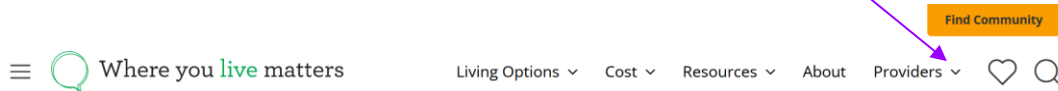
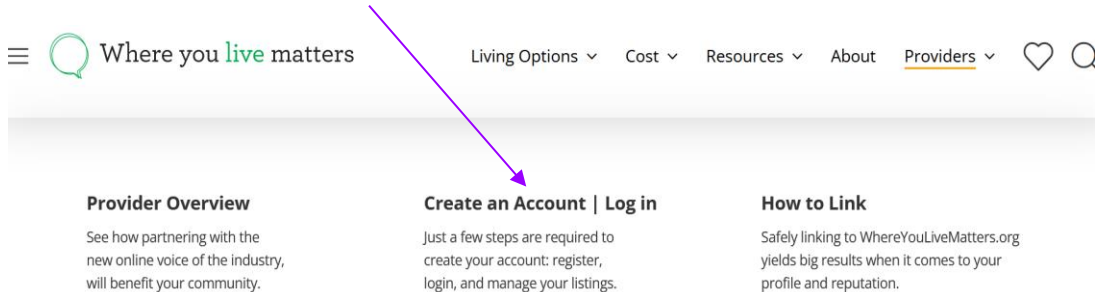


Manually Managing your Community Listings

1. Go to the WYLM website (<https://www.wherelivematters.org/>)
2. From the top navigation tool bar click on the dropdown arrow for “Providers”



3. A new tool bar populates, select “Create an Account | Log in”



4. This brings you to the Manage Your Listings page where you can create a new account, login to an existing account, review/edit/validate community listings, and submit requests for assistance to the WYLM Team.

I. Create an Account

1. The first step here is to check and see if your operator is listed in the Select an Operator drop down menu. If it is, then you can continue to set your credentials and click the “Create your account” button. **NOTE: all fields in the form are required.**
2. The WYLM Team will send you an email once your user has been approved and provide next steps so you can begin managing your listings.
3. ****If you do not see your operator name listed, [please contact the WYLM Team](#)** to get it added. Once the request is received, we will add the operator and send you a verification email when the request has been processed. After your operator is added you can create your account as directed above. Once the login request is received, the WYLM Team will review and send you next steps if approved.

II. **Login**

1. You will receive a confirmation email from the WYLM Team, once your login is approved. The login username will match the email address used when creating your account.
2. Now that you are logged in, you can begin managing your listings.

III. **Manage Listings**

1. If you scroll down the page you will see “My Communities” which lists all communities currently associated with your operator. Next to each community name there are three actions.
 - a. **View:** opens to the individual community page and you can see as the public would view it on the site
 - b. **Edit:** here you can make changes to the content or imagery displayed to the public
 - c. **Unpublish:** if you need to remove your community from public display for any reason select unpublish and the listing is removed from public view.

My Communities

You're logged in as *megsbertoni77@gmail.com*.

Log out >

| Community | Actions |
|-------------------------|---|
| Allegro Boynton Beach | View Edit Unpublish |
| Allegro Fleming Island | View Edit Unpublish |
| Allegro Fort Lauderdale | View Edit Unpublish |

2. Should you see a community(s) that should not be listed or you need to add a community(s), please complete the [Add/Delete Community Form](#) and someone from the WYLM Team will make the requested updates.
3. If you need to update the name of a community(s) please complete the [Community Name Change Form](#).

****Please note there may be some lag time between receipt of requests and completion. You will receive email confirmation once your requests have been completed.**

4. If your community listing is correct, you can begin editing your community(s) by clicking on the Edit button next to the community's name.
5. After clicking the Edit button that community page loads and you can begin validating the content.

There are a series of sections to be completed. Be sure to follow the individual instructions exactly as directed to avoid any issues.

IV. Community section—

1. In the Living Options, Healthcare Services, Room Types and Amenities sections community taxonomy is provided. You can only select what is listed.
2. If there is a missing term you feel we should consider adding, please email info@whereyoulivematters.org and the WYLM Team will consider your suggestion. The community taxonomy is meant to be generic and all-encompassing to accommodate the operators as a whole rather than drilled down for an individual community.
3. It is very important you add a marketing email and verify your community details (website, phone number, and address). The marketing email will be used for consumer inquiries into your community.

Marketing Email

Please be sure to use the email address you want leads directed to. Without this email address, we will not be able to forward you the leads that come from the completed community contact forms.

Website

This must be a full, valid URL including the protocol (e.g. https://)

Phone Number

This field **must** be 10 numbers with no dashes, spaces or special characters. Please be sure to use the phone number you want your leads directed to.

Living Options *

| | | |
|--|---|--|
| <input type="checkbox"/> Personal Care | <input type="checkbox"/> Nursing Homes | <input checked="" type="checkbox"/> Memory Care |
| <input checked="" type="checkbox"/> Respite Care | <input checked="" type="checkbox"/> Senior Apartments | <input type="checkbox"/> Life Plan/CCRCs |
| <input type="checkbox"/> Home Care | <input type="checkbox"/> Skilled Nursing | <input type="checkbox"/> Active Adult |
| <input type="checkbox"/> Care Homes | <input checked="" type="checkbox"/> Assisted Living | <input checked="" type="checkbox"/> Independent Living |

Healthcare Services

| | | |
|---|--|---|
| <input checked="" type="checkbox"/> 24/7 Availability of Healthcare Professionals | <input checked="" type="checkbox"/> Chronic Condition Management | <input checked="" type="checkbox"/> Medication Management |
| <input checked="" type="checkbox"/> Ambulatory Care | <input type="checkbox"/> Diabetic Care | <input checked="" type="checkbox"/> Memory Care |
| <input checked="" type="checkbox"/> Ancillary Services | <input checked="" type="checkbox"/> Dressing & Grooming Assistance | <input type="checkbox"/> Non-Ambulatory Care |
| <input type="checkbox"/> Assistive & Corrective Device Care | <input type="checkbox"/> High Acuity Care | <input checked="" type="checkbox"/> Nutrition Management |
| <input checked="" type="checkbox"/> Bathing & Showering Assistance | <input checked="" type="checkbox"/> Incontinence Care | <input checked="" type="checkbox"/> On-Site Therapeutic Professional(s) |
| <input type="checkbox"/> Behavior Management | <input checked="" type="checkbox"/> Individualized Care Plans | <input checked="" type="checkbox"/> Transferring & Mobility Assistance |

Room Types

| | | |
|--|---|--|
| <input checked="" type="checkbox"/> 1-Bedroom Apartment w/ Den | <input type="checkbox"/> Casitas | <input type="checkbox"/> Memory Care: Shared Rooms and/or Suites |
| <input checked="" type="checkbox"/> 1-Bedroom Apartments | <input type="checkbox"/> Chalets | <input type="checkbox"/> Memory Care: Studios |
| <input type="checkbox"/> 1-Bedroom Suites | <input type="checkbox"/> Condominiums / Townhomes | <input type="checkbox"/> Private Rooms and/or Suites |
| <input type="checkbox"/> 2-Bedroom Apartment w/ Den | <input type="checkbox"/> Cottages | <input type="checkbox"/> Small Private Rooms |

Amenities

| | | |
|--|--|---|
| <input type="checkbox"/> Bath Tubs | <input type="checkbox"/> Korean | <input type="checkbox"/> Outdoor Walking Paths |
| <input checked="" type="checkbox"/> Beautician | <input type="checkbox"/> Foreign Language: Mandarin | <input type="checkbox"/> Penthouse Units |
| <input type="checkbox"/> Beautician Onsite | <input type="checkbox"/> Foreign Language: Norwegian | <input type="checkbox"/> Pet Spa |
| <input type="checkbox"/> Beauty Salon | <input type="checkbox"/> Foreign Language: | <input checked="" type="checkbox"/> Pet Weight Limit: 1-15lbs |
| <input checked="" type="checkbox"/> Billiards Lounge | <input type="checkbox"/> Foreign Language: | |
| <input type="checkbox"/> Butterfly Garden / | | |

V. Location Section—

1. When completing the Location(s) section for the community please note not all cities are currently listed in the menu.
2. If your community's city is not listed the WYLM Team can manually add it. Please email this request to admin@wherelyoulivematters.org and the WYLM Team will address and send an email once complete.
3. It is very important that the address in the Address text box is accurate so please double check for accuracy

Location(s) *

This field is used to include this community in their respective location page(s). You do not need to add the state in this field, but take care to select the correct city for instances where cities of the same names exist in multiple states. For example, Albany is a city in 14 different states, so you need to ensure you select the correct one for its respective state. Please contact admin@wherelyoulivematters.org if your location is not listed.

x - Boynton Beach (Florida)

Address *

Please verify or confirm the community address used in your listing to be ensure it is consistent across all online sources and appears correctly on the Google map below.

11450 Hagen Ranch Road, Boynton Beach, FL 33437, USA

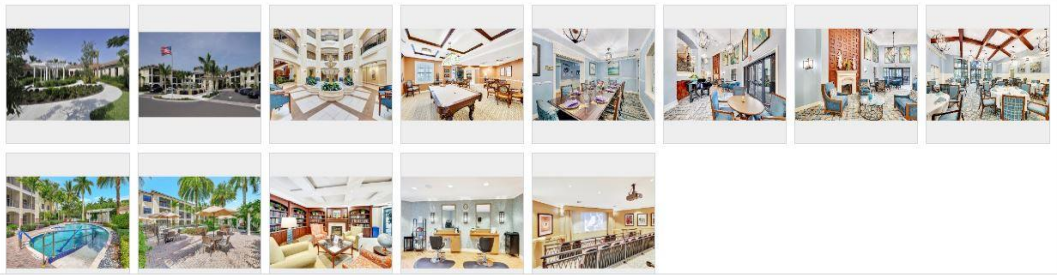
VI. Image Section—

1. Image upload specs:
 - a. Accepted image formats are Jpeg or PNG.
 - b. The image cannot be larger than 32 MB with a max width of 4,112 pixels.

Images

Images must be in JPG or PNG format, be smaller than 32 MB, and less than 4,112 pixels wide.

The first image will be used as the featured image to appear in listings and the initial image displayed on the detail page. You may drag the images in the order you want them to appear in the gallery.



Add to gallery Bulk actions ▼

2. Click on the “Add to gallery” button to add images to your media library
3. A modal will populate, allowing you to either upload new files or view your media library (images linked to your community) and a tab to Upload files.

Add Image to Gallery

Upload files | Media Library

Drop files to upload

or

Select Files

Maximum upload file size: 32 MB.

4. To add a new image, you can either “Drag and Drop” the image OR click on the SELECT FILES button and then find the image you want to upload.
5. When you are finished uploading images click the X in the upper right corner to close the media library window.

Note: to re-order the community images you can drag and drop them into the order you want them displayed on the community page.

VII. Overview section—

1. This is a place to provide a blurb about the community or unique features available.
2. After completing the overview section, we suggest thoroughly reviewing all the information you entered on the page to ensure accuracy, paying particular attention to your marketing email, website, address, and phone number.
3. Now you have a few options when saving your changes
 - a. **No change:** you want to delete all the updates you just made and return the community page to what was listed before you began editing.
 - b. **Draft:** use if you are not ready to display your changes for the public but you do not want to lose your progress.
 - c. **Publish:** use if you reviewed all your edits and approve them to be displayed to the public.
4. After making your status selection click “Save Changes” button and you are done!

Change Publish Status?

No change

No change

Draft

Published

Save Changes