

# ALLIANCE FOR WISCONSIN YOUTH

## LOCAL ALLIANCE WEBPAGE UPDATE INSTRUCTIONS

**\*\*IMPORTANT\*\*** The network is set to time-out after 60 minutes (meaning, if your entry time exceeds 60 minutes, you'll have to log back in and any information you entered and did not save will be lost). Technology is not always 100% so we strongly encourage you to save your information after every entry.

1. Go to the Alliance website: [www.allwisoyouth.org](http://www.allwisoyouth.org)
2. Click on **Local Alliance Key Contacts**.
3. Enter your Username and Password, which was sent to you when you became the Key Contact. If you have forgotten or misplaced your Username and Password, contact the Alliance office at 608-267-7712 or [info@allwisoyouth.org](mailto:info@allwisoyouth.org)
4. Click on **My Local Alliance Webpage**.
5. Review your Alliance name and key contact information. Make any changes if necessary.
  - The zip code you enter will automatically add what city you are in.
  - Email is the most common way the Alliance uses for communication; **confirm that your email address is entered correctly**.
6. Enter as much of your Alliance's information as possible in the following areas. You can cut/paste from documents on your computer. **Save your information after every entry.** If you do not have a vision, mission, goals and objectives, etc. do not leave it blank; change each individual section to something like **"We currently do not have a vision"** or **"Our goals and objectives are currently under construction."** as it applies:
  - Vision
  - Mission
  - Goals and objectives
  - Month and year when your Alliance was established
  - Regular meeting dates and times
  - Statewide Youth Leadership Council (SYLC) involvement
  - Program or staffing funding sources
  - Number of regular members involved with Alliance
  - Local systems or groups considered members (all Alliances must work with at least 5 local sectors. A **minimum** of 5 local sectors must be checked)
  - Affiliations and memberships
  - Types of activities or programming
  - Types of outcomes
  - Link to your own separate website, if any

### **DOUBLE-CHECK THAT YOUR UPDATE HAS BEEN SAVED...**

1. Click on *Find Our Members* on the Alliance home page.
2. Click on *Map of Members*.
3. Click on your county.
4. Click on your Alliance (your local Alliance's webpage will automatically show up if it is the only Alliance in the county).
5. **Confirm that your webpage is updated with the Alliance office at 608-267-7712 or at the email below.**

**To confirm or for questions – [info@allwisoyouth.org](mailto:info@allwisoyouth.org)**