![aunt bertha logo] **aunt bertha**

Our resource directory is where people can search for and connect to free and reduced cost services.
Go to aetna-ks.auntbertha.com to access this free tool and claim your program listing.

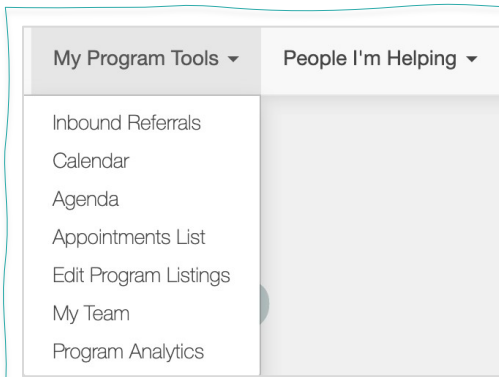# Free Tools for Community Organizations

Claim Your Program(s)

Get access to make real-time edits and updates to your program information.

1. Go to auntbertha.com/claims
2. Enter the name of your program or organization, then click "Search"
3. Select the programs you'd like to claim and click the "Claim" button
4. Create an account by entering your name, work email, and password

Add Your Program(s)

Can't find your program on the site? Let's get them added!

1. Go to auntbertha.com/find_a_program
2. Search and verify your program isn't listed
3. Fill out the section "Review the program you searched for"
4. Click the "Suggest Program" button
5. You'll hear from our team within 2 business days!

My Program Tools ▾	People I'm Helping ▾
Inbound Referrals	
Calendar	
Agenda	
Appointments List	
Edit Program Listings	
My Team	
Program Analytics	

Your Aunt Bertha Account: "My Program Tools"

Once you're logged into your Aunt Bertha account, you'll see a menu in the top right corner called "My Program Tools".

This menu is your central navigation – you'll have access to all your tools, reporting, and editing capabilities right from here!

Inbound Referrals

See all the details of anyone reaching out to your program(s) through the Aunt Bertha platform.

1. "My Program Tools" > "Inbound Referrals"
2. Click the folder of the program
3. View details of person reaching out
4. Update status for reach referral--this translates to your program analytics!

Program Analytics

See the impact your Aunt Bertha program(s) are having in your community!

- "My Program Tools" > "Program Analytics"
- **Screeners** -- Review data about your screening forms (if have enabled)
- **My Activity** -- Overview of your search activity
- **Claimed Programs** -- See search trends and inbound referral statistics for your programs

Edit Your Program Information

- In "**Edit Program Listings**", you can make changes and updates to programs, hours and locations, and contact information
  - In "Edit Contact Settings" make sure there is an email address in the box labeled "what address should we send their info to?". This email address only gets notifications from Aunt Bertha letting your program know someone has reached out -- it is NOT visible to the public

Program	Agency	Last Edited	Actions		
Bertha Housing Authority	Aunt Bertha	04/17/2019 @ 5:56pm	Edit Program	Edit Contact Settings	Edit Hours/Locations

Screening Forms

Screen potential clients for eligibility and gather important background information.

- Go to "Edit Program Listings" > "Edit Contact Settings" > "Customized Screening Form"
- Create and customize your own questions, and choose from more than 80 standard questions to help you get started
- Display a customized next step or a list of alternative resources to ineligible applicants

Don't forget to hit "Publish"!

Online Scheduler

Allow applicants to schedule appointments directly from Aunt Bertha.

- Go to "Edit Program Listings" > "Edit Contact Settings" > "Schedule an Appointment"
- Set custom availability for individual staff members
- People in need can book appointments directly from Aunt Bertha
- The tool also Includes Google Calendar and Outlook integrations

"My Teams"

Give members of your organization access to edit programs and see analytics

- Click the "Invite Team Member" button
- **Admin** -- full access to view and edit details
- **Worker** -- same as above except cannot add additional team members

Need Help?

If you can't find what you're looking for, or need additional step-by-step instructions, just ask!

In the top right corner, select "Support" and go to "Support for Community Based Organizations" to find additional articles and videos.