



New Jersey Afterschool Directory Help

Click on a section link to jump to that place in the document:

[Introduction](#)

[Login Page](#)

[Organization Information](#)

[Program Information](#)

[Profile Manager](#)

[General Information](#)

[Program Description](#)

[Population Served](#)

[Fees](#)

[Schedule](#)

[Services](#)

[Activities and Curriculum](#)

[Facilities](#)

[Staffing](#)

[Partnerships/Community](#)

[Budget/Funding](#)

Introduction

The New Jersey Afterschool Directory is a free, online resource for information on afterschool, before school, school vacation, and summer programs for school-age children in New Jersey.

Login Page

- If you have previously registered and want to add a program or edit one, fill in your username and password under Existing Users.
- If you have not yet signed up, click Sign Up under New Users.
- You must fill in the following fields to sign up for the directory:
 - Last name
 - Phone number
 - Username
 - Password
 - You must confirm your password
- If you don't fill out one of the fields, you will be instructed to do so. You will have to reenter your username and password as well.
- If you are an organization administrator, you will be able to edit general information and contact information for your organization by clicking on: [Edit Organization Information](#).

Organization Information

The Organization Information page is for general information about the lead organization or agency that sponsors, owns or operates a program you will be listing in the directory, rather than the program itself.

This page may only be edited by organization administrators, and not program administrators.

- * denotes you must fill in the field.
- D denotes information will be included in the directory.
- S denotes that the information will be searchable in the directory database.

To add a program to the directory, click [Add a Program](#).

Profile Manager

- You will be asked to identify the program manager, the user who will be allowed to edit or add the program.
- To identify yourself as the program manager, click on I will be administering this program.
- To identify another user, click on I would like to delegate administration of this profile to other(s) and click on a user listed below.
- To add a new user, click on Add New User.
- You may click Save and Exit and fill in program details at another time, or click Save and Next to continue adding program information.

General Information

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- S denotes that the information will be searchable in the directory database.
- Save and Back to return to the previous screen
- Save and Exit to continue filling out information later
- Save and Next to continue filling out information

Program Description

- * denotes you must fill in the field.
- D denotes information will be included in the directory.
S denotes that the information will be searchable in the directory database.
- Options in adding/editing text:



To check spelling



To make copy bold



To insert a horizontal line



To find and replace words



To make copy italic



To insert date



To copy



To underline copy



To insert time



To paste



To strike through copy


- Save and Back to return to the previous screen
- Save and Exit to continue filling out information later
- Save and Next to continue filling out information


Population Served


- * denotes you must fill in the field.
- D denotes information will be included in the directory.
- S denotes that the information will be searchable in the directory database.
- Save and Back to return to the previous screen
- Save and Exit to continue filling out information later
- Save and Next to continue filling out information


Fees


- * denotes you must fill in the field.
- D denotes information will be included in the directory.
- S denotes that the information will be searchable in the directory database.
- Options in adding/editing text:


 To check spelling


 To make copy bold

 To insert a horizontal line

 To find and replace words

 To make copy italic


 To insert date

 To copy

 To underline copy


 To insert time


 To paste


 To strike through copy


- Save and Back to return to the previous screen
- Save and Exit to continue filling out information later
- Save and Next to continue filling out information


Schedule


- * denotes you must fill in the field.
- D denotes information will be included in the directory.
- S denotes that the information will be searchable in the directory database.
- In entering times on this page, either type the time, or click on  to select times.
- Options in adding/editing text:


 To check spelling


 To make copy bold

 To insert a horizontal line


 To find and replace words


 To make copy italic


 To insert date

 To copy

 To underline copy

 To insert time

 To paste

 To strike through copy

- Save and Back to return to the previous screen
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Services

- * denotes you must fill in the field.
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- Save and Back to return to the previous screen
- Save and Exit to continue filling out information later
- Save and Next to continue filling out information

Activities and Curriculum

- *denotes you must fill in the field.
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- Save and Back to return to the previous screen
- Save and Exit to continue filling out information later
- Save and Next to continue filling out information

Facilities

- *denotes you must fill in the field.
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- Save and Back to return to the previous screen
- Save and Exit to continue filling out information later
- Save and Next to continue filling out information

Staffing

- All of the information in this section is being collected for research purposes only. It will not be displayed to the public in the online directory. However it will be visible to your organization's administrator and system administrators.
- Save and Back to return to the previous screen
- Save and Exit to continue filling out information later
- Save and Next to continue filling out information

Partnerships/Community

- All of the information in this section is being collected for research purposes only. It will not be displayed to the public in the online directory. However it will be visible to your organization's administrator and system administrators.
- Save and Back to return to the previous screen
- Save and Exit to continue filling out information later
- Save and Next to continue filling out information

Budget/Funding

- All of the information in this section is being collected for research purposes only. It will not be displayed to the public in the online directory. However it will be visible to your organization's administrator and system administrators.
- Save and Back to return to the previous screen
- Save and Exit to continue filling out information later
- Save and Next to continue filling out information