How to Add or Update your Organization's Information on SHARE New Mexico

1. Register or log in to the SHARE website (ShareNM.org)   Contact Us   About Us   Library   **Register**   **Login**

2. To register, enter your name, select a user ID and password, etc., wait for a confirmation email (be sure and check your spam folder in case it ends up there). Return to the SHARE home page and log in.

3. Click on the Resource Directory tab at the top of the page.

4. Click on mySHARE/Organizations tabs at the top of the page to see if your organization is listed. If not, search for your organization by typing the name into the Keywords text box on the Resource Directory Home Page.
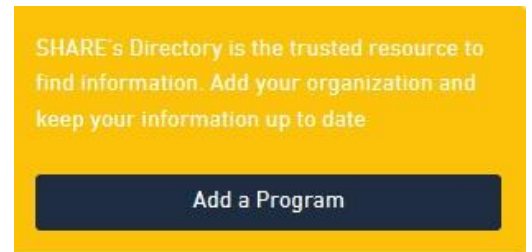

Resource Directory

SHARE New Mexico hosts New Mexico's largest, most up-to-date and comprehensive Resource Directory. From child care to senior services, education to housing and beyond, the SHARE Resource Directory helps you quickly find the resources you need.

Location	Category	Keywords	
Choose A Location	Choose A Category	Keywords	Search
(County, City, Zip Code)			Clear Search

5. If your organization is in the Resource Directory, the program(s) your organization sponsors will appear on the search results list. If so, click on program to bring up the profile. Then you can click on the edit icon.

6. If your organization is **not** in the Resource Directory, return to the Resource Directory Home Page and click on the "Add a Program" button.

SHARE's Directory is the trusted resource to find information. Add your organization and keep your information up to date

Add a Program

7. Either of these two options (Edit/Add) will bring up the form where you can enter or edit information about your organization, your various programs and sites. *Each organization must list at least one program, and each program must have at least one location.* Even if your organization has only one program (which can have the organization name) and/or one location, it is important to provide as much information as possible about each program and location.

8. After entering information about your organization, click on the save button (below) to save your information. Then click on any program name to edit program info and save *and/or* add a program by clicking on "Add a Program" and save. Finally, click on a program location to edit and save a*nd/or* "Add a Location" and save this information. A SHARE administrator will review your changes within one working day. You will receive an email letting you know

   Save   Cancel   Delete

   that your changes are approved.

9. Once you have reviewed, edited and saved your organization's information, you can access your organization's profile at the top of the SHARE page in mySHARE (Organizations tab).

10. It may be that more than one person from your organization will be involved in providing profile information about your organization's programs. Each of these persons should register independently on SHARE.

Questions? Contact info@sharenm.org

Thank you for adding/updating your information on the SHARE New Mexico Resource Directory!