

How to Suggest a Program / Suggest a Change

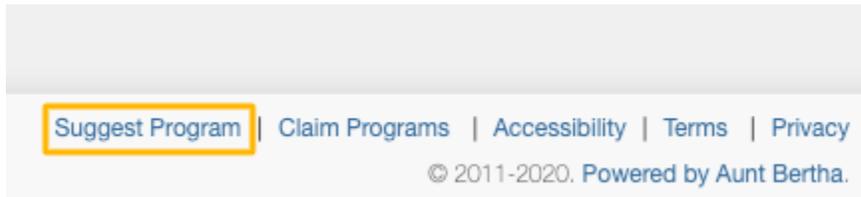
Aunt Bertha is constantly adding programs to our platform and verifying the accuracy of the programs that are already listed, and you can help! Everyone is encouraged to submit new programs to be added and to suggest changes and updates to existing programs.

Suggest Programs

You're encouraged to enhance the DCF network by suggesting programs you think are missing! *Remember that to be eligible, programs must be **both** a direct social service and either free or reduced-cost.*

Suggest an Individual Program

1. Click "**Suggest a Program**" in the footer of any partnerslink.auntbertha.com page



2. Enter some basic information about the program into the form
3. Do a quick check to make sure the program isn't already listed
4. If it isn't listed, you can fill in additional information about the program and click the "**Add Program**" button
 - For reporting purposes, it is important that you also include your Florida region (i.e. Central, Suncoast etc.) in this submission.
5. Aunt Bertha will review the information and add the program to the site within 2 business days

Suggest Multiple Programs

If you have a list of 10 or more programs you'd like added, please fill in [this template](#) and send the completed file to support@auntbertha.com.

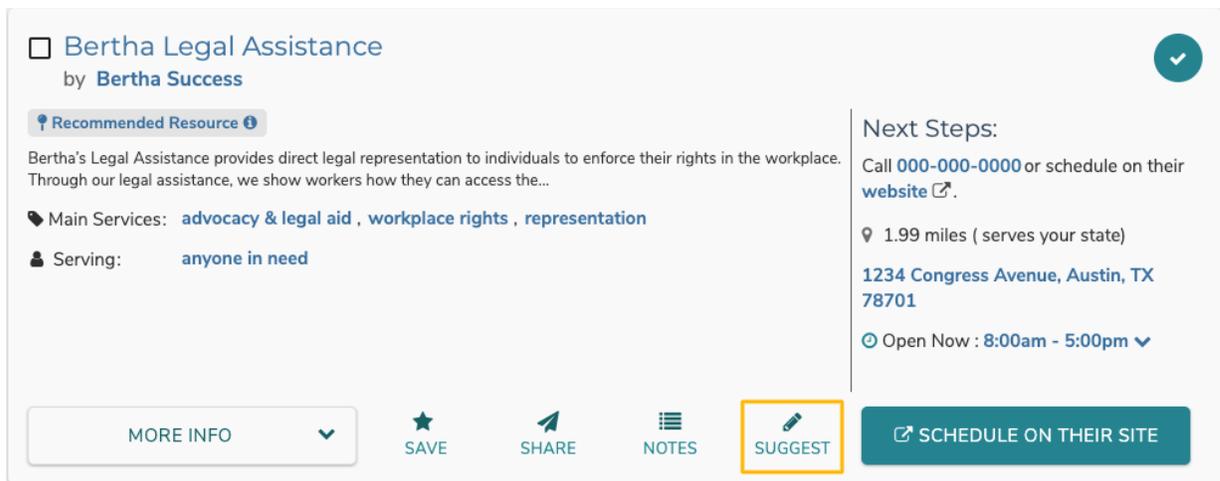
Suggest a Change

Aunt Bertha has a goal of updating every program at least once every 6 months, and community organizations who have claimed their programs are able to update their own information whenever they want. Staff users and community members are also encouraged to suggest changes if they see outdated information listed on the site.

How to Suggest a Change

If you notice that a program has outdated information listed, such as an old phone number or address, you can let Aunt Bertha know by following these steps:

1. Click the "**Suggest**" button on the program



The screenshot shows a program card for "Bertha Legal Assistance" by "Bertha Success". The card includes a "Recommended Resource" section with a description, "Main Services" (advocacy & legal aid, workplace rights, representation), and "Serving" (anyone in need). On the right, there is a "Next Steps" section with contact information: "Call 000-000-0000 or schedule on their website", "1.99 miles (serves your state)", "1234 Congress Avenue, Austin, TX 78701", and "Open Now: 8:00am - 5:00pm". At the bottom, there are buttons for "MORE INFO", "SAVE", "SHARE", "NOTES", "SUGGEST" (highlighted with a yellow box), and "SCHEDULE ON THEIR SITE".

2. Summarize the information that needs to be updated, make sure to include your region (i.e. Central, Suncoast, Northwest etc.) and click "**Send**"!
3. Aunt Bertha will reach out to the program's contacts to verify the information, and will respond to you within two business days to let you know that the change has been made