

# Program Information and Sites Instruction Guide

M2HL Update Portal

# Contents

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- Help/support information

# Important!

Before you begin:

- Use either the *Mozilla Firefox* or *Google Chrome* browser when working in the M2HL Update Portal.
- **Do not use Internet Explorer** as your browser as it does not support the functionality in the portal.

# Registration/ Logging in

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# Registration



All users will need to register for access to the M2HL Update Portal.



Go to <http://updateportal.map2healthyliving.org/>.



Click the “Log In/Register” button to register.

The screenshot shows the top navigation bar with links for Home, About, Register, and Log in. The main content area has a heading "Welcome to the M2HL Update Portal!" followed by a paragraph explaining the site's purpose. Below this is a "Log In / Register" button. A blue callout box with white text points to the button, stating: "All users will need to register for access to the M2HL Update Portal." The footer contains legal disclaimers and contact information.



You'll want to make sure you are the person from your agency who should register. Check with your agency representative if you are unsure.

# Registration

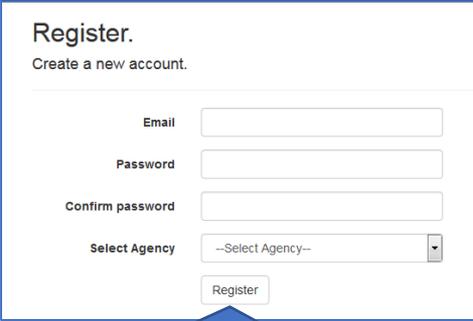
- Click the “Sign Up!” button to begin the registration process.



The screenshot shows a 'Log in.' form with the following elements: a header with 'Home' and 'About' links; the title 'Log in.'; the instruction 'Use a local account to log in.'; an 'Email' input field; a 'Password' input field; a 'Remember me?' checkbox; a green 'Log in' button; a red 'Forgot your password?' link; and a blue 'Sign Up!' button. A blue callout bubble points to the 'Sign Up!' button with the text 'Click “Sign Up!”'. At the bottom, it says '© 2017 - Map 2 Healthy Living Update Portal'.

Click “Sign Up!”

- The “Register” window will appear. Enter your email address and a password, then select your agency and click the “Register” button.



The screenshot shows a 'Register.' form with the following elements: the title 'Register.'; the instruction 'Create a new account.'; an 'Email' input field; a 'Password' input field; a 'Confirm password' input field; a 'Select Agency' dropdown menu with the text '--Select Agency--'; and a 'Register' button. A blue callout bubble points to the 'Register' button with the text 'Enter your email address and a password, select your agency, then click “Register.”'.

Enter your email address and a password, select your agency, then click “Register”.

**Note:** Passwords must have:

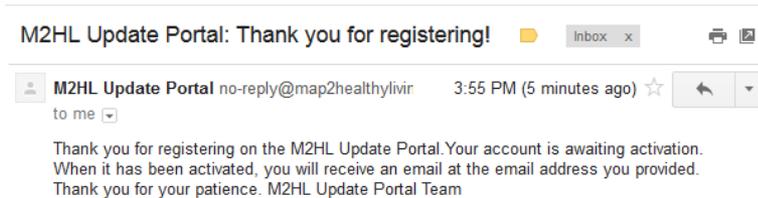
- at least one non-letter or digit character (i.e. special character such as \$,\*%, etc.)
- at least one digit ('0'-'9')
- at least one uppercase character ('A'-'Z')

# Registration

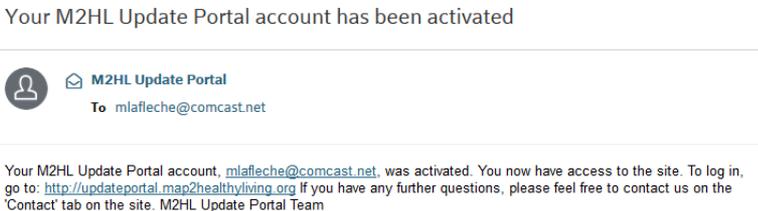
- After you've registered, you will see a message stating your account is being reviewed.



- You will also receive an e-mail message letting you know your account is awaiting activation.



- When your registration is approved, you'll receive a confirmation e-mail message letting you know you have access to the site.



# Logging In

- Once your registration is approved, you'll be able to log in to the M2HL Update Portal. Log in to the site using the user name and password you specified when registering.
- If you've forgotten your password, click the "Forgot your password?" link and follow the provided directions.

## Log in.

Use a local account to log in.

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Email

Password

Remember me?

---

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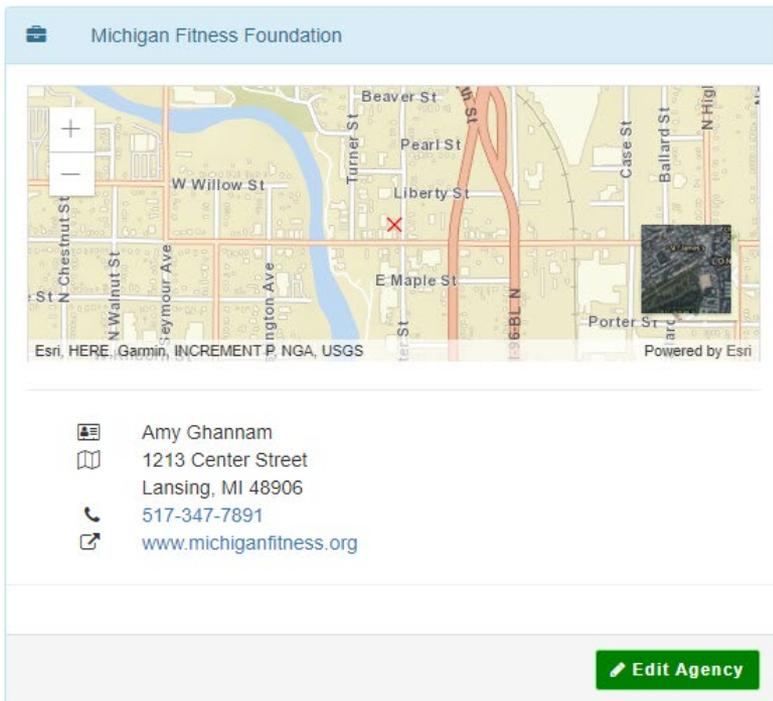
Click "Forgot your password" to reset your password.

# Editing Agency Information

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# Editing Agency Information

- After logging in, you'll see the home page or "Partner Dashboard."
- Click the "Edit Agency" button to edit your agency information.



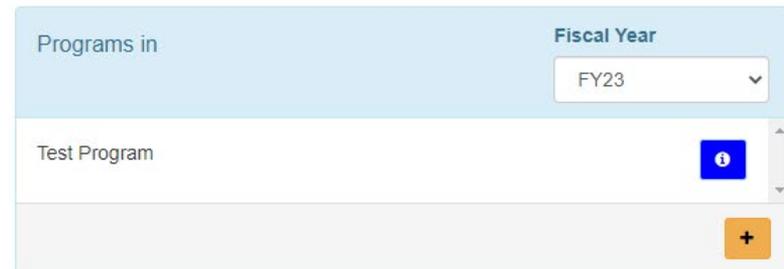
Michigan Fitness Foundation

Map showing the location of the Michigan Fitness Foundation in Lansing, MI. The map includes street names such as Beaver St, Pearl St, Liberty St, E Maple St, W Willow St, Turner St, Case St, Ballard St, N High St, Chestnut St, N Walnut St, Seymour Ave, and N Clinton Ave. A red 'X' marks the location of the foundation.

Esri, HERE, Garmin, INCREMENT P, NGA, USGS  
Powered by Esri

**Amy Ghannam**  
1213 Center Street  
Lansing, MI 48906  
517-347-7891  
[www.michiganfitness.org](http://www.michiganfitness.org)

**Edit Agency**



Programs in

Fiscal Year: FY23

Test Program

+

Click "Edit Agency" to edit your agency information.

# Editing Agency Information

- Verify the information for your agency is correct and complete any missing information.
- After making changes to your agency information, click the “Save” button to save the changes.

If you change the information for your agency, click “Locate” to geocode the location.

Click “Save” to save changes to your agency information, or “Cancel” to cancel the operation.

Michigan Fitness Foundation

Agency Name: Michigan Fitness Foundation

Agency Code: MFF

Rep First Name: Amy

Rep Last Name: Ghannam

Phone: 517-347-7891

Website: www.michiganfitness.org

County: Ingham

Address: 1213 Center Street

Address2:

State: MI

Zip: 48906

mapx: -84.5483047

mapy: 42.7478011

Locate

Cancel Save

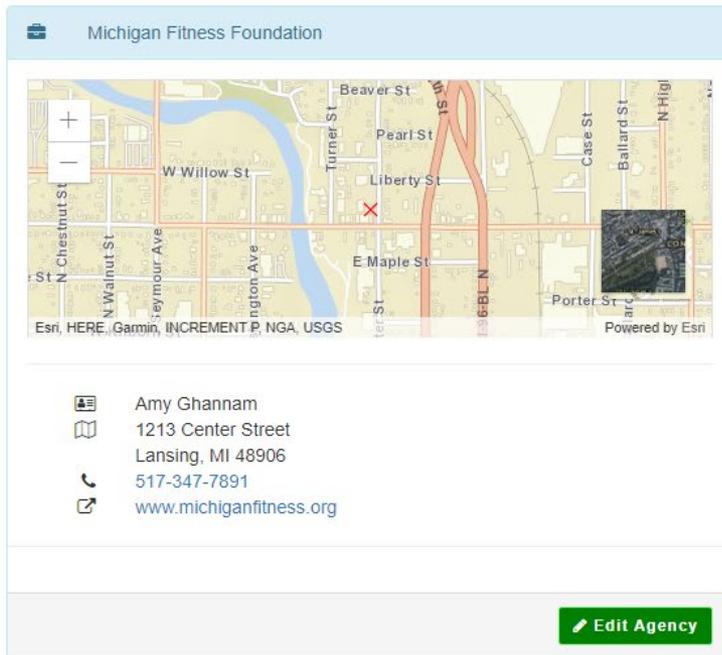
Edit Agency

# Editing Program Information



# Editing Program Information

- To edit your program information, go to the M2HL Update Portal home page (Partner Dashboard).
- Click the “i” icon to the right of the program title.



Click the “i” (information) icon to the right of a program to edit the program information.

# Editing Program Information

- A popup window displaying some of your program information will appear.
- To complete your program information, click the “More” button in the bottom right-hand corner of the popup window.

The screenshot shows a popup window titled "Test Program 829". It contains a form with the following fields:

Test Program 829		 
Fiscal Year		
Implementing Agency		[36]
Program Agency	Michigan Fitness Foundation [36]	
Date Added	1/17/2023	
User Added	mlafleche@michiganfitness.org	
Date Updated	1/17/2023	
User Updated	mlafleche@michiganfitness.org	
		<a href="#">More</a>

© Map 2 Healthy Living Update Portal

Callout 1: The number after the title of your program represents the program ID number that is stored in the database. You do not need to use this number for your tasks.

Callout 2: Click the “More” button at the lower right-hand corner of the popup window to complete or edit the program information.

# Editing Program Information

- A window displaying a menu of section headings will appear. In the “General Program Information” section, make sure the Program Title is correct and enter a description of the program into the “Description” text. The greyed out fields are read-only and can’t be edited. Click “Save” when you are done.
- To open another section, click on it. Follow the directions provided to complete the information, then click “Save” to save your changes.
- Repeat for each of the remaining sections. Note that the “Program Agency” section is read-only and not able to be edited.

Test Program [829]

Program Information | Program Locations | Partnerships/Coalitions | PSE Activities

### General Program Information

General Information for program

Implementing Agency  
Michigan Fitness Foundation

Program Title \*  
Test Program

Fiscal Year  
FY23

Description \*  
Description

Cancel Save

Program Agency

Contact Information

Audience Age Group

Program Category

Nutrition Education Material Languages

Nutrition Education Sessions

Complete the information in each of the sections.

Click the “Save” button to save your changes.

Program Agency is read-only and not able to be edited.

# Program Sites

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## Adding Program Sites

# Adding Program Sites

- To begin the process of adding locations, from the home page/Partner Dashboard, click the “i” icon to the right of your program title.

Michigan Fitness Foundation

Esri, HERE, Garmin, INCREMENT P, NGA, USGS  
Powered by Esri

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www.michiganfitness.org

Edit Agency

Programs in

Fiscal Year  
FY23

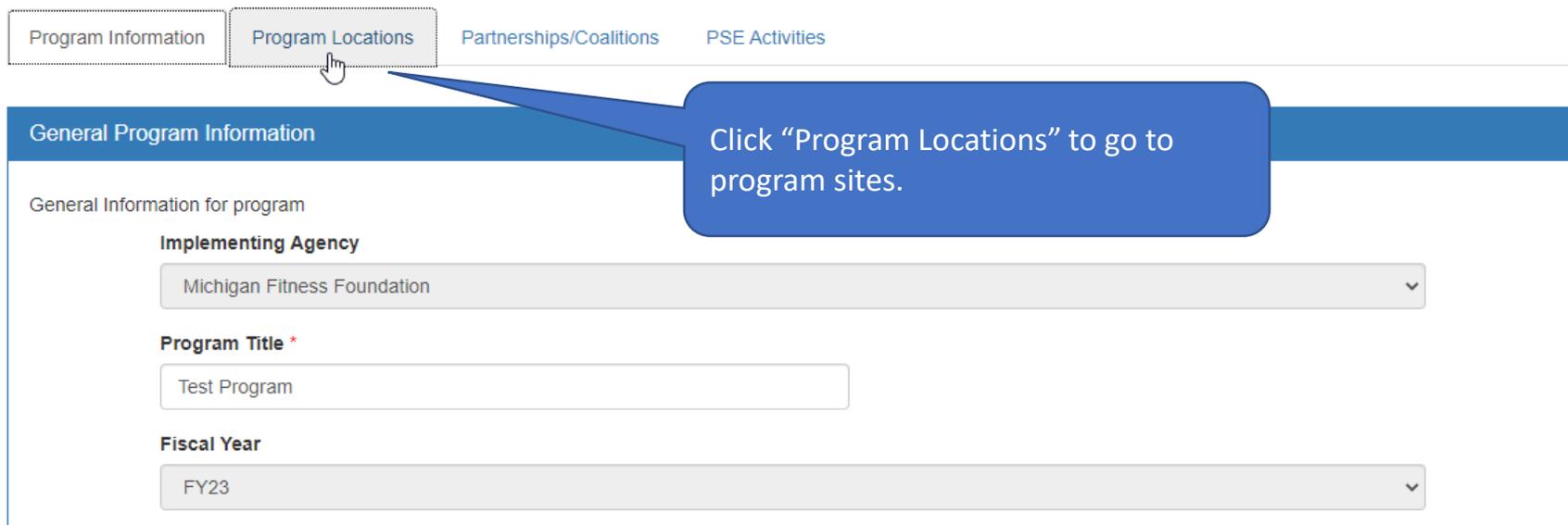
Test Program

View Test Program

Click “i” to begin the process of adding locations to your program.

# Adding Program Sites

- Then click the “Program Locations” tab.



The screenshot shows a web interface with four tabs: "Program Information", "Program Locations", "Partnerships/Coalitions", and "PSE Activities". The "Program Locations" tab is highlighted with a mouse cursor. A blue callout box points to this tab with the text "Click 'Program Locations' to go to program sites." Below the tabs is a blue header bar labeled "General Program Information". Underneath, the form displays "General Information for program" with three fields: "Implementing Agency" (a dropdown menu showing "Michigan Fitness Foundation"), "Program Title \*" (a text input field containing "Test Program"), and "Fiscal Year" (a dropdown menu showing "FY23").

# Adding Program Sites

- To add a location, click the “+ Add Location” button.

Program Information Program Locations Partnerships/Coalitions

### Locations

Click “+ Add Location” to add locations to your program.

+ Add Location

Add location to program

No locations have been added.

Click **+ Add Location** to get started!

# Adding Program Sites

- Click either the “Search for a location to add!” button or the “Find Location” link to search for existing locations in the database.

(Note: The reason for first searching for an existing location is because many location addresses already exist in the database. There is a strong chance the location address you want to add to your program is in the database.)

Click “Search for a location to add!” to find existing locations in the database.

Clicking “Find Location” also allows you to search for existing database locations.

Search for a location to add!

Find Location + New Location

ID	Name	Type	Address	City	County	Zip	Select	View
This table will get populated when locations are added.								

Back to program Save location(s) to program

# Adding Program Sites

- When searching for an existing location in the database, you can use the filters “By Geography” or “By Program.”
- Typing text into the Search field also allows you to search for specific locations.

Program

Find Location + New Location

Filter List

By Geography By Program

Select a County  
choose...

Select a City  
choose...

Clear Apply

Show 10 entries

Search:

ID	Name	Type	County	Address	City	Zip	Select	View
1	Adams/Butzel Recreation Complex	Recreation Center/Site	Wayne	10500 Lyndon	Detroit	48238	<input type="checkbox"/>	
2	Butzel Family Center	Community Center	Wayne	7737 Kercheval	Detroit	48214	<input type="checkbox"/>	
3	Clemente Center	Recreation Center/Site	Wayne	2631 Bagley	Detroit	48216	<input type="checkbox"/>	
4	Considine Center	Recreation Center/Site	Wayne	8904 Woodward Ave.	Detroit	48202	<input type="checkbox"/>	
5	Crowell Community Center	Recreation Center/Site	Wayne	16630 Lahser	Detroit	48219	<input type="checkbox"/>	

Showing 1 to 10 of 8,352 entries

Previous 1 2 3 4 5 ... 836 Next

You can search for a location using the “By Geography” filter or the “By Program” filter.

You can also search for a location by typing text into the search field.

# Adding Program Sites

Filtering “By Geography” allows you to search for locations by county and/or city.

- If searching by county only:
  - Select the County from the “Select a County” dropdown menu, then click “Apply” to apply the filter.
- If searching by county, then city:
  - First select the county, then select city from the “Select a City” dropdown menu. Click “Apply” to apply the filter.
- If searching by city only:
  - Select the city in the “Select a City” dropdown menu, then click “Apply” to apply the filter.

## Filter List

Filter List

▼ By Geography   ▼ By Program

Select a County

choose...

choose...

Alcona

Alger

Allegan

Alpena

Antrim

Arenac

Baraga

Barry

Bay

Benzie

Berrien

Branch

Calhoun

Cass

Charlevoix

Cheboygan

Chippewa

Clare

Clinton

Filtering by county

## Filter List

Filter List

▼ By Geography   ▼ By Program

Select a County

choose...

Select a City

choose...

choose...

Addison

Adrian

Advance

Ahmeek

Akron

Alanson

Alba

Albion

Alden

Algonac

Allegan

Allen

Allen Park

Allendale

Alma

Almont

Alpena

Alpha

Amasa

Filtering by city

## Filter List

Filter List

▼ By Geography   ▼ By Program

Select a County

Alpena

Select a City

choose...

Alpena

Ossineke

Filtering by county, then city

# Adding Program Sites

Filtering “By Program” allows you to search for locations by your agency’s previous fiscal year program(s).

- Select the fiscal year.
- Select the agency (your agency should already be selected).
- Select the program.
- Click “Apply” to apply the filtered options.

Filter List

By Geography By Program

Select a Fiscal Year

choose...

choose...

FY12

FY13

FY14

FY15

FY16

FY17

FY18

FY19

FY20

1. Select the fiscal year.

Filter List

By Geography By Program

Select a Fiscal Year

FY16

Select an Agency

Michigan Fitness Foundation

Select a program

choose...

Farmers Market Navigation Pilot

Michigan Harvest of the Month

Produce For Pantries

Safe Routes to School (MFF program)

3. Select the program.

Filter List

By Geography By Program

Select a Fiscal Year

FY16

Select an Agency

choose...

Michigan Fitness Foundation

Select a program

choose...

Clear

2. Select the agency (your agency should be pre-selected in the dropdown menu).

Filter List

By Geography By Program

Select a Fiscal Year

FY16

Select an Agency

Michigan Fitness Foundation

Select a program

Farmers Market Navigation Pilot

Clear Apply

4. Click “Apply.”

# Adding Program Sites

The filtered list of locations appears with a map at the top of the list.

The map includes a red circle for each of the locations in the list.



After performing a search, a map appears and shows where each of the addresses in the list is located.

Show  entries + Select All

Search:

ID	Name	Type	County	Address	City	Zip	Select	View
4279	Kalamazoo Farmers Market	Farmers Market	Kalamazoo	1204 Bank St	Kalamazoo	49001	<input type="checkbox"/>	
6487	Flint Farmers Market	Farmers Market	Genesee	300 E First St	Flint	48502	<input type="checkbox"/>	
9531	Downtown Saginaw Farmers Market	Farmers Market	Saginaw	507 South Washington Avenue	Saginaw	48607	<input type="checkbox"/>	
9545	Adrian Farmers Market	Farmers Market	Lenawee	Toledo Street	Adrian	49279	<input type="checkbox"/>	
9613	Fulton Street Farmers Market	Farmers Market	Kent	1145 East Fulton Street	Grand Rapids	49503	<input type="checkbox"/>	

Showing 1 to 7 of 7 entries (filtered from 8,352 total entries)

# Adding Program Sites

- To select a location for your program, click the check box in the Select column.
- To select all locations, click the “+ Select All” button.

Show  entries

Search:

[+ Select All](#)

ID	Name	Type	County	Address	City	Zip	Select	View
4279	Kalamazoo Farmers Market	Farmers Market	Kalamazoo	1204 Bank St	Kalamazoo	49001	<input type="checkbox"/>	
6487	Flint Farmers Market	Farmers Market	Genesee	300 E First St	Flint	48502	<input type="checkbox"/>	
9531	Downtown Saginaw Farmers Market	Farmers Market	Saginaw	1145 East Fulton Street	Saginaw	48607	<input type="checkbox"/>	
9545	Adrian Farmers Market	Farmers Market	Adrian	1145 East Fulton Street	Adrian	49279	<input type="checkbox"/>	
9613	Fulton Street Farmers Market	Farmers Market	Kent	1145 East Fulton Street	Grand Rapids	49503	<input type="checkbox"/>	

Showing 1 to 7 of 7 entries (filtered from 8,352 total entries)

[Previous](#) [1](#) [Next](#)

To select a location to add to your program, click the “Select” check box for the location.

To select all locations from the list, click the “+Select All” check box.

# Adding Program Sites

- When you select a location or locations for a program, the “View Selected Location(s)” button appears.
- You’ll also notice a green circled number appear to the right of the “Program” link. This indicates the number of locations that have been selected.

The screenshot shows a web interface for managing program sites. At the top, there is a header with a "Program 7" link, a search bar labeled "Find Location", and a "+ New Location" button. Below the header, there is a "Show 10 entries" dropdown and a search input field. A table lists several farmers markets with columns for ID, Address, City, Zip, Select, and View. The "Select" column contains checkboxes, some of which are checked. A "View Selected Location(s)" button is visible above the table. At the bottom, there is a pagination bar showing "Showing 1 to 7 of 7 entries (filtered from 8,352 total entries)" and "Previous 1 Next" buttons.

The number in the green circle near the Program link indicates the number of locations that have been selected.

You can view all selected locations by clicking the “View Selected Location(s)” button.

ID	Address	City	Zip	Select	View
4279	Kalamazoo Farmers Market	Farmers Market	Kalamazoo 1204 Bank St	<input checked="" type="checkbox"/>	
6487	Flint Farmers Market	Farmers Market	Genesee 300 E First St	<input checked="" type="checkbox"/>	
9531	Downtown Saginaw Farmers Market	Farmers Market		<input checked="" type="checkbox"/>	
9545	Adrian Farmers Market	Farmers Market		<input type="checkbox"/>	
9613	Fulton Street Farmers Market	Farmers Market	Kent 1145 East Fulton Street	<input type="checkbox"/>	

Showing 1 to 7 of 7 entries (filtered from 8,352 total entries)

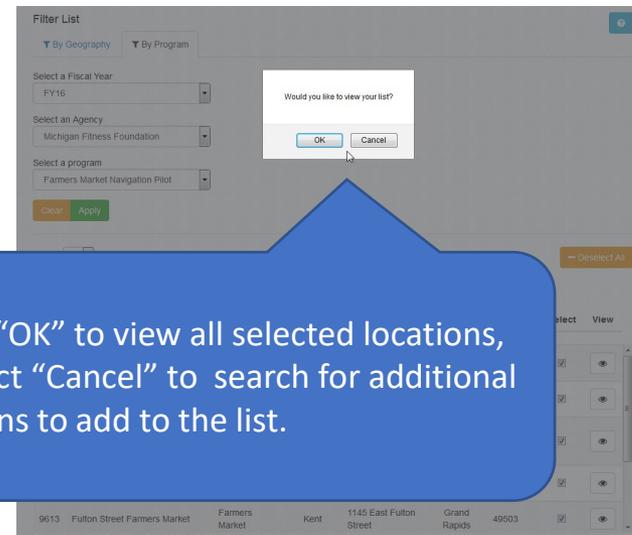
Previous 1 Next

# Adding Program Sites

If you click the “+Select All” button to select all locations in the list, a popup window will appear with the question “Would you like to review your list?”

- Selecting “OK” will take you to the list of locations you have selected.
- If you select “Cancel,” you can search for other locations to add to your list of selected locations.

ID	Name	Type	County	Address	City	Zip	Select	View
4279	Kalamazoo Farmers Market	Farmers Market	Kalamazoo	1204 Bank St	Kalamazoo	49001	<input checked="" type="checkbox"/>	
6487	Flint Farmers Market	Farmers Market	Genesee	300 E First St	Flint	48502	<input checked="" type="checkbox"/>	
9531	Downtown Saginaw Farmers Market	Farmers Market	Saginaw	507 South Washington Avenue	Saginaw	48607	<input checked="" type="checkbox"/>	
9545	Adrian Farmers Market	Farmers Market	Lenawee	Toledo Street	Adrian	49279	<input type="checkbox"/>	
9613	Fulton Street Farmers Market	Farmers Market	Kent	1145 East Fulton Street	Grand Rapids	49503	<input type="checkbox"/>	



Select “OK” to view all selected locations, or select “Cancel” to search for additional locations to add to the list.

# Adding Program Sites

- When viewing the list of selected locations, you can deselect any that you do not wish to add. To deselect a location, click the check box in the “Select” column which will remove the check mark from the box.
- Deselected location(s) will appear in crossed-out text. The number of deselected locations will appear near the Program header in the upper-left corner of the list.

ID	Name	Type	Address	City	County	Zip	Select	View
<del>9633</del>	<del>Historic Farmers Market of Lapeer</del>	<del>Farmers Market</del>	<del>287 West Nepessing Street</del>	<del>Lapeer</del>	<del>Lapeer</del>	<del>48446</del>	<input type="checkbox"/>	
<del>9687</del>	<del>Eastern Market</del>	<del>Farmers Market</del>	<del>2934 Russell Street</del>	<del>Detroit</del>	<del>Wayne</del>	<del>48207</del>	<input type="checkbox"/>	
		Farmers Market	Toledo Street	Adrian	Lenawee	49275	<input type="checkbox"/>	
		Farmers Market	1145 East				<input type="checkbox"/>	
4279	Kalamazoo Farmers Market	Farmers Market	1204				<input type="checkbox"/>	
9531	Downtown Saginaw Farmers Market	Farmers Market	507 South Ave				<input type="checkbox"/>	
6487	Flint Farmers Market	Farmers Market	300 E First St	Flint	Genesee	48502	<input checked="" type="checkbox"/>	

# Adding Program Sites

- The final step is to save the selected locations to your program.
- To save the locations to your program, click the “Save location(s) to program” button.

Program **5** **2** [Find Location](#) [+ New Location](#)

Search for a location to add!

ID	Name	Type	Address	City	County	Zip	Select	View
9633	Historic Farmers Market of Lapeer	Farmers Market	287 West Nepessing Street	Lapeer	Lapeer	48446	<input type="checkbox"/>	
9687	Eastern Market	Farmers Market	2934 Russell Street	Detroit	Wayne	48226	<input type="checkbox"/>	
9545	Adrian Farmers Market	Farmers Market	Toledo Street	Adrian	Washtenaw	48106	<input checked="" type="checkbox"/>	
9613	Fulton Street Farmers Market	Farmers Market	1145 East Fulton Street	Grand Rapids	Kent	49503	<input checked="" type="checkbox"/>	
4279	Kalamazoo Farmers Market	Farmers Market	1204 Bank St	Kalamazoo	Kalamazoo	49001	<input checked="" type="checkbox"/>	
9531	Downtown Saginaw Farmers Market	Farmers Market	507 South Washington Avenue	Saginaw	Saginaw	48601	<input checked="" type="checkbox"/>	
6487	Flint Farmers Market	Farmers Market	300 E First St	Flint	Genesee	48601	<input checked="" type="checkbox"/>	

Click “Save location(s) to program” to save the selected locations to your program.

[Back to program](#) [Save location\(s\) to program](#)

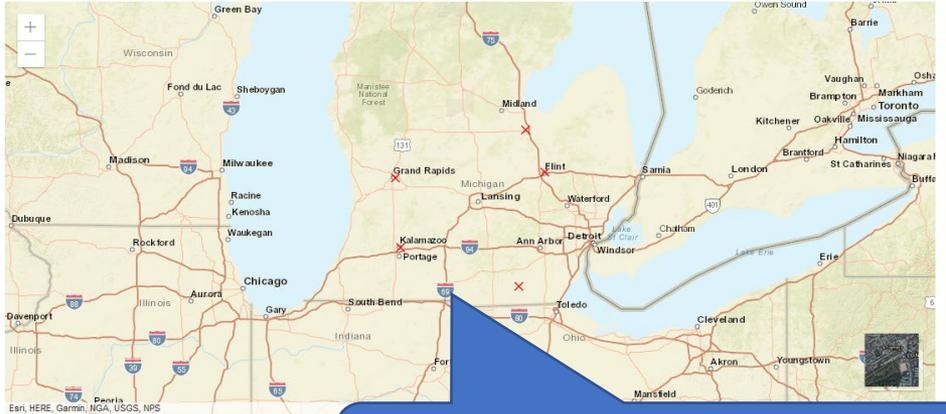
# Adding Program Sites

- Your list of saved program sites will appear.
- The locations are also shown on the map above the list with a red “X” at each location.

The list of your saved program sites appears.

Program Information Program Locations

### Locations



Each of the saved locations appears with a red “X” on the accompanying map.

Copy Excel CSV PDF

Show 10 entries

Search:

Details	ID	Name	Type	Address	City	Zip	County	Latitude	Longitude	View	Nearby	Delete
	9545	Adrian Farmers Market	Farmers Market	Toledo Street	Adrian	49279	Lenawee	-84.029956	41.898336			
	9531	Downtown Saginaw Farmers Market	Farmers Market	507 South Washington Avenue	Saginaw	48607	Saginaw	-83.940665	43.428382			
	6487	Flint Farmers Market	Farmers Market	300 E First St	Flint	48502	Genesee	-83.6877257	43.0166499			
	9613	Fulton Street Farmers Market	Farmers Market	1145 East Fulton Street	Grand Rapids	49503	Kent	-85.640511	42.962787			
	4279	Kalamazoo Farmers Market	Farmers Market	1204 Bank St	Kalamazoo	49001	Kalamazoo	-85.574709	42.280058			

Showing 1 to 5 of 5 entries

Previous 1 Next

# Adding Program Sites

- You can copy your list of saved locations to a clipboard or export the list to MS Excel, CSV (comma separated value), or PDF file format.
- To do this, click the button for your desired export option.

The screenshot shows a web interface with two tabs: "Program Information" and "Program Locations". The "Program Locations" tab is active, displaying a map of Michigan and surrounding areas. Below the map, there are four buttons: "Copy", "Excel", "CSV", and "PDF". A blue callout bubble points to these buttons with the text: "You can copy your program sites to a clipboard or export them to MS Excel, CSV or PDF format." Below the map and buttons, there is a search bar and a table of program locations.

Locations

Show 10 entries

Search:

Details	ID	Name	Type	Address	City	Zip	County	Latitude	Longitude	View	Nearby	Delete
	9545	Adrian Farmers Market	Farmers Market	Toledo Street	Adrian	49279	Lenawee	-84.029956	41.898336			
	9531	Downtown Saginaw Farmers Market	Farmers Market	507 South Washington Avenue	Saginaw	48607	Saginaw	-83.940665	43.428382			
	6487	Flint Farmers Market	Farmers Market	300 E First St	Flint	48502	Genesee	-83.6877257	43.0166499			
	9613	Fulton Street Farmers Market	Farmers Market	1145 East Fulton Street	Grand Rapids	49503	Kent	-85.640511	42.962787			
	4279	Kalamazoo Farmers Market	Farmers Market	1204 Bank St	Kalamazoo	49001	Kalamazoo	-85.574709	42.280058			

Showing 1 to 5 of 5 entries

Previous 1 Next

# Program Sites

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## **Adding New Locations to the Database**

# Adding New Locations to the Database

- If you search for and do not find an existing location that matches your program site, you can add a new location to the database.
- Click the “+ New Location” link to begin the process of adding a new location.

Add Location to Test program 546

Click “+ New Location” to add a new location to the database.

Program  [Find Location](#) [+ New Location](#)

ID	Name	Type	Address	City	County	Zip	Select	View
----	------	------	---------	------	--------	-----	--------	------

*This table will get populated when locations are added.*

[Back to program](#) [Save location\(s\) to program](#)

# Adding New Locations to the Database

- Enter the location name, address, city and zip code, and specify the location type and county in which it is located.
- Then, click the “Validate” button to geocode the address.

Program  [Find Location](#) [+ New Location](#)

---

## New Location ?

---

**Location Name**

**Location Type**

**County**

**Address**

**City**  **State**  **Zip**

**mapx**  **mapy**

[← Go back to program list](#) [Validate](#)

Enter the location name, address, city and zip code, and select the location type and county.

Click “Validate” to geocode the address.

# Adding New Locations to the Database

- Any existing locations with a similar address will appear in a “Nearby Locations” popup window.
  - If there is already an existing location with the same address, you will see the message “Duplicate(s) Found!”
    - If the location has a duplicate address and location type, it will be highlighted in red.
    - If the location has a duplicate address but a different location type, it will be highlighted in yellow.
- (Note: Duplicate locations can have different IDs.)
- To select one of the existing locations, click the check box for the location. The location will be added to your list of selected locations.
  - If the location requires a new entry in the database (i.e., it is truly different than the duplicate(s) listed), you can click the “Close” button to continue the process of adding the new location to the database.

Nearby Locations

• Duplicate(s) Found!  
Duplicates are highlighted in red  
Please use one of them.

• Duplicate(s) Found!  
Duplicates of a different location type are highlighted in yellow.

Select	City	Address	Zip	County	Type	Name	ID
<input checked="" type="checkbox"/>	Hillman	19162 M32 West	49746	Alpena	Community Garden	Test location	13433
<input type="checkbox"/>	Hillman	19162 m32 west	49746	Alpena	Community Organization	Test	13432

Radius: 1 Unit: [dropdown] Update [button]

Close [button]

Locations in the database having the same address and location type will appear in red.

Locations having the same address but different location type will appear in yellow.

# Adding New Locations to the Database

- To complete the process of adding the new location to the database, click the “Add” button.

Click the “Add” to add the new location to the database.

## New Location

### Location Name

### Location Type

### County

### Address

### City

### State

### Zip

### mapx

### mapy

[← Go back to program list](#)[Validate](#)[Add](#)

# Adding New Locations to the Database

- When you add the location to the database, the location is also added to the list of selected locations for your program. To view the list of selected locations, click either the “Program” link in the upper-left corner or the “Go back to program list” button.

Program 1

## New Location

**Location Name**  
Test Location

**Location Type**  
Community Garden

**County**  
Alpena

**Address**  
19162 M32 West

**City** Hillman      **State** MI      **Zip** 49746

**mapx** -83.8542958      **mapy** 45.05941989999999

[← Go back to program list](#) [Validate](#)

# Adding New Locations to the Database

- Your newly-added location appears in the selected locations list.
- To save the new location to your program, click the “Save location(s) to program” button.
- To cancel the save operation, click the “Back to program” button.

Program 1

Search for a location to add!

ID	Name	Type	Address	City	County	Zip		View
13434	Test location	Fairgrounds	19162 M32 West	Hillman	Alpena	49746	<input checked="" type="checkbox"/>	

Back to program Save location(s) to program

To save the location to your program, click “Save location(s) to program.”

To cancel the save operation, click “Back to program.”

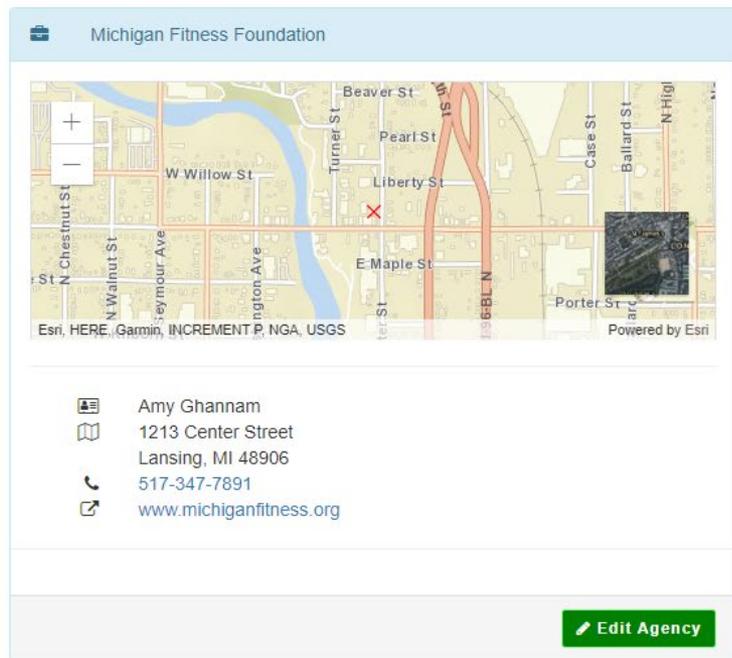
# Program Sites

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## **Adding Program Site Information**

# Adding Program Site Information

- Once you have saved program sites to your program, you will need to add additional program information to each location.
- To begin this process, go to the home page and click the “i” icon for your program.



Click “i” to open your program.

# Adding Program Site Information

- Then click the “Program Locations” tab.

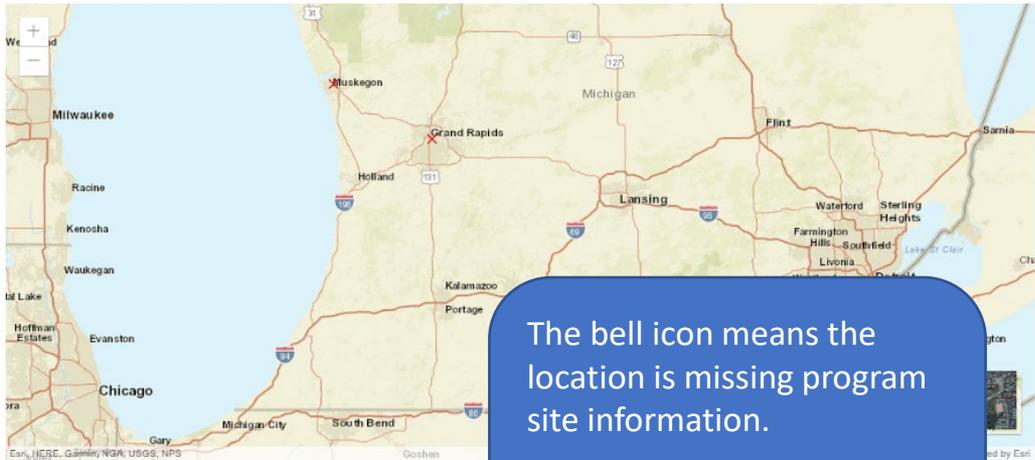
The screenshot shows a web interface with a navigation bar at the top containing four tabs: "Program Information", "Program Locations", "Partnerships/Coalitions", and "PSE Activities". The "Program Locations" tab is highlighted and has a mouse cursor pointing to it. Below the navigation bar is a blue header for the "General Program Information" section. Underneath, the text "General Information for program" is followed by four input fields: a dropdown menu for "Implementing Agency" with "Michigan Fitness Foundation" selected, a text input field for "Program Title \*" containing "Test Program", a dropdown menu for "Fiscal Year" with "FY23" selected, and a text input field for "Description \*" with the placeholder text "Description".

# Adding Program Site Information

- The list of locations that have been saved to your program appears.
- The bell icon signifies locations having incomplete program information.
- To expand (open) the program information, either click the “+” icon or the bell.

Program Information **Program Locations** Partnerships/Coalitions PSE Activities

### Locations



Copy Excel CSV PDF

Show 10 entries

Search:

Details	ID	Name	Type	Address	City	Zip	State	Latitude	Longitude	View	Expand	Delete
	9545	Adrian Farmers Market	Farmers Market	Toledo Street	Adrian	49279	Lenawee	-84.029956	41.898336			
	15316	City of Grand Rapids	Other: community	address: na	Grand Rapids	zip: na	Kent	-85.6557287747	42.9614705			
	15322	City of Muskegon Heights	Other: community	address: na	Muskegon Heights	zip: na	Muskegon	-86.2419071655	43.2024801277			

Showing 1 to 3 of 3 entries

Previous 1 Next

The bell icon means the location is missing program site information.

To add the missing information, click with the “+” icon or the bell.

# Adding Program Site Information

- The program information options appear and include:
  - Type of intervention(s) delivered (*Direct Education and/or Policy, Systems and Environmental change*)
  - **NEW!** Tribal Jurisdiction – Identify whether or not a program site is within Tribal jurisdiction
  - *Interventions* – the intervention(s) delivered at the location by your program
  - *Populations* – the population(s) receiving your program intervention(s)
  - If the location is a school, a “*Grades*” option will also appear – the grade levels receiving your program intervention(s)
- To add or edit location information, click the “Edit” button.

Show 10 entries

Search:

Details	ID	Name	Type	Address	City	Zip	County	Latitude	Longitude	View	Nearby	Delete
	9545	Adrian Farmers Market	Farmers Market	Toledo Street	Adrian	49279	Lenawee	-84.029956	41.898336			
Direct Education				<input type="checkbox"/>								
Policy, Systems and Environmental Change				<input type="checkbox"/>								
Is this program site within Tribal Jurisdiction?				<input type="radio"/> Yes <input type="radio"/> No								
Interventions				• No Interventions Selected								
Populations				• No Populations Selected								
<a href="#">Edit</a>												

# Adding Program Site Information

When editing the program site information:

- Select the type of delivery for the intervention, the intervention(s) delivered, and the population(s) receiving the intervention(s).
- **NEW!** Answer whether the program site is within Tribal jurisdiction.
- If the location is a school, select the grades that receive the intervention(s).

Intervention type delivered at this location:

- Direct Education
- Policy, Systems and Environmental Change

Select the intervention type.

Is this program site within Tribal Jurisdiction?

- Yes
- No

**NEW!** Answer whether the site is within Tribal jurisdiction.

Intervention(s) delivered at this location:

Click to select an item.

For multiple selections, hold down the Ctrl key while clicking\*

Select Intervention(s):  
Around the Table  
Choose Health: Food, Fun, and Fitness (CHFFF)  
Color Me Healthy  
Community Connections  
Community Gardening Toolkit  
Community PSE Exploration  
Cooking is a Snap  
Cooking Matters at Home  
Cooking Matters at the Store

Select the intervention(s) delivered. To select more than one, hold down the Control (Ctrl) key while clicking.

Population(s) receiving intervention at this location:

- Arab Americans
- Hispanics/Latinos
- Individuals with disabilities
- Native Americans
- No specific population
- Refugees
- Seniors
- Teens
- Veterans

Select the population(s) receiving the intervention(s).

Cancel Update

# Adding Program Site Information

**NEW!** For the 'Is this program site within Tribal jurisdiction?' item:

- if 'Yes' is selected, you will be prompted to enter the name of the Tribal organization.
- If 'No' is selected, you will not be asked to enter the name of the Tribal organization.

Is this program site within Tribal Jurisdiction?

Yes  No

Name of Indian Tribal Organization: \*

Tribal Organization

When 'Yes' is selected, a text box will appear to enter the name of the Tribal organization.

# Adding Program Site Information

Click 'Update' to save your selections.

Intervention type delivered at this location:

- Direct Education
- Policy, Systems and Environmental Change

Is this program site within Tribal Jurisdiction?

- Yes
- No

Intervention(s) delivered at this location:

Click to select an item.

For multiple selections, hold down the Ctrl key while clicking"

Select Intervention(s):

- Around the Table
- Choose Health: Food, Fun, and Fitness (CHFFF)**
- Color Me Healthy
- Community Connections**
- Community Gardening Toolkit
- Community PSE Exploration
- Cooking is a Snap
- Cooking Matters at Home
- Cooking Matters at the Store

Population(s) receiving intervention at this location:

- Arab Americans
- Hispanics/Latinos
- Individuals with disabilities
- Native Americans
- No specific population
- Refugees
- Seniors
- Teens
- Veterans

Click 'Update' to save the selections.

[Cancel](#) [Update](#)

# Adding Program Site Information

- Your saved selections appear.
- To close the program site information, click on the “-” icon.

	9545	Adrian Farmers Market	Farmers Market	Toledo Street	Adrian	49279	Lenawee	-84.029956	41.898336			
Direct Education				<input checked="" type="checkbox"/>								
Policy, Systems and Environmental Change				<input checked="" type="checkbox"/>								
Is this program site within Tribal Jurisdiction?												
<input type="radio"/> Yes <input checked="" type="radio"/> No												
Interventions												
<ul style="list-style-type: none"><li>• Choose Health: Food, Fun, and Fitness (CHFFF)</li><li>• Community Connections</li></ul>												
Populations												
<ul style="list-style-type: none"><li>• No specific population</li></ul>												
<a href="#">Edit</a>												

To collapse (close) the program site information, click the “-” icon.

# Adding Program Site Information

- If you completed the missing program site information, the bell icon will not appear for the location.
- Complete the program information for each of the remaining locations in your saved locations list.

Details	ID	Name	Type	Address	City	Zip	County	Latitude	Longitude	View	Nearby	Delete
	9545	Adrian Farmers Market	Farmers Market	Toledo Street	Adrian	49279	Lenawee	-84.029956	41.898336			
	15316	City of Grand Rapids	Other: community	address: na	Grand Rapids	zip: na	Kent	-85.6557287747	42.9614705			
	15322	City of Muskegon			Muskegon	zip: na	Muskegon	-86.2419071655	43.2024801277			

No red bell icon appears if the program site information has been completed.

# Program Sites

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## Removing Program Sites

# Removing Program Sites

- To remove a location from your program, click the trash (Delete) icon for the location.
- Note: If you have entered PSE Activity data for the program site, you might not be able to remove the site until first deleting the PSE data.

Click the trash can icon for the location to remove it from your program.

Program Information Program Locations Partnerships/Coalitions PSE Activities

### Locations

Copy Excel CSV PDF + Add Location

Show 10 entries

Search:

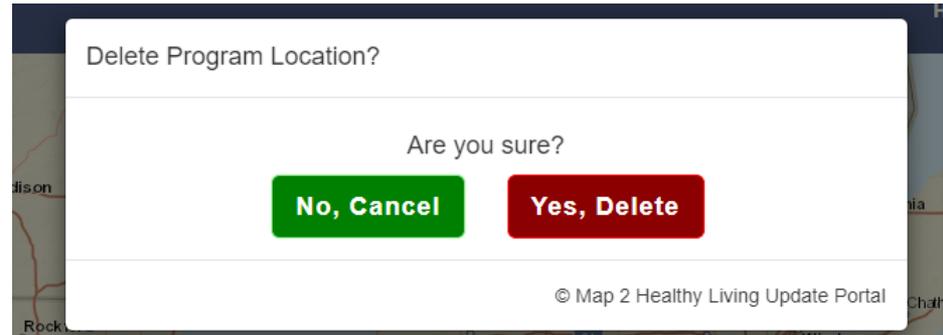
Details	ID	Name	Type	Address	City	Zip	County	Latitude	Longitude	View	Nearby	Delete
	9545	Adrian Farmers Market	Farmers Market	Toledo Street	Adrian	49279	Lenawee	-84.029956	41.898336			
	15316	City of Grand Rapids	Other:	address: Grand Rapids	Grand Rapids	49503	Kent	-85.6557287747	42.9614705			
		Stirling Heights	Other: community	address: na	Muskegon Heights	zip: na	Muskegon	-86.2419071655	43.2024801277			

Showing 1 to 3 of 3 entries

Previous 1 Next

# Removing Program Sites

- When the trash icon is clicked, a popup window will appear asking for confirmation of the deletion. Click “Yes, Delete” to delete, or click “No, Cancel” to cancel.



Click “Yes, Delete” in the popup window to remove the location, or click “No, Cancel” to cancel.

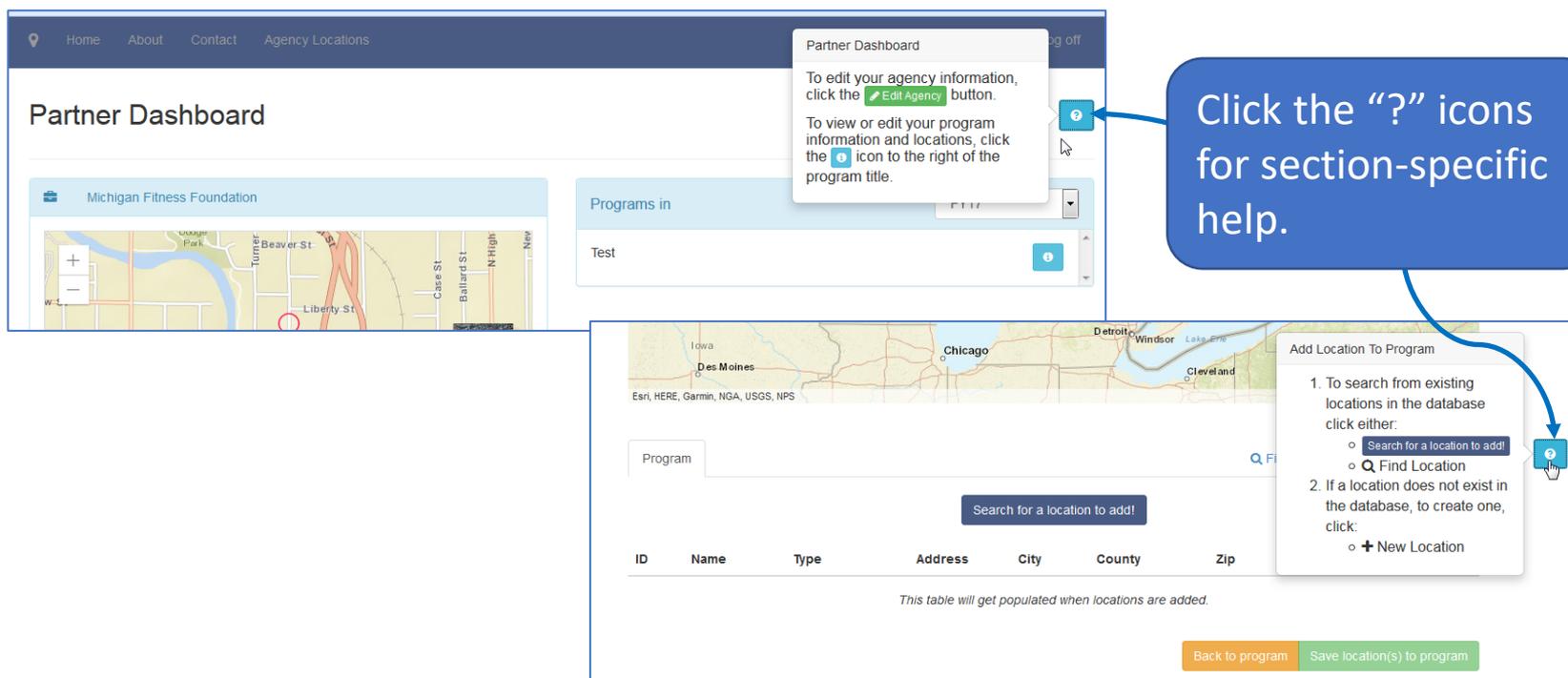
# Help/Support Information



# Help Information

Help icons  are available throughout the site and contain information and instructions specific to the section in which the icon is located. Click the icon to display the information.

To hide the information, click anywhere else on the page.



The screenshot shows the Partner Dashboard interface. A callout box titled "Partner Dashboard" provides instructions: "To edit your agency information, click the  Edit Agency button." and "To view or edit your program information and locations, click the  icon to the right of the program title." A blue callout bubble points to a help icon on the right side of the dashboard with the text "Click the '?' icons for section-specific help." Below, a zoomed-in view of the "Add Location To Program" section shows a map and a search form. A callout box provides instructions: "1. To search from existing locations in the database click either: 

-  Search for a location to add!
-  Find Location

2. If a location does not exist in the database, to create one, click: 

-  New Location

"

# Reporting Bugs/Making Support Requests

To report a bug or make a support request:

- Click the “Contact” menu item
- Select the type of message you are sending (general request, reporting a bug, or other)
- Enter your message into the Message text box.
- Click “Send Message.”

Home About Contact Hello miafleche

### Contact M2HL Update Portal Manager

**Message Type**

General Request  
 Report Update Portal Bug  
 Other

**Message**

Contact M2HL Update Portal Manager

**Send Message**

Select the message type and type your message into the textbox provide.

Click “Send Message” to send your message.

# Technical Questions?

Contact Michelle LaFleche:

[mlafleche@michiganfitness.org](mailto:mlafleche@michiganfitness.org)

517-908-3864



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