

## Submit/Search Tips

If you have questions before, during, or after entering information on Thumbresources.org, contact us

E-mail  
[info@thumbresources.org](mailto:info@thumbresources.org)

Or call us ...  
Huron: 989-269-9721, ext 196  
Sanilac: 810-648-0112  
Tuscola: 989-673-5200, ext 373

### Search

There are three basic ways to search for services in the Thumbresources.org database.

Choose from Options **1-2-3** below to find a service from the database

- 1** **Keywords** Search by entering keywords describing program OR
- 2** **Category** Search by category of program OR
- 3** **All Listings** Search by viewing all listings

**Keyword:** Each program and event enters key words during the submission process. You can search the words that they have entered by typing it in the Keyword box.

**Tip: Remember that the search will look for exact wording. Misspelled words or changes in upper or lower case may not produce results.**

**Category:** Programs, events, and agencies can be categorized for easier searching. If an organization does not categorize their service, you will not be able to find it by searching categories.

**Tip: Each category has multiple subcategories. The more subcategories you select will result in a more specific result.**

**All Listings:** You may search a county or the entire Thumb for programs, events, and agencies.

**Tip: Clicking on **Info** will get you more detailed information on the Thumbresources.org site. Clicking on agencies in [blue text](#) will take you to the agencies website.**

# Welcome! Enter here to submit your information.

## Submitting Information:

**Step #1:** Login into the system. This step protects your information from being altered by unauthorized people. Use the same name and password each and every time you log in.

<a href="#">New User</a>	Click here to register if you are a new user
<a href="#">Login</a>	Click here to login if you've already registered
<a href="#">Forgot</a>	Forget your username or password?

**Replacing A Previous User** - If you are replacing a previous user from your agency contact a support staff

**Tip:** If you do not know your password click on forgot. If your e-mail address changes, remember you must update it to use the forget function.

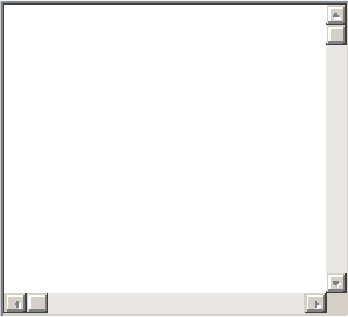
**Step #2:** When setting up a login name, you will pick an agency to be assigned to or create a new one. You may then use the following administration menu to create or change your agency, program, and events. Agencies or programs can only be edited by the person who entered the information.

<a href="#">Add Program</a>	Click here to enter a new Program.
<a href="#">Edit Program</a>	Select a program from the list below, then click "Edit Program" to make changes. <input type="checkbox"/> tester program
<a href="#">Add Event</a>	Click here to add an event.
<a href="#">Edit Event</a>	Select an event from the list below, then click "Edit Event" to make changes.

## Tips:

1. Check with others at your agency to ensure that no other person has entered your agency's information.
2. Do not leave any spaces blank. Enter N/A or None
3. Delete the "Needs to be set up" phrase when this information is completed.
4. Any time you enter new information or edit information, you must click on submit or the changes will not be recorded.
5. Consult the Bad Search Terms Document on the Documents page of [Thumbresourecs.org](http://Thumbresourecs.org) for ideas on terms

List terms or words that may be used by the public to search for your program:



**TIP:** If your agency provides employment services - Choose terms such as jobs, laid off, unemployed, social security, disability, workers comp, workers compensation, training, etc... For more tips, check out our submission Tips or Bad Search Terms on the [Documents Page](#).

6. Complete all fields with an \* to prevent errors upon submitting.
7. When you have submitted information, proceed to select keywords and categories. This will increase the likelihood that your program or event will be returned during site searches.

**Success!**

### Your Program has been updated

#### Now what would you like to do?

- [Select/Submit keywords for this Program](#)
- [Return to the main administrative menu](#)
- [View your Program Record on the site](#)
- [Logout](#)

**8. Don't forget to preview your program as the consumer will see it!**

### Step 3: Select Keywords and Categories

There are two ways to select keywords or categories. You may begin by having the program look for terms with one or two keywords. You will get a more specific description of your program or event if you select a category and then proceed to select all the subcategories.

Search for:



Entire Taxonomy

[Return to top of taxonomy](#)

#### Sub-categories

[B Basic Needs](#)

[D Consumer Services](#)

[F Criminal Justice and Legal Services](#)

[H Education](#)

[J Environmental Quality](#)

[L Health Care](#)

[N Income Security](#)

[P Individual and Family Life](#)

[R Mental Health Care and Counseling](#)

[T Organizational/Community Services](#)

[Y Target Groups](#)

**Tip: Do not forget to save the key words that you have selected before logging off.**