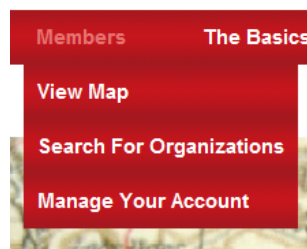


How to Affiliate with your Organization, Add and/or Edit an Organization's Information

1. Log in to your Texas Connector account.



2. Go to the tab marked **Manage Your Account** and click on “Manage Your Account.”

Affiliating with your Organization:

1. Click on the [Affiliate with your organization](#) link.

- Note: You must affiliate with your organization in order to be able to edit your organization's information in the Connector database.
- Each user can only affiliate with one (1) organization in the Texas Connector's database.

2. Search for your organization.

- Enter all or part of your organization's name into the search field and click “Search”.
- Look carefully for your organization in the list that comes up and click “Select” if you have found your organization.
- If your organization is commonly referred to by a name other than its legal name, or by an acronym, try those too.*

3. Confirm that you have the correct organization.

- Review the organization record that you have selected to ensure that it is the correct organization.

- Click “Yes” if you want to proceed with affiliating with the organization that you have identified in the Connector database. Click “No” if you want to return to the list to select another organization.

Affiliate with Your Organization

You have indicated that you are affiliated with:
THE ONESTAR FOUNDATION, 9011 Mountain Ridge Drive Suite 100, AUSTIN, TX 78759

Is that correct?

*If, you have searched for all possible names of your organization and find it does not exist in the Connector database, click on the link that says [add it here.](#) and follow the instructions below under “Adding An Organization” to add your organization to the Connector database. Please be sure to search thoroughly for your organization before you add it to the database, to help prevent duplicate records.

Adding a New Organization:

1. After clicking on the “Add it here” link, follow the instructions to add your organization’s information in the “Add Your Organization” window.

Add Your Organization

Name:

Second Name:

Organization Type: ▼

EIN:

Primary Address

Line 1:

2. Be sure to fill out all fields.

- This ensures a complete record for your organization in the Connector database.

3. Publish your organization's information.

- If you would like to publish your organization's information in the Texas Connector so that other Connector users can view your organization's record in the database or on the map, click on the checkbox at the bottom of the page marked "Include in Texas Connector":

Checking this box will allow other users of the Texas Connector to view information about your organization.

Include In Texas Connector:

4. Insert your record!

- Lastly, click [Insert](#) at the bottom of the page to save your record. If you do not click this link, all information that you have typed in the "Add Your Organization" window will be lost.

Editing an Organization's Information

1. From the tab marked "Manage Your Account" click on the red link that says:

[View/edit the Connector database information about](#)

(Your organization's name will appear in this link.)

2. Review your organization's information.

3. Edit parts of your organization's profile by clicking on the red link that says "Edit ___ info" above the corresponding section in which you would like to make the edits.

[\[Edit organization info\]](#) [\[Report this organization as](#)

- Note: There are multiple sections that comprise an organization’s full record. Each section of organizational information has a red link that you will need to click on in order to edit that section’s information. Each section also has specific instructions to follow in order to correctly edit that particular data. **Be sure to read and follow the instructions carefully in each section!**

4. Publish the updated information in the Connector.

- When you have finished editing your organization’s data in a section, make sure that the box that says “Include in Texas Connector” is checked, if you want to allow other users to be able to see your organization’s updated information in the Connector database or map.

Checking this box will allow other users of the Texas Connector to view information about your organization.

Include In Texas Connector:

5. Save your update!

- If you want to save the edits that you just completed for that specific section of your organizations record, be sure to click the red link marked “Update”. To cancel the edits that you made, click “Cancel”.

[Update](#) [Cancel](#)

- **Important Note:** You must click “Update” for each section in which you have made edits in order to save them or all changes for that section will be lost.