

## How to Create an Account

### What is Texas Connector?

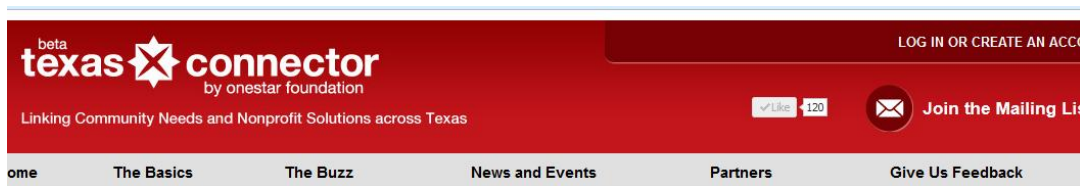
Texas Connector is an online nonprofit mapping tool that allows you to overlay community demographics with local service providers. A snapshot of needs and services can help you make informed, strategic decisions about growth opportunities, collaborative partnerships, and potential solutions to emerging issues. The demographics alone will make your grant proposals and internal and external reporting a breeze.

### Account Setup

If you are reading this you found us at [www.texasconnects.org](http://www.texasconnects.org)! Your first step is to create an account. Setting up an Account for the Texas Connector is **free!** Your free trial starts as soon as you activate your account. Note: Creating a free account and using your 7-Day Free Trial does not commit you to purchasing a subscription.

1. Scroll to the middle of the homepage and click on the link.

Try the Texas Connector for free



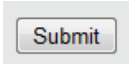
### Strengthening Texas Communities

The Texas Connector is an online, interactive mapping tool that links needs and nonprofits to strengthen Texas communities. It provides a visual snapshot of social service needs and resources to allow funders, local and state government leaders, researchers, and the nonprofit community to more effectively meet Texas' growing needs. The Texas Connector bridges the information gap between the areas served by nonprofits and the underserved communities of Texas.

Try the Texas Connector for FREE



## 2. Complete the information requested under “Create a Texas Connector Account”.

- Input your email address. This will always be your Username for logging in to the Texas Connector.
- Now, choose a password. Your password must be at least 6 characters and can include letters, numbers and symbols.
- Next, select the type of entity with which you are affiliated. All nonprofits that are not considered private foundations are considered “Nonprofit Organizations”. For churches or faith-based organizations, please select “Faith-Based Organization/Community of Faith”.
- Select the state in which you are located.
- Finally, press the  button at the bottom of the page.

## 3. Activate your account. Check your email for a message from [noreply@texasconnects.org](mailto:noreply@texasconnects.org).

- In order to complete your account and get started with your 7-day Free Trial for the Connector, you must follow the instructions in the email that has been automatically sent to you at the email address that you provided.
- If you do not see an email from [noreply@texasconnects.org](mailto:noreply@texasconnects.org) in your inbox within a few minutes, be sure to check your spam folder. If after doing so, you still have not received your activation email, please contact us at [texasconnects@onestarfoundation.org](mailto:texasconnects@onestarfoundation.org) for help with activating your account.

## 4. Click on the activation link in the email from [noreply@texasconnects.org](mailto:noreply@texasconnects.org).

- By clicking the activation link in the email, you will be taken back to the Texas Connector. Log in using the email address and password that you used to create your account.

## 5. Start mapping!

- Your 7-Day Free Trial will have begun, so log on and get started on the Connector.

## Top Five Tips Every Connector User Should Know

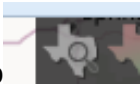
### 1. Don't get kicked off the map!

- Unless you want to go back to the Members Homepage and navigate away from the Connector map, do not, click the “back” button on your internet browser or click the Connector logo in the bottom right corner of the map. If you do either of these, you will lose all that you have mapped and be taken back to the Members Homepage.


### 2. Zooming to a Location.

- There is an auto-fill feature when you type in the “Zoom to Location” search box in the top right corner of the map. This “auto-fill feature” is disabled if you type too quickly. If this feature doesn't seem to be working, try re-typing the location you want to zoom to slowly and choosing from the auto-fill suggestions.

### 3. Viewing a Report about Organizations in a Particular Area.

- If you are querying an area on the map using the query button in the toolbar at the top of the map  you will see a link in the pop-up summary box that says “View a Report about Organizations in this Area”. When you click this link, the connector will only create an organizational report if you have already loaded organizations into the map.

### 4. Resetting the Map.

- To start a mapping session over, click on the circular arrow button  on the map toolbar. This will reset your map and remove any organizations you have mapped, any boundary layers you have set, and any demographic layers you have chosen.

### 5. When I am searching for an organization through the Connector map, where is it actually searching on the map?

- If you search for an organization or service type on the map in the space marked “Organization Type or Name”, the search will only be performed for the extent of the map area that is actually visible on your screen. So, if you search for an organization that is not located in that area of the map, it will return your search with no results. If your search did not result in the

organization or service type you were looking for, try clicking on the “Search the Entire State” link that appears below the search box, or zoom the map out and click “Go” to run the search again.

## 6. Get more help.

- Click on the “Help” tab at the top right corner of your screen and click on the “How to use the Texas Connector” link to download the manual that describes each feature and has tips and tricks for getting the most out of the Connector.
- You will find other helpful information and downloadable “How to” quick guides on the “Help” tab as well as in the tab titled “The Basics” on the top left.
- Contact OneStar for more assistance at [texasconnects@onestarfoundation.org](mailto:texasconnects@onestarfoundation.org).