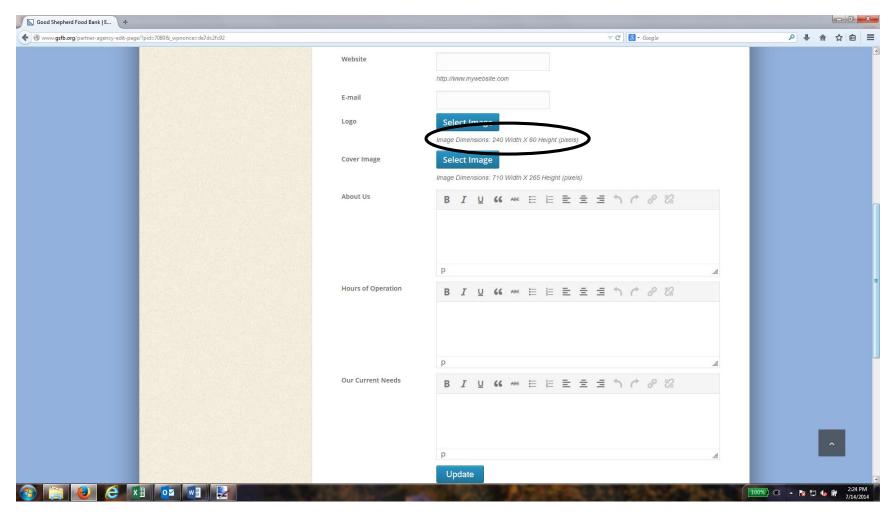
Once you log in, you will see the following screen showing your agency's location(s). For most agencies, only one location will appear. Some agencies that have more than one Food Map location will have the ability to create profiles for their different locations. Click the **Edit** link to update your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

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.

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).

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).