

**STAY UP TO DATE**

# ADD OR UPDATE LISTINGS WITH 211

**211**

Get Connected. Get Help.™  
211 Tampa Bay Cares, Inc.

## Get Started

- Go to [211tbc.myresourcedirectory.com](http://211tbc.myresourcedirectory.com)
- Click the "My Account" link.
- Register for an account or log in if you already have an account.
- To register you will be sent a verification email



[update@211tampabay.org](mailto:update@211tampabay.org)



[www.211tampabay.org](http://www.211tampabay.org)

## ADD LISTING

- Once logged in, click the "Add a new resource record" link from the left-hand navigation.
- Type your name (required) at the top of the form.
- Complete the "Edit Resource Record" and "Edit Service Details" tabs under the namespace.
- Use Person-Centered language. See our Person-Centered 211 Provider Profile Guide.
- When completing both tabs, click the "Submit" button at the bottom of the page.
- We will contact you when we review your record before approving changes to the database.

Repeat these steps above for each program you want to list with us.

If you need guidance, email us at [update@211tampabay.org](mailto:update@211tampabay.org).

## UPDATE LISTING

- Once logged in, you will get the option to search by program name.
- Search for the program you want to update.
- Click the name of the program to open the record.
- Under the map, toward the bottom of the page, click "Report updated information"
- Type your name (required), complete the form, and click the "Submit" button at the bottom of the page.
- If you have no corrections to your listing, just click the "Submit" button at the bottom of the page when you're done reviewing the program.

Repeat these steps above for each program you have listed with us.

\*To remove a program, type DELETE in all CAPS in the name or description field.