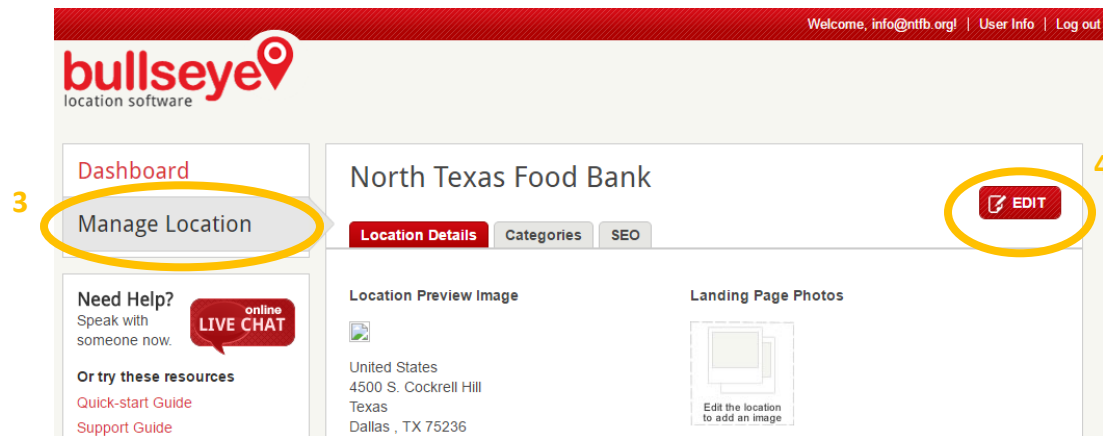


## How to Update Agency Information in NTFB's Mapping Feature

Note: All changes you make within Bullseye will be sent to NTFB staff for review/approval prior to them going live on the mapping site. If your edits are not approved, NTFB will contact you with additional details. For questions, please contact your NTFB Partner Agency Resources Rep.

1. Go to <https://app.bullseyelocations.com/Admin/Login.aspx>
2. Use the log-in information that was emailed to you to sign in. In most cases, your username is your email address and your password is your agency number. Contact your Partner Agency Resources Rep if you are having difficulty logging in.
3. On the left side menu, click "Manage Location".
4. At the top, click the "Edit" button.



5. Edit your organization's details on the "Location Details" tab. Click "Save" when complete. \*
6. Go to the "Categories" tab. Edit your details. Click "Save" when complete. \*
7. Skip the "SEO" tab.
8. Log-out or close the screen. NTFB will now be able to review your edits and approve them or request more information from you as needed.
9. Once approved, your changes will be live at <http://web.ntfb.org/find-an-agency>

*\*For additional information on filling in your agency's details on the "Location Details" and "Categories" tabs, please see the following pages.*

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*(scroll down for additional information)*

## Locations Details Tab

### North Texas Food Bank

**Location Details** | Categories | SEO

**Location Name \*** North Texas Food Bank

**Country** United States

**Address 1** 4500 S. Cockrell Hill

**Address 2**

**Address 3**

**Address 4** Texas

**City** Dallas

**State \*** TX - Texas

**Zip Code \*** 75236

**Latitude** 32.688996

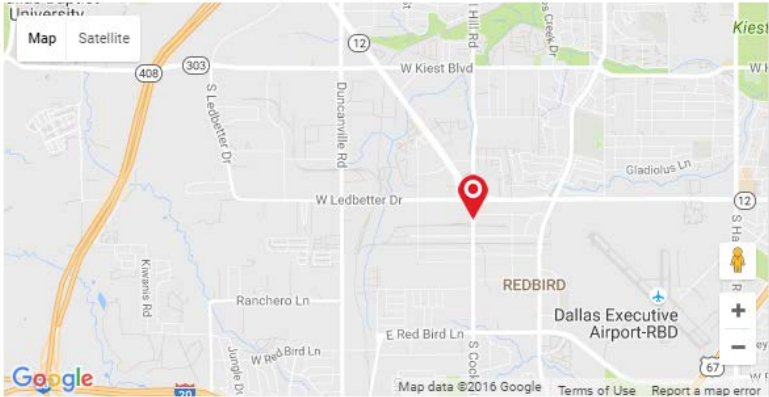
**Longitude** -96.891378

**Geocode Status** Street Level

**Last Geocoded** 8/25/2016 12:39:12 PM

If no geocodes are assigned, Bullseye will attempt to geocode when this record is saved. **Clear Geocodes**

**Adjust your Location by moving the map icon**



**Active**  Yes  No

**Web Only Location**  Yes  No  ?

This first section should be pre-populated for you by NTFB.

Review the information and if you find you have edits, feel free to make them here. NTFB will review your edits and contact you if more information is needed.

Please ignore this section as this has been determined by NTFB or is not needed for our use.

### Contact Details ?

Contact Name	<input type="text"/>
Contact Position	<input type="text"/>
Contact URL	<input type="text"/>
Email Address	<input type="text" value="info@ntfb.org"/>
Phone	<input type="text" value="214-330-1396"/>
Mobile	<input type="text"/>
Fax	<input type="text"/>
URL	<input type="text" value="www.ntfb.org"/>

Please include the contact information for the person at your agency whom **CLIENTS** can contact. This information will be available for anyone who searches the map, so we encourage you to notify/check with this person prior to listing them here. We recommend at minimum filling in the phone number, email address and URL (if you have a website) fields.

### Social Media

Facebook Page Username (Page ID)	<input type="text" value="northtexasfoodbank"/>
Google+ Profile URL	<input type="text"/>
Twitter Profile URL	<input type="text" value="ntfb"/>
Pinterest Profile URL	<input type="text"/>
LinkedIn Profile URL	<input type="text"/>
Yelp Profile URL	<input type="text"/>

If your agency is on social media, enter that information here. Use your social media id/username here. (For example, NTFB's Facebook page is [www.facebook.com/northtexasfoodbank](http://www.facebook.com/northtexasfoodbank), so our Facebook page ID is "northtexasfoodbank". On Twitter we are at [www.twitter.com/ntfb](http://www.twitter.com/ntfb) so our Twitter ID is "ntfb".)

If your agency is not on social media, please skip this section.

### Business Hours ?

Time Zone	<input type="text" value="(GMT-06:00) Central Time (US &amp; Canada)"/>			
Monday	<input type="text" value="08:30"/>	<input type="text" value="AM"/>	To	<input type="text" value="04:30"/> <input type="text" value="PM"/>
Tuesday	<input type="text" value="08:30"/>	<input type="text" value="AM"/>	To	<input type="text" value="04:30"/> <input type="text" value="PM"/>
Wednesday	<input type="text" value="08:30"/>	<input type="text" value="AM"/>	To	<input type="text" value="04:30"/> <input type="text" value="PM"/>
Thursday	<input type="text" value="08:30"/>	<input type="text" value="AM"/>	To	<input type="text" value="04:30"/> <input type="text" value="PM"/>
Friday	<input type="text" value="08:30"/>	<input type="text" value="AM"/>	To	<input type="text" value="04:30"/> <input type="text" value="PM"/>
Saturday	<input type="text" value="09:00"/>	<input type="text" value="AM"/>	To	<input type="text" value="03:30"/> <input type="text" value="PM"/>


Enter your organization's business hours here. If you have atypical hours (i.e. "First and Third Tuesday of the Month"), please complete this section as completely as possible, but enter any further details in the "Additional Information" section listed below.



### Location Images

**Location Preview Image** (please upload a photo to be displayed at 100x100 pixels. Max 1MB.) ?

Choose File Please select a file to upload.

 North Texas Food Bank

remove

**Landing Page Photos** (Max 3MB each.) ?

Choose File Please select a file to upload.

### Additional Information ?

**Service Area:** 13 North Texas Counties: Dallas, Collin, Denton, Ellis, Navarro, Hunt, Grayson, Kaufman, Rockwall, Fannin, Lamar, Hopkins, and Delta counties

**Services Description:** Onsite food assistance includes:  
-Social Services Assistance - Speak to a Social Service Assistance staff member who can provide valuable information about benefits, including the Supplemental Nutrition Assistance Program (SNAP), available to you and your family and services in our area.

**Enrollment Information Needed:**

**Additional Information**

Cancel **✓ SAVE LOCATION**

CLICK "SAVE LOCATION" PRIOR TO PROCEEDING

In the "Location Preview Image", we recommend uploading your agency's logo.

On the "Landing Page Photos", you can optionally upload several photos that showcase your agency.

In both instances, click the "Choose File" button, open the image file you want to use, then click the "Upload" button that should appear.

In the "Additional Information" section, there are several fields where you can provide more information about your agency:

**Service Area** – include the areas (i.e. cities/zip codes) that your agency serves.

**Services Description** – Include a few details about the programs/services offered to clients at your agency. Please note that in the "Categories" tab, specified below, you'll have the opportunity to select the types of programs you offer.

**Enrollment Information** – Describe the documents/materials that clients may need to bring to enroll in your program.

**Additional Information** – Provide any additional notes, including atypical business hours, here.

(scroll down for additional information)

## Categories Tab

Click on the “Categories” tab to select/review the types of programs your agency offers.

Click the “Edit” button.

(Some categories may have been preselected by NTFB.) Please select any services that are offered by your organization at that location.

To view the “Other Assistance” categories, you may have to click the “+” sign to expand.

For the “Social Services Assistance”, please only select that category if your agency offers SNAP application assistance through NTFB.

Once you’ve selected all the types of assistance your agency offers, click “Save”.

(Please note that this list may change over time as we determine new or different categories for assistance.)

CLICK “SAVE” PRIOR TO PROCEEDING