



Database Record Management: Step by Step

To ensure that your organization's most up-to-date information is listed and to tailor your listing to maximize its effectiveness, please use the following steps:

To ADD A NEW ORGANIZATION OR PROGRAM:

1. Go to www.kcr.ca
2. Click on the link at the top of the page that says [Community Information Search Central Okanagan](#)
3. Click on [New Program or Service? Let us know!](#)
4. Fill in the form (Hint: Not sure what to put in that field? Click the [?](#) to the right of each section.)
5. Click Submit.

To **update** organization information:

1. Go to www.kcr.ca
2. Click on link at bottom of the page that says [Community Information Search Central Okanagan](#)
3. Type in name of your organization, hit "Search" and then click on your record to open it
4. Click on [Suggest an Update](#)
5. Enter your changes and click Submit.

To ADD NEW VOLUNTEER OPPORTUNITIES:

1. Go to www.kcr.ca
2. Click the [Volunteer Opportunities Search Central Okanagan](#) link at top of the page
3. Click on [New Volunteer Opportunity? Let Us Know](#)
4. Enter your info – remember to be as detailed as possible to get those volunteers to contact you!
5. Click Submit.

To **update** a current volunteer opportunity:

1. Go to www.kcr.ca
2. Click the [Volunteer Opportunities Search Central Okanagan](#) link at top of the page
3. Type in your Organization's name, then "Search".
4. Choose the Position Title from the table.
5. Click on [Suggest an Update](#) and proceed with any changes you want to make
6. Before clicking Submit, please scroll down to [About these Changes](#) and select one option from the list.

To **remove** a volunteer opportunity:

1. Follow steps 1 to 4 above.
2. Click on [Suggest an Update](#)
3. Scroll down to [About these Changes](#)
4. Click on **"This Record is no longer valid, please remove"**.
5. Click Submit.