



Discover the Jefferson Community Directory and Collaborative Message Board

Based on feedback from nonprofit partners, the Jefferson Community Directory and Collaborative Message Board were created to strengthen connections among local organizations.

- **Jefferson Community Directory** – an online tool for locating and making referrals to community organizations.
- **Collaborative Message Board** – an online forum where nonprofit partners share events and request and exchange support and resources with one another.

Both platforms, created by the **Jefferson Regional Foundation** and managed by the **Jefferson Community Collaborative**, serve organizations providing programming and services within the **26 municipalities** of the Jefferson service area (jeffersonrf.org/about/service-area).

Creating an Account for the Directory and Message Board

If you already have an account through the Directory, please log in to update your listing or post on the Message Board. If you do not have an account, follow these steps to create one.

1. Create an account at jeffersonrf.org/register or scan the QR code on the right.
2. Once you have created an account, you will receive a confirmation email. You will receive a follow-up email if your account is approved or if the request has been denied. Follow the steps below to add, manage, or claim your Directory listing or post on the message board. *No email? Check your spam folder for 'Jefferson Community Collaborative.'*



Login or
Register

**Click or
Scan here
to view the
Directory**



**Click or
Scan here
to view the
Message
Board**



Adding Your Organization to the Directory

1. Check if your organization is already listed in the Directory via the search bar here: jeffersoncollaborative.org/jefferson-community-directory-listings/ or by scanning the above QR code. If your organization IS in the Directory, jump to the 'Claim a Listing' section on the next page. If your organization is NOT in the Directory, follow these steps to add it.
2. Log in to your account at jeffersoncollaborative.org/login and go to jeffersonrf.org/manage-community-directory-listings. Select '+ Add Listing' in the upper right corner. This will take you to the 'Add a Listing' page, where you must complete all the required fields before submitting.
3. Once you have submitted your listing, you will receive a confirmation email. The Jefferson team will then review your submission, and you will receive a follow-up email if your listing is approved and published to the Directory, or if the request has been denied. *No email? Check your spam folder for 'Jefferson Community Collaborative.'*

Managing Your Directory Listing

1. Once your listing is approved, you can log in to your account at <https://jeffersoncollaborative.org/login/>.
2. Once logged in, navigate to the Manage Directory Listing page at <https://jeffersoncollaborative.org/manage-community-directory-listings/>. Navigate to 'General Directory' > 'Listings' in the Account menu. Select the gear icon to the right of your listing and choose 'Edit.'
3. You will see all your listing's fields when you are editing. Apply your updates and select 'Save Changes' at the bottom. These updates will be applied to your live listing.
4. For security reasons, be sure to log out of your account from the 'Manage Account' page after you have successfully completed your listing updates.

Claim a Listing

1. If your organization is listed in the Directory, log into your account to claim the listing at jeffersoncollaborative.org/login. On the organization's listing page, click the 'Claim Listing' button and then the 'Login' hyperlink. Register a new account via the right side of the Login page.
2. Once you click "Submit" on the page that appears, the Jefferson Collaborative team will receive a notification of your claim request, and you will receive a popup that your claim has been received.
3. You will be notified via email when the claim is approved or denied. *No email? Check your spam folder for 'Jefferson Community Collaborative.'*

Posting on the Message Board

1. Visit the jeffersoncollaborative.org/message-board to read posts from other members of the Message Board community.
2. To respond to a post or add your own post, you must be logged in. Select Login from the menu at the top of the message board if you aren't logged in.
3. To respond to a topic, click on the topic, scroll to the bottom of the topic, and add your response. When you post your response, by default, you will subscribe to the topic. Uncheck the subscribe box if you don't want notifications about replies to the topic.
4. To follow a topic without responding to it, click "Subscribe for new replies."
5. To start a new topic, select  in the header of the Message Board, then select "Add topic" on the right. You must choose which topic area your new post fits under, as well as a title and content.
6. By default, you will receive notice if someone replies to your topic. You can unsubscribe from notifications if you prefer.
7. To tag someone in a topic or reply, type @ and their username. You can find their username on their profile, by clicking on their photo or name.



Message
Board

Frequently Asked Questions

Have questions? We invite you to explore our [Directory](#) and [Message Board](#) FAQs:



Directory
FAQs



Message Board
FAQs

Need to Get In Touch?

For any additional questions, concerns, or support, please email engagement@jeffersonrf.org.