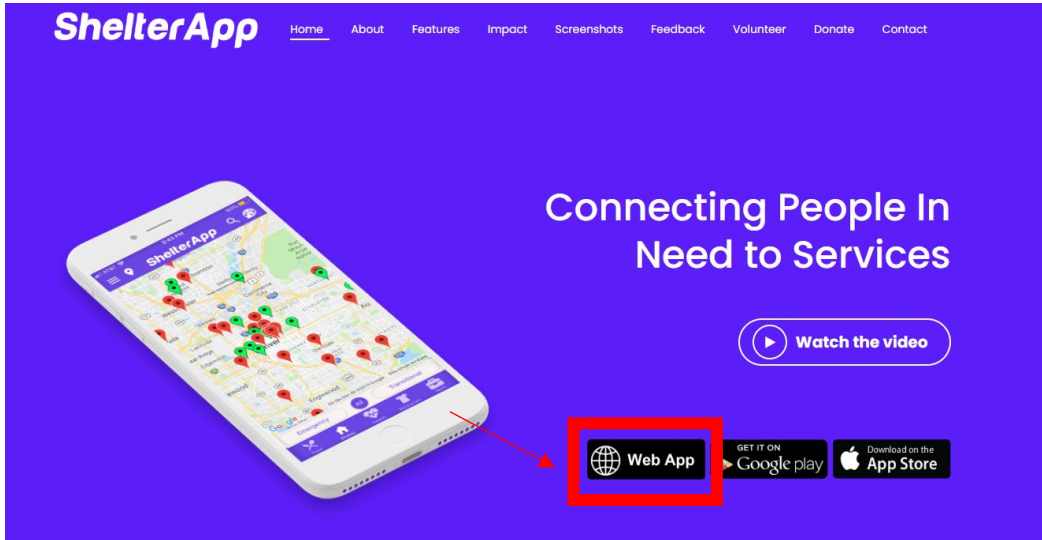


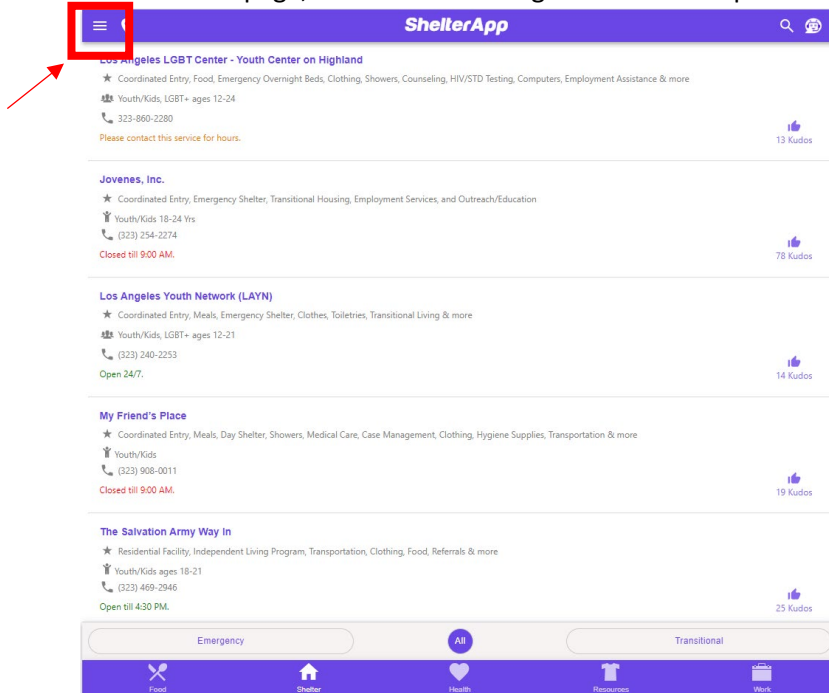


ShelterApp Account Creation Instructions

1. Navigate to <https://www.shelterapp.org/>
2. Select “Web App” in the middle of the page:



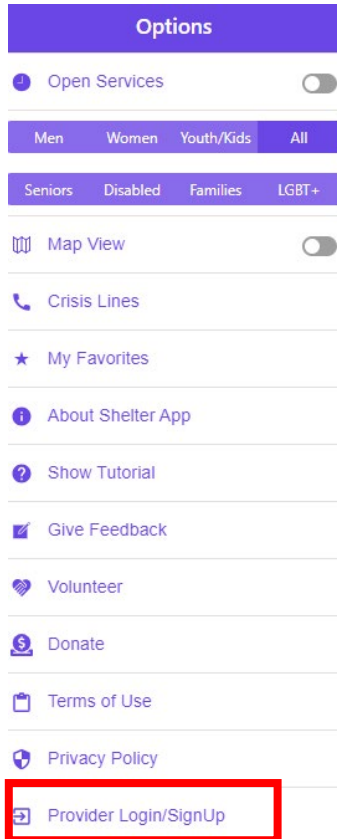
3. Click through the introductory instructions for a quick guide on how to use the website.
 - a. On the last page, select “I Agree” to the terms and conditions.
4. On the home page, select the hamburger icon in the top left corner to see options:





ShelterApp Account Creation Instructions

5. On the options page that appears, select “Provider Login/SignUp”:

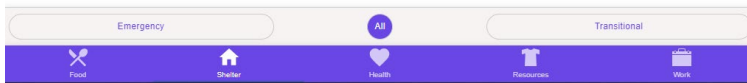


6. On the new page, select “SIGNUP”.
- Enter your organization’s name, phone, e-mail, and password and click the purple “SIGNUP” button. **Note: we HIGHLY encourage your organization to use a generic e-mail for sign-up (e.g., info@abc.org) that can be accessed by multiple employees. Using a specific persons’ e-mail (e.g., maryjones@abc.org) will result in issues if that person ever leaves your organization, especially if you ever need to reset the password.**
7. Once you’ve logged in, the window will automatically change to “Choose City/Zip for Services”. Type in “Tampa” and select “Tampa, FL”.

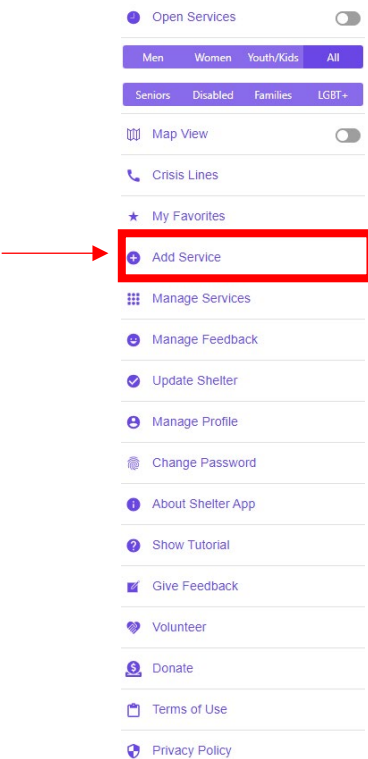


ShelterApp Account Creation Instructions

8. Select the hamburger icon again in the top right corner:



9. On the options page that appears, select “Add Service”:





ShelterApp Account Creation Instructions

10. Fill in as much of the information requested as possible, including your organizations' name, a description of services, address, public contact phone number, public contact e-mail, website, any social media links, services provided, the category of persons meant to be served by your organization, and any schedule information you have on file.
11. Once all the information is input, select the purple "Add Service" button at the bottom of the page.
12. You will now be able to see your service within the ShelterApp. You can download the app version on either Google Play or Apple App Store.
13. If you have any technical issues or questions, please reach out to ShelterAppInfo@gmail.com.