



Affiliate Tabs: Add/Edit Service Areas, See list of Programs in Service Area (Pg.12) and Add/Remove Affiliate Admins (Pg.15)

*Go to Pg. 8 to Deselect Service Areas. If you wish to add a new Affiliate Admin with no account, start by going to Add Account to create the new account. Then go to pg. 15.

16 Steps [View most recent version on Tango](#) 

Created by

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Creation Date

March 23, 2023

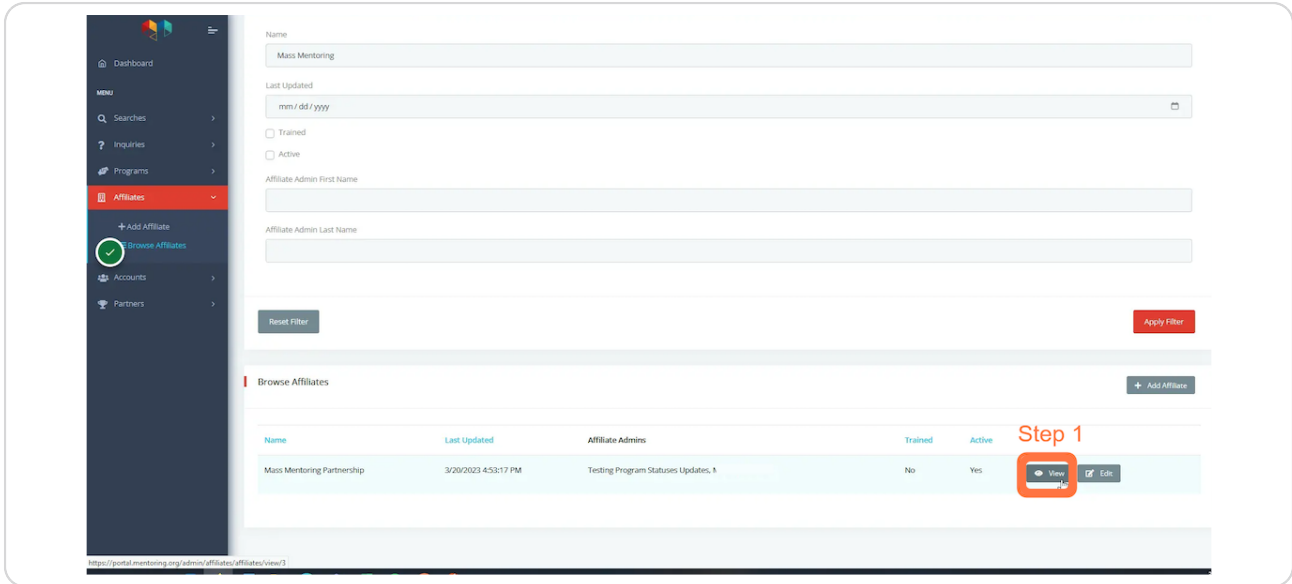
Last Updated

April 1, 2023

STEP 1

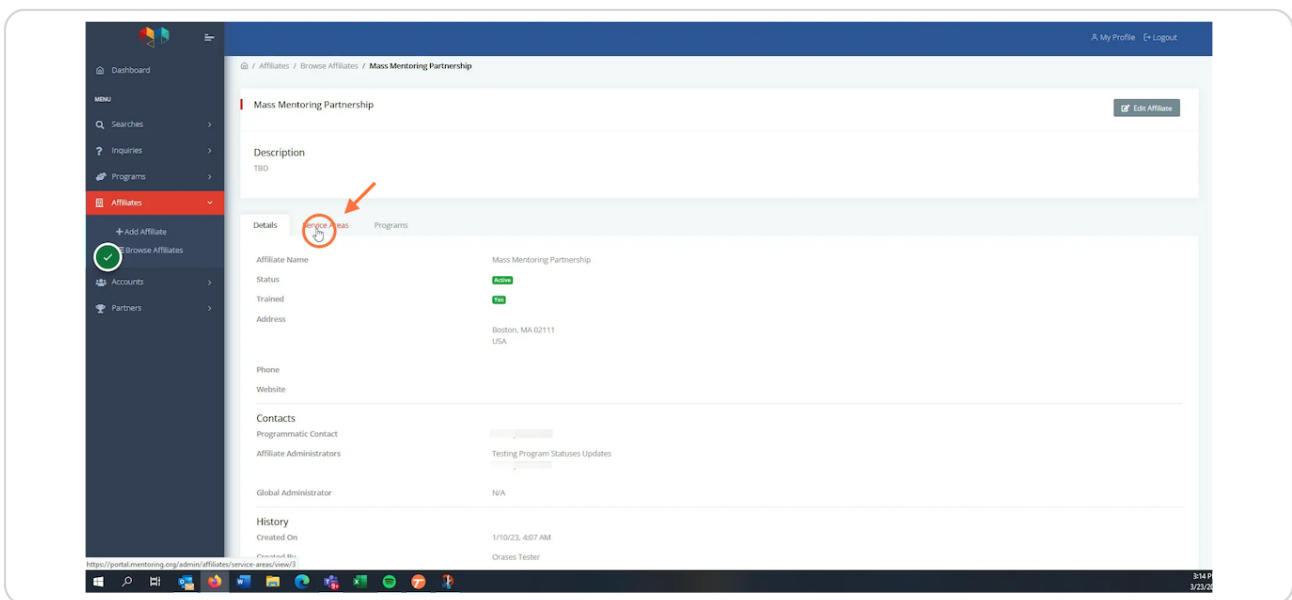
To edit your Affiliate's Service Areas, start by clicking the View button to access the service area tab. There you will be able to add and/or remove service areas you provide support to for programs.

Your Affiliate's service area is how programs will be associated with your Affiliate region/state.



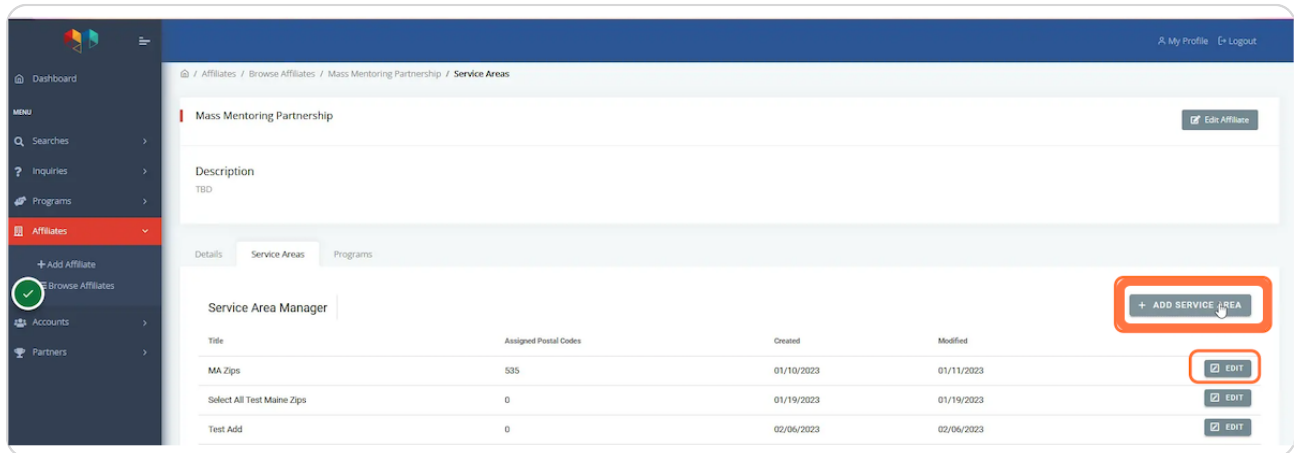
STEP 2

Click the Service Areas tab next to Details.



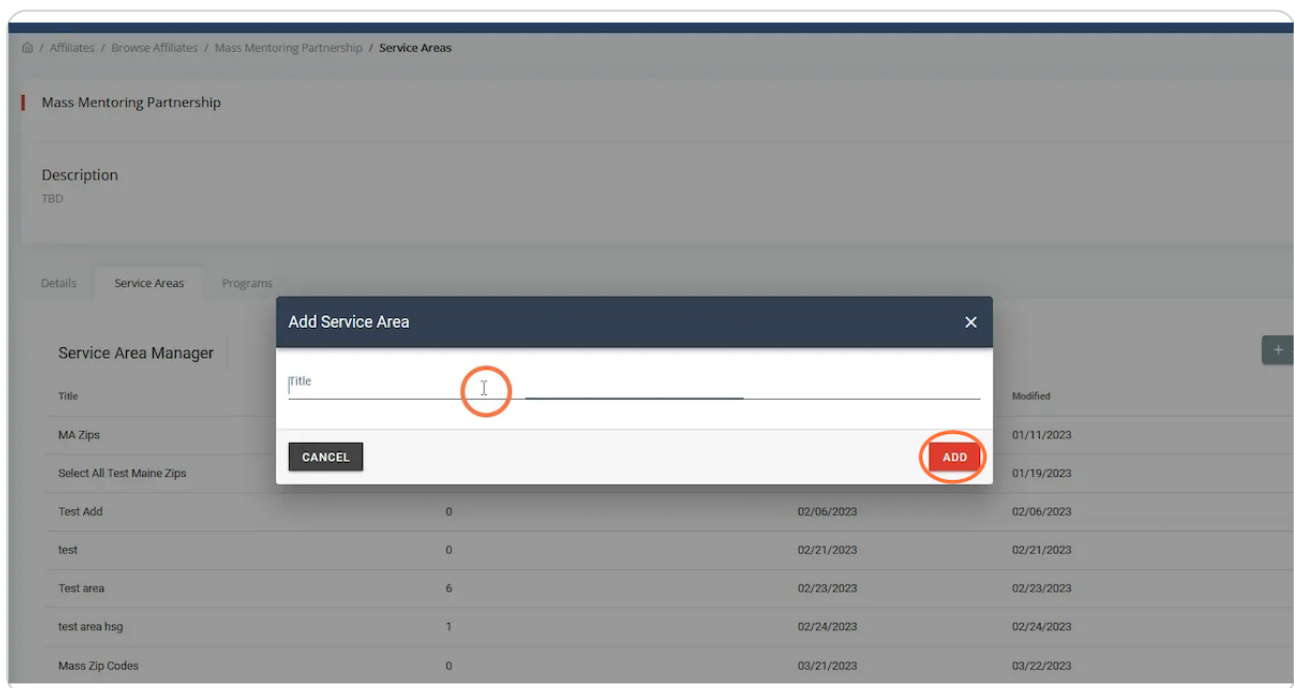
STEP 3

Click the **Add Service Area** button to add a new service area. If you wish to edit an existing service area, click **Edit** by that specific area in the **Service Area Manager**.



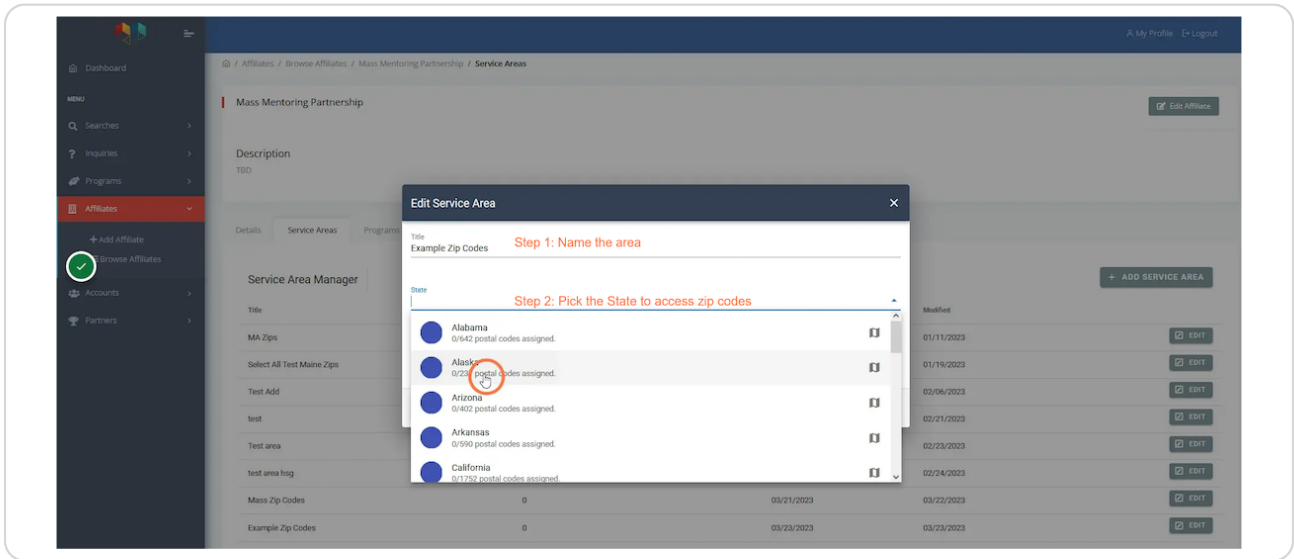
STEP 4

Title the service area and click **Add**.



STEP 5

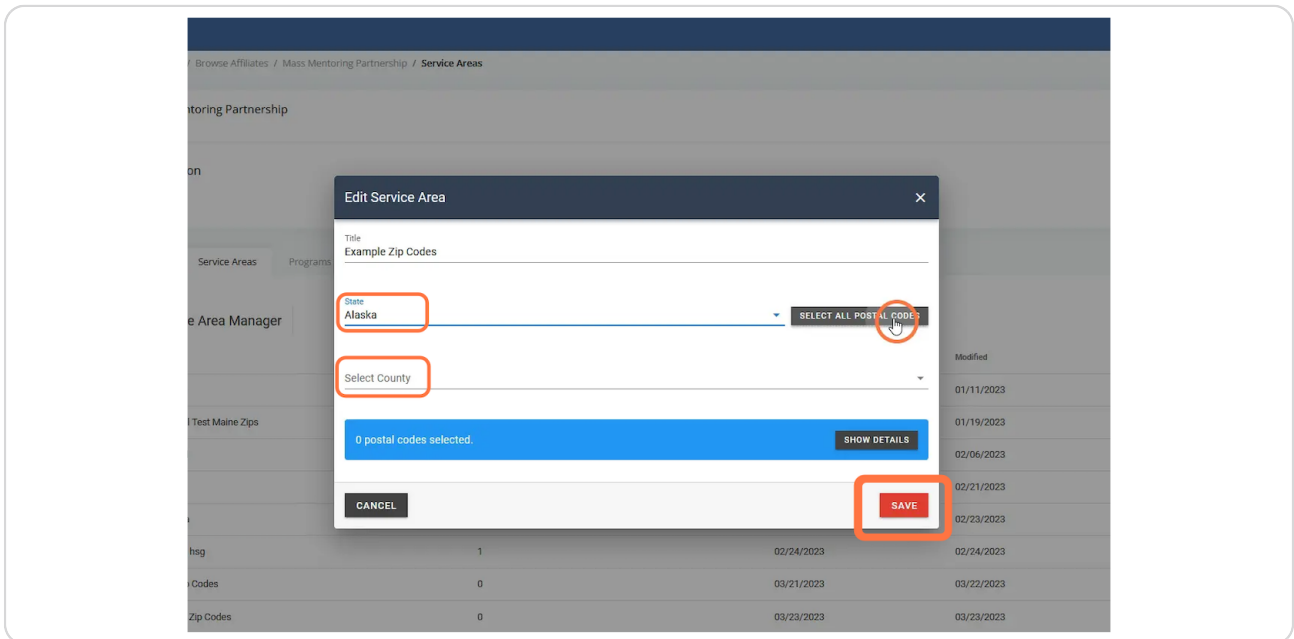
Start by choosing the state your Affiliate supports.



STEP 6

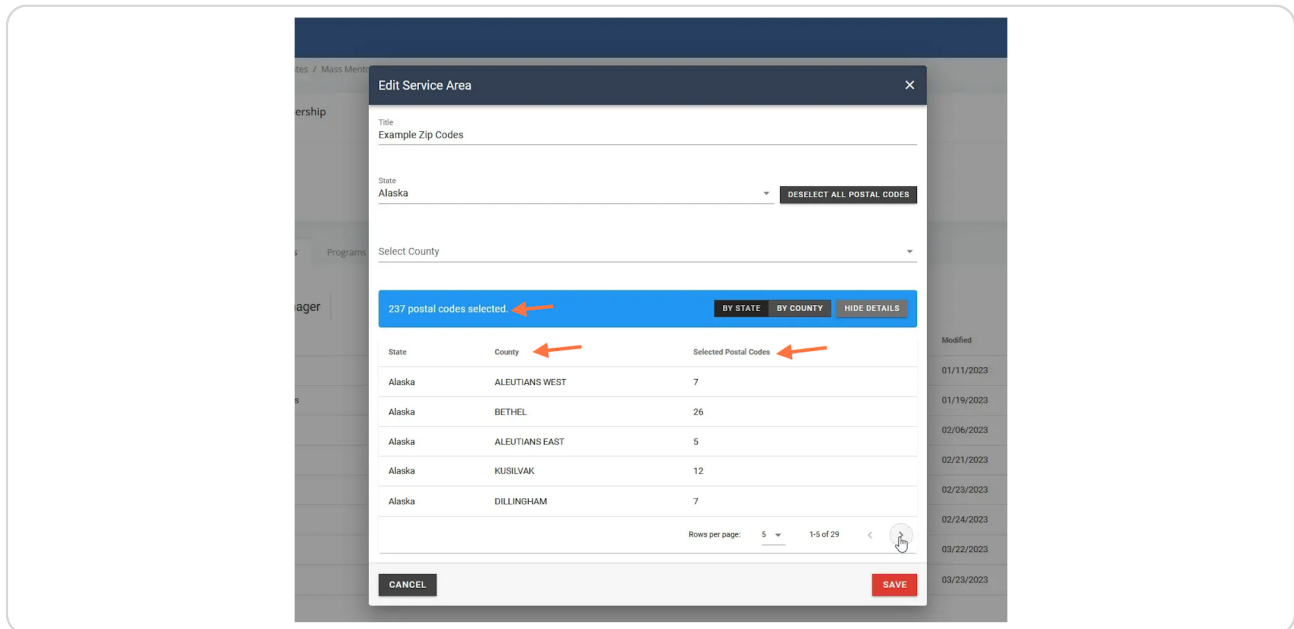
If you wish to add all zip codes in a state, simply choose the desired state and click **Select All Postal Codes**, then click **Save**. You can also select a specific county or multiple counties to review/add their zip codes.

Click on **Show Details** to see all selected zip codes by county or state.



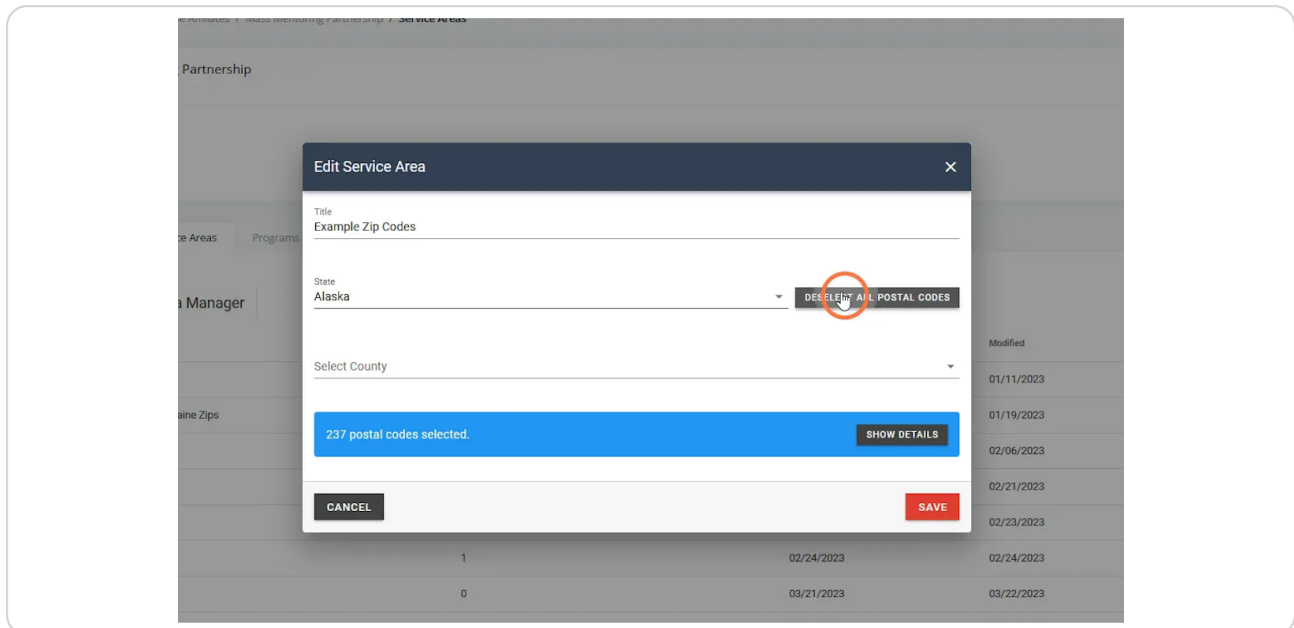
STEP 7

The Details section shows: the total # of postal codes selected, County Name and the # of postal codes selected by county.



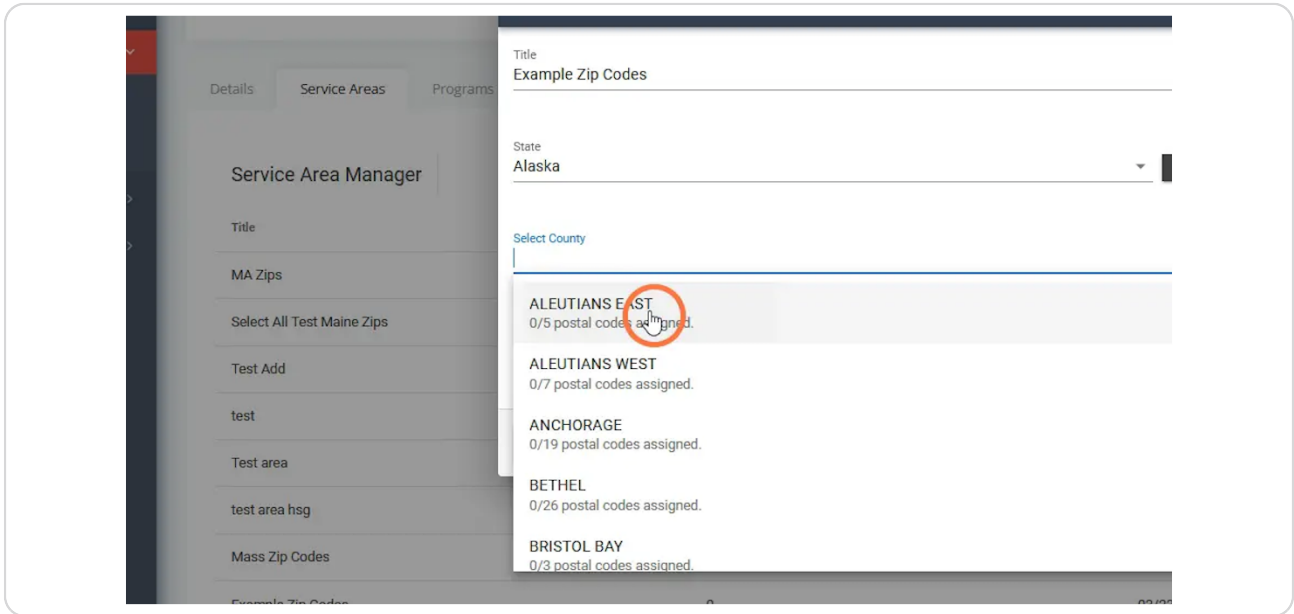
STEP 8

To deselect ALL zip codes, click the Deselect All Postal Codes button by the desired state and click Save.



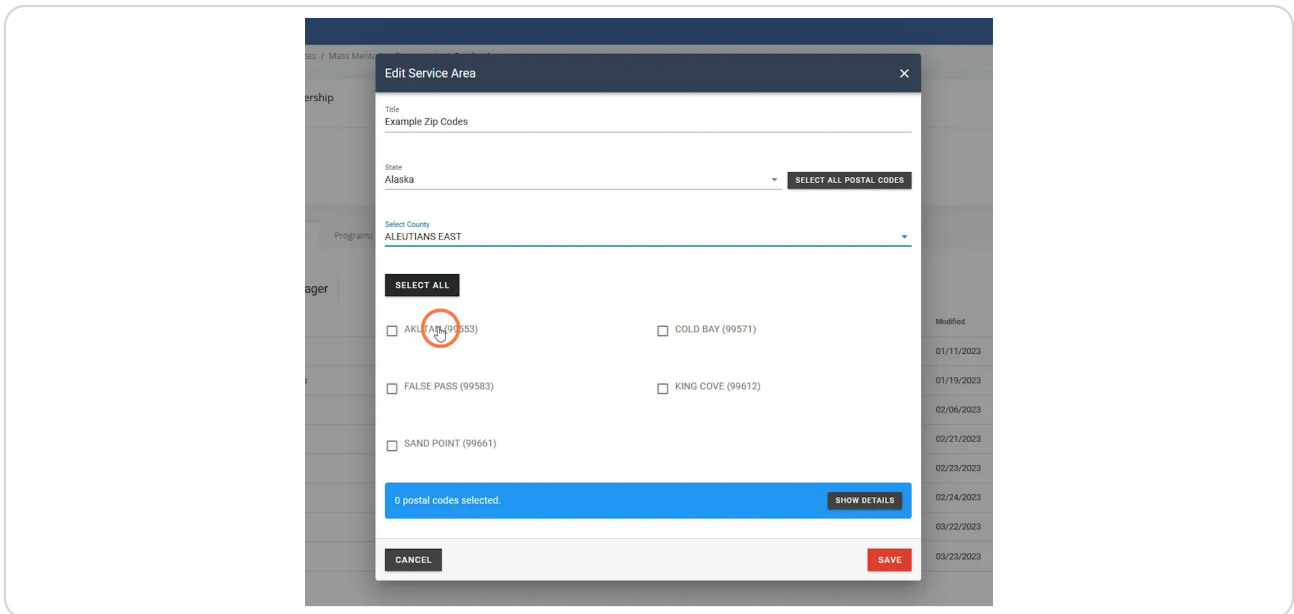
STEP 9

To Add or Deselect specific counties or individual towns, choose the desired State then County to bring up a list of counties. Click the desired County to view a list of town names and zip codes.



STEP 10

Click the on desired towns/zip codes to add to your service areas. Here you can choose Select All to add all county zip codes. Click Save.



STEP 11

You can also Deselect All to remove all county's zip codes from your service areas or deselect specific towns/zip codes. Click Save.

The screenshot shows the 'Service Area Manager' interface for the 'Mass Mentoring Partnership'. The 'Title' is 'Example Zip Codes' and the 'State' is 'Alaska'. The 'Select County' dropdown is set to 'ALEUTIANS EAST'. A 'DESELECT ALL' button is highlighted with a red circle and a mouse cursor. Below this, there are five checked checkboxes for zip codes: AKUTAN (99553), FALSE PASS (99583), SAND POINT (99661), COLD BAY (99571), and KING COVE (99612). The left sidebar shows the 'Service Areas' tab selected.

STEP 12

To see a list of Programs tied to your service areas, click the Programs tab on your Affiliate page.

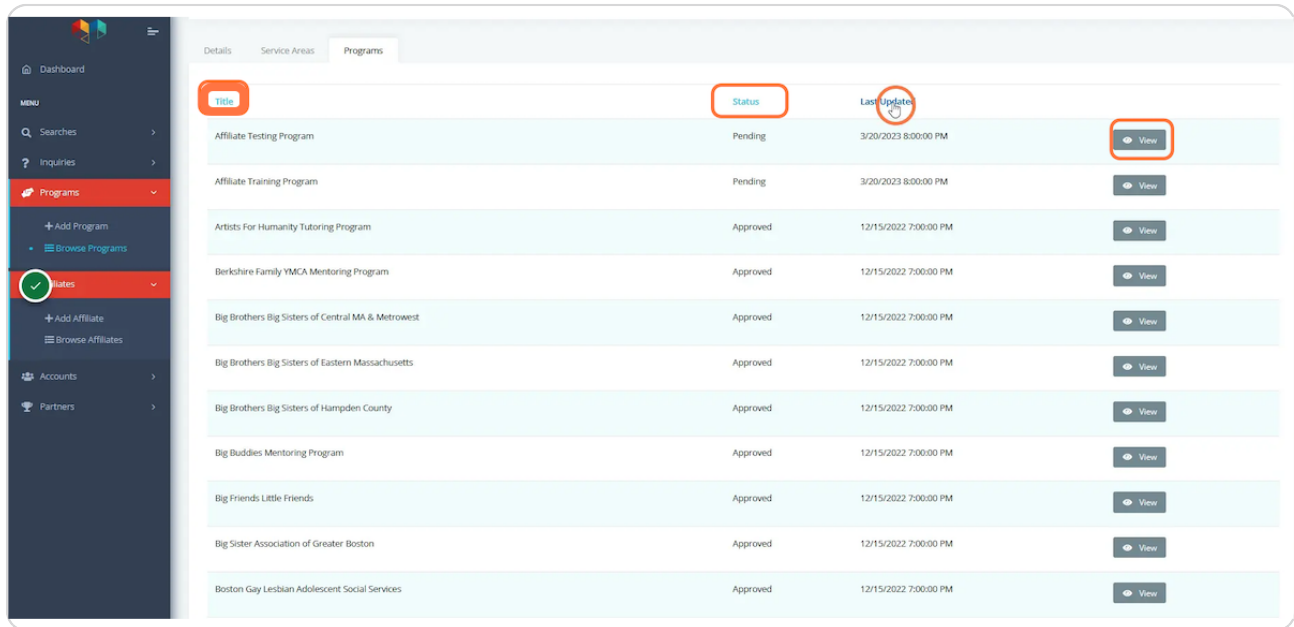
The screenshot shows the 'Service Area Manager' interface for the 'Mass Mentoring Partnership'. The 'Programs' tab is selected and highlighted with a red circle. The table below shows the following data:

Title	Assigned Postal Codes	Created	Modified	
MA Zips	535	01/10/2023	01/11/2023	EDIT
Select All Test Maine Zips	0	01/19/2023	01/19/2023	EDIT

The left sidebar shows the 'Affiliates' tab selected. The right sidebar shows the 'ADD SERVICE AREA' button.

STEP 13

The Programs tab lists your programs by Title, Status, and the last time it was Updated. Click on the list label in blue to reverse the order. You can also click View by that program to go to its details page.



Title	Status	Last Update	View
Affiliate Testing Program	Pending	3/20/2023 8:00:00 PM	View
Affiliate Training Program	Pending	3/20/2023 8:00:00 PM	View
Artists For Humanity Tutoring Program	Approved	12/15/2022 7:00:00 PM	View
Berkshire Family YMCA Mentoring Program	Approved	12/15/2022 7:00:00 PM	View
Big Brothers Big Sisters of Central MA & Metrowest	Approved	12/15/2022 7:00:00 PM	View
Big Brothers Big Sisters of Eastern Massachusetts	Approved	12/15/2022 7:00:00 PM	View
Big Brothers Big Sisters of Hampden County	Approved	12/15/2022 7:00:00 PM	View
Big Buddies Mentoring Program	Approved	12/15/2022 7:00:00 PM	View
Big Friends Little Friends	Approved	12/15/2022 7:00:00 PM	View
Big Sister Association of Greater Boston	Approved	12/15/2022 7:00:00 PM	View
Boston Gay Lesbian Adolescent Social Services	Approved	12/15/2022 7:00:00 PM	View

STEP 14

Viewing a Program lets you see its #of Inquiries, # of Uncontacted, its Details, and Program Admin tab. You can also click the Browse Programs tab on the left hand navigation to see all of the programs tied to your Affiliate area.

You can also edit the program by clicking Edit Program here.

The screenshot shows the 'Artists For Humanity Tutoring Program' page. At the top right, there are links for 'My Profile' and 'Logout'. The breadcrumb trail is 'Programs / Browse Programs / Artists For Humanity Tutoring Program'. The main content area displays the program name, a status of '0 Inquiries' and '0 Un-contacted', and contact information for Cynthia Gonzalez, the Tutoring Coordinator. An 'Edit Program' button is located in the top right corner. Below the main content, there is a navigation menu with 'Details' and 'Program Administrators' highlighted. The 'Basic Information' section includes the program name, description, and mentor role description.

STEP 15

The Browse Affiliates page shows the Affiliate Admins tied to the Affiliate. To add/remove an Affiliate Admin account, start by clicking the Edit button by your Affiliate.

The screenshot shows the 'Browse Affiliates' page. At the top right, there is an 'Add Affiliate' button. The main content area is a table with the following columns: Name, Last Updated, Affiliate Admins, Trained, and Active. The table contains three rows of affiliate data. The 'A Test Affiliate' row has an 'Edit' button highlighted with a red box. The 'Affiliate Admins' column is also highlighted with a red box.

Name	Last Updated	Affiliate Admins	Trained	Active	View	Edit
A Test Affiliate	2/24/2023 1:25:14 PM		No	Yes	View	Edit
hayley st test	2/24/2023 10:36:23 AM		No	Yes	View	Edit
Mass Mentoring Partnership	3/20/2023 4:53:17 PM	Testing Program Statuses Updates, I	No	Yes	View	Edit

STEP 16

To add an Affiliate Admin account, click the plus (+) button and type their name and/or email address. To Remove an Affiliate Admin, simply click the minus (-) button and click save.

You can only add an Existing Affiliate Admin account here. To Create an account, go to the Accounts tab and click Add Account. Then return to this page.

The screenshot shows a web form with the following fields and elements:

- State:** A dropdown menu with "Massachusetts" selected.
- Country:** A dropdown menu with "United States" selected.
- Postal/Zip Code:** A text input field containing "01867".
- Phone:** A text input field containing "(178) 157-2410".
- Website:** A text input field containing "notarealweb.site".
- Affiliate Administrators:** A section containing two rows of input fields. Each row has a text input field with a placeholder "Start typing the user name" and a ".gmail.com" suffix. To the right of each row are two buttons: a blue circle with a white plus sign (+) and a red square with a white minus sign (-). The second row also has a red mouse cursor icon pointing at the plus button.
- Create User:** A blue text link.
- Global Administrator:** A text label.

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