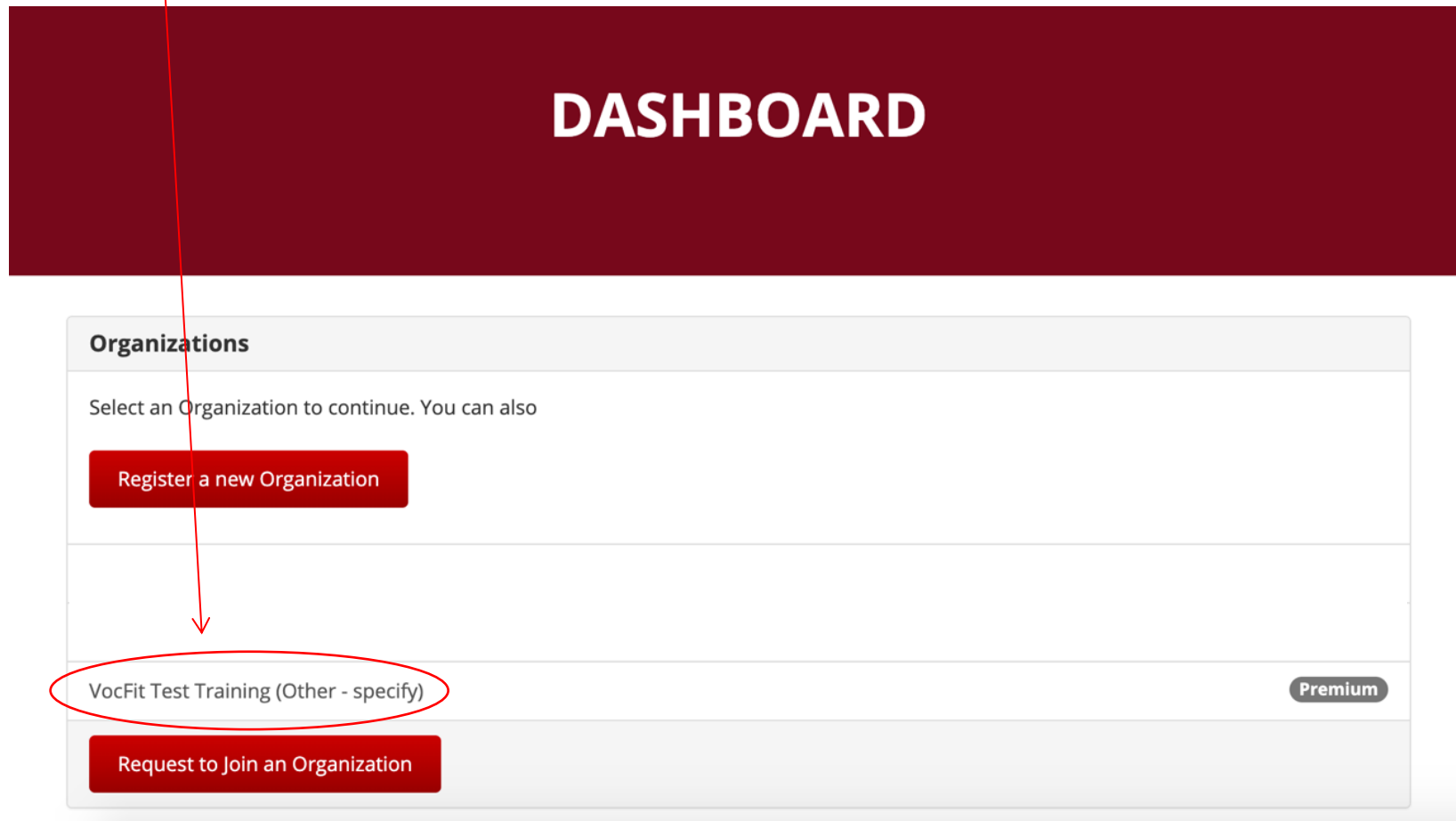


Adding, Editing Sites in Your Organization

VocFit.com

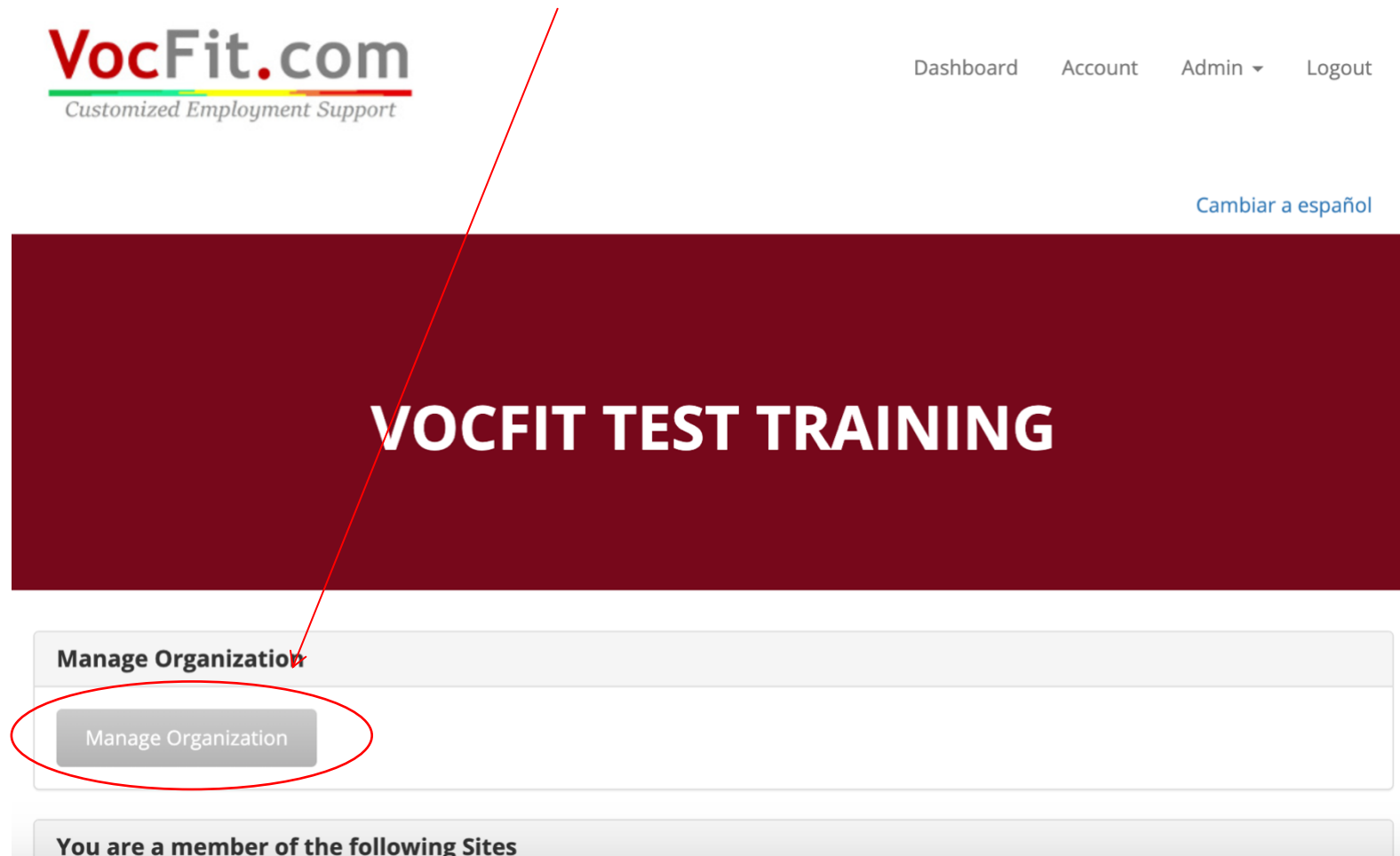
Step 1. Select your Organization from your Dashboard

- After creating an organization you should see it listed underneath “Organizations” in your dashboard screen (you can return to dashboard at any time by clicking “Dashboard” at the top right of the website *not shown in this image*).
- Select your Organization.



Step 2. Click “Manage Organization”

- Any time you would like to edit your organization’s information, add users, or add sites you can do so through the grey “Manage Organization” button
- In this tutorial we will be focusing on adding sites to your organization
- To add a site to your organization, select the “Manage Organization” button on the far left of the screen



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Dashboard Account Admin ▾ Logout

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VOCFIT TEST TRAINING

Manage Organization

Manage Organization

You are a member of the following Sites

Step 3. Click “Manage Sites”

- When an organization is created, a “Main” site is automatically created. However, you have the option to add more sites to your organization.
- To add or edit a site in your organization, select the blue “Manage Sites” button on the far left of the screen.

MANAGE: VOCFIT TEST TRAINING

[Back to Organization](#)

[Edit Organization](#)

[Manage Teacher/Trainer/Coach](#)

[Manage Sites](#)

Basic Information

Account Status: Premium

Created: Fri, Mar 27, 2020 6:58 PM

Type: Other - specify

Total Annual Enrollment: 0

Other: TEST

Address:

Step 4. Add a site to your Organization

- To add a site to your organization, select the blue “Add Site to Organization” button on the far left of the screen.



[Dashboard](#) [Account](#) [Admin](#) [Logout](#)

[Cambiar a español](#)

MANAGE SITES: VOCFIT TEST TRAINING

[Add Site To Organization](#)

[Back To Organization](#)

Name	Users	Actions
Main	3	Manage

Step 5. Add Site Information

- Create a name for the site you are wishing to create.
- Next, you have the option of the including the Discovery Job Bank for your site. The “Discovery Job Bank” is a list of around 50 jobs that already have been created and are ready to be used for a job match. By selecting this option, these jobs can be automatically uploaded to your site. If you would like to only have the jobs that you have created in your site, click the first option. If you would like both the jobs you have created and the Discovery Job Bank, click the last option. You can undo this function at any time.
- Select “Add” when you are finished.

The screenshot shows a form titled "ADD SITE TO VOCFIT TEST TRAINING" in a dark red header. Below the header, there is a "Back To Sites" link in blue. The form contains a "Name" input field, a "Discovery Job Bank" section with three radio button options, and an "Add" button. Red circles and arrows highlight the "Name" field, the "Discovery Job Bank" section, and the "Add" button. The "Discovery Job Bank" section includes three options: "Only show the jobs/Internships I have inputted into this report" (selected), "Only show the Discovery Job Bank (DJB) in this report", and "Show both the jobs/internships I have entered and the DJB Jobs in this report".

ADD SITE TO VOCFIT TEST TRAINING

[Back To Sites](#)

Name

Discovery Job Bank

Only show the jobs/Internships I have inputted into this report

Only show the Discovery Job Bank (DJB) in this report

Show both the jobs/internships I have entered and the DJB Jobs in this report

Add

Step 6. Managing your Sites

- You will then be redirected to the “Manage Sites: Name of your Organization” page.
- Here you should see the “Name” of each of your sites, the amount of “Users” in each site, and the “Actions” you can do with each site.
- Through the “Manage” function, you can ADD/REMOVE users from a site or EDIT a site.
- EVEN IF YOU ARE THE CREATOR OF A SITE, YOU MUST ADD YOURSELF AND ANY OTHER USERS TO THE SITE IN ORDER TO ACCESS AND SEE THE DATA.
- Select the “Manage” button to ADD/REMOVE USERS.

MANAGE SITES: VOCFIT TEST TRAINING

[Add Site To Organization](#)

[Back To Organization](#)

Site created successfully.

Name	Users	Actions
Main	4	Manage
Test Site	0	Manage

Step 7. Adding/Removing Users in your Sites

- You will then be redirected to the “Manage Site: Name of your Site” page.
- Here you can add a user who is ALREADY part of your organization to a particular site by typing in the individual’s email (it should pop up in the drop down menu if they are part of your organization) and select “Add”.
- You must add a user to your organization before you can add them to a site (go to “Adding and Editing Teachers/Trainers/Coaches in Your Organization” to learn how to do this).
- You can also remove current users by selecting “Remove User” next to their name.

MANAGE SITE: MAIN

[Edit Site](#)
[Back To Sites](#)

Add User to Site

Email

Add

Site Users

Name	Email	Actions
VocFit Test	test@vocfittest.com	Remove User

Step 8. Editing Sites

- In this webpage, you can also select "Edit Site" to further edit the details of this particular site.

MANAGE SITE: MAIN

[Edit Site](#)

[Back To Sites](#)

Add User to Site

Email

Site Users

Name	Email	Actions
VocFit Test	test@vocfittest.com	<input type="button" value="Remove User"/>

Step 8. Editing Sites

- You will then be redirected to the “Edit Site For: Name of your Site” page.
- Here you can change the “Name” of the selected site.
- You can also change the status of the Discovery Job Bank. You can decide whether you want these jobs to be included in your job list or not.
- Finally, you can “Remove Site from Organization” to delete site completely.
- Click “Update” button when finished.

The screenshot shows a dark red header with the text "EDIT SITE FOR: VOCFIT TEST TRAINING" in white. Below the header, there are several elements: a "Back To Sites" link, a "Remove Site from Organization" link, a "Name" input field containing "Main", a "Discovery Job Bank" section with three radio button options, and an "Update" button. Red circles and arrows highlight these elements, connecting them to the instructions in the list on the left.

[Back To Sites](#)

[Remove Site from Organization](#)

Name

Main

Discovery Job Bank

Only show the jobs/Internships I have inputted into this report

Only show the Discovery Job Bank (DJB) in this report

Show both the jobs/internships I have entered and the DJB Jobs in this report

Update