

How to Search, Save and Share Resources

Access the Resource Directory

1. Register or log in to the SHARE website (ShareNM.org)
2. To register, enter your name, select a user ID and password. Return to the SHARE home page and log in.
3. Click on the Resource Directory tab at the top of the page.

Contact Us About Us Library Register Login

Search the Directory


Select the search criteria that best describes the resources you need. You can search by any or all of the following: Location (county, city, zip code), service type/s (we use the standard AIRS service taxonomy); and/or a keyword(s) that could further narrow your search. If you are looking for your own organization, enter its name as a Keyword. Click on the Search button. Note that you can enter multiple service codes at both the primary and secondary levels to find all organizations that provide **any** of these services. However, the keyword(s) search will locate organizations that have **all** keywords in the profile.




An example would be a search looking for food pantries in Otero County:

Location	Category	Keywords	
Otero County ✕ Choose A Location (County, City, Zip Code)	B - Basic Needs ✕ BD - Food ✕	pantry	Search Clear Search

Review the search results. If you see a resource that you would like to know more about, clicking on the yellow arrow will take you to the Program Profile, which has additional information about the organization, its program(s) and location(s).


Food pantry
575-585-2987
Food pantry (Food provided by Roadrunner Food Bank)...
Program of Tularosa Community Church



To see the location of this program, click on the map icon  in the Location box. Click on the printer icon to download and print a copy of the program profile to keep or share with others.  

If this is your program, you can add or update information by clicking on the pencil icon. A guide on editing your profile is available [here](#). **We encourage you to do this often**, so community members will have complete and accurate information about your program.

Tag Your "Go To" Organizations.

When you view your search results, you can select your favorite organizations by clicking the heart icon.  These organizations will appear first in all your searches, export lists and in your MySHARE folder under "Favorites." You can remove or add organizations to this list at any time.

Save or Export Your Search

If you are logged in, you can save these search specifications to use again. You'll find the search by clicking on the MySHARE/Saved Searches tab at the top of the SHARE page. Every time you execute a saved search, your results will include the most current information for these resources.

If you are logged in, you can also export your search results to a CSV or Excel file. Click on the Export Search button, download the file, and save it to your computer. The file will include basic information about each program and location. You can now edit this file to create specialized resource lists. Note that once you download this file, it will be static or "frozen" in time until you repeat the search and export the updated results.

Questions? Contact Wendy Wintermute, Wendy@sharenm.org.