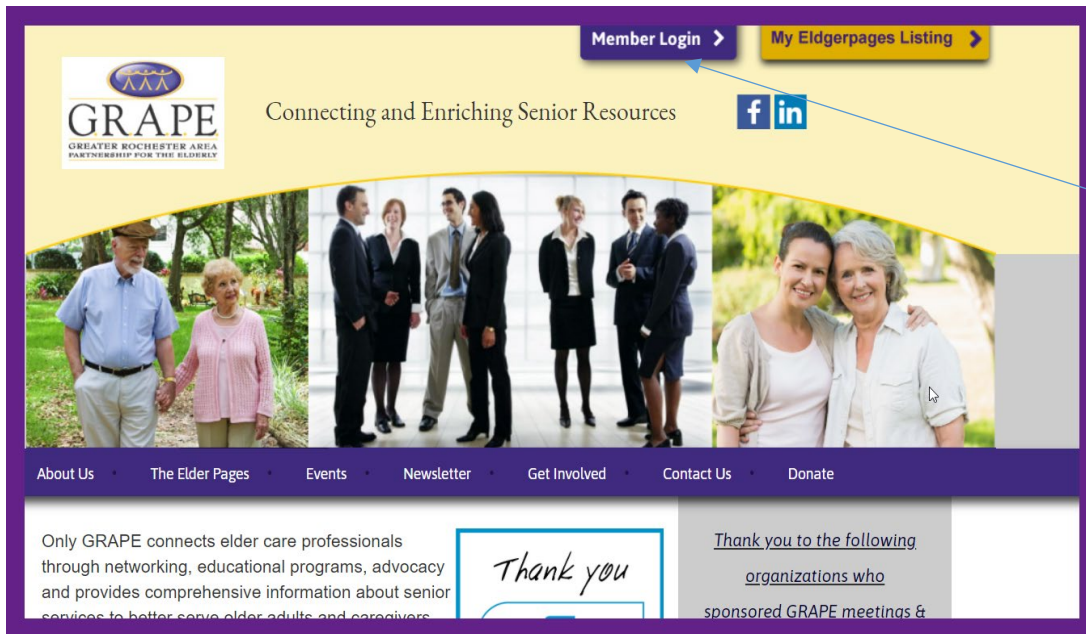
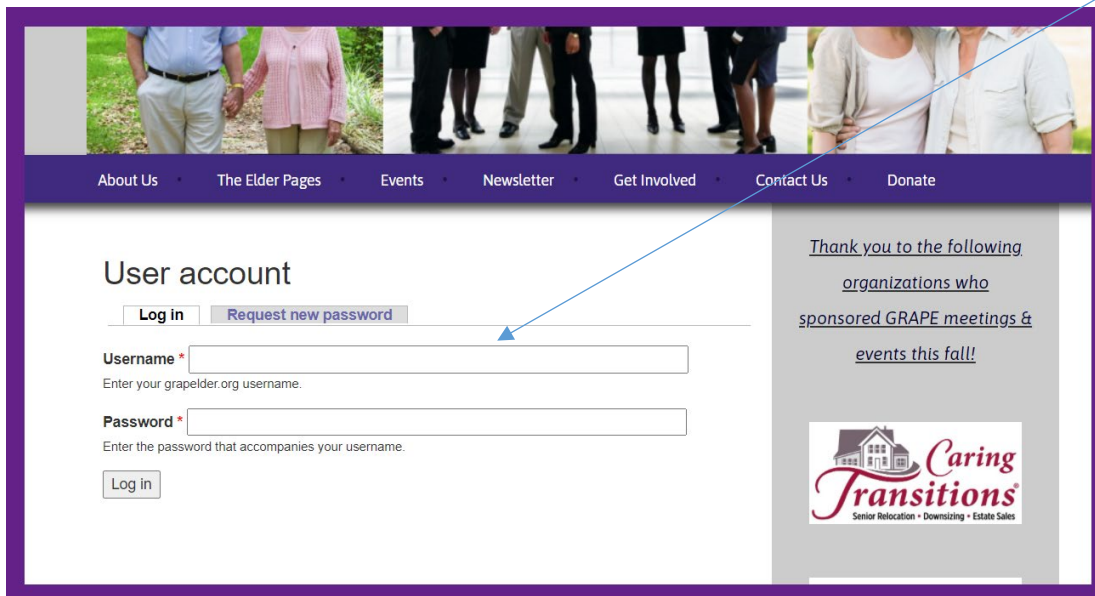


## Instructions for updating your listing on The GRAPE/ElderPages Directory Website-Page 1/3



Go to [www.grapelder.org](http://www.grapelder.org) and click on the purple member login button in the top right corner of the screen.



The next screen will be the User account page where you will enter your username (your email) and password. If you forgot your password or have trouble logging in, please contact the GRAPE office at (585) 256-4351 or [info@grapelder.org](mailto:info@grapelder.org) to reset your login.

## Instructions for updating your listing on The GRAPE/ElderPages Directory Website-Page 2/3

The screenshot shows the top navigation bar of the GRAPE website. It includes a 'Member Login' button, a yellow 'My Elderpages Listing' button, and a 'Logout' button. Below the navigation bar is the GRAPE logo and the tagline 'Connecting and Enriching Senior Resources'. A central banner image shows a group of people. Below the banner is a secondary navigation menu with links: 'About Us', 'The Elder Pages', 'Events', 'Newsletter', 'Get Involved', 'Contact Us', and 'Donate'. At the bottom of the page, there are links for 'Add Resource', 'View Resources', 'Update Profile', 'View Organizations / Programs', 'View Members', and 'View Events'. A blue arrow points from the 'My Elderpages Listing' button to the 'Update Profile' link.

Once logged in, the next page is your member profile page.

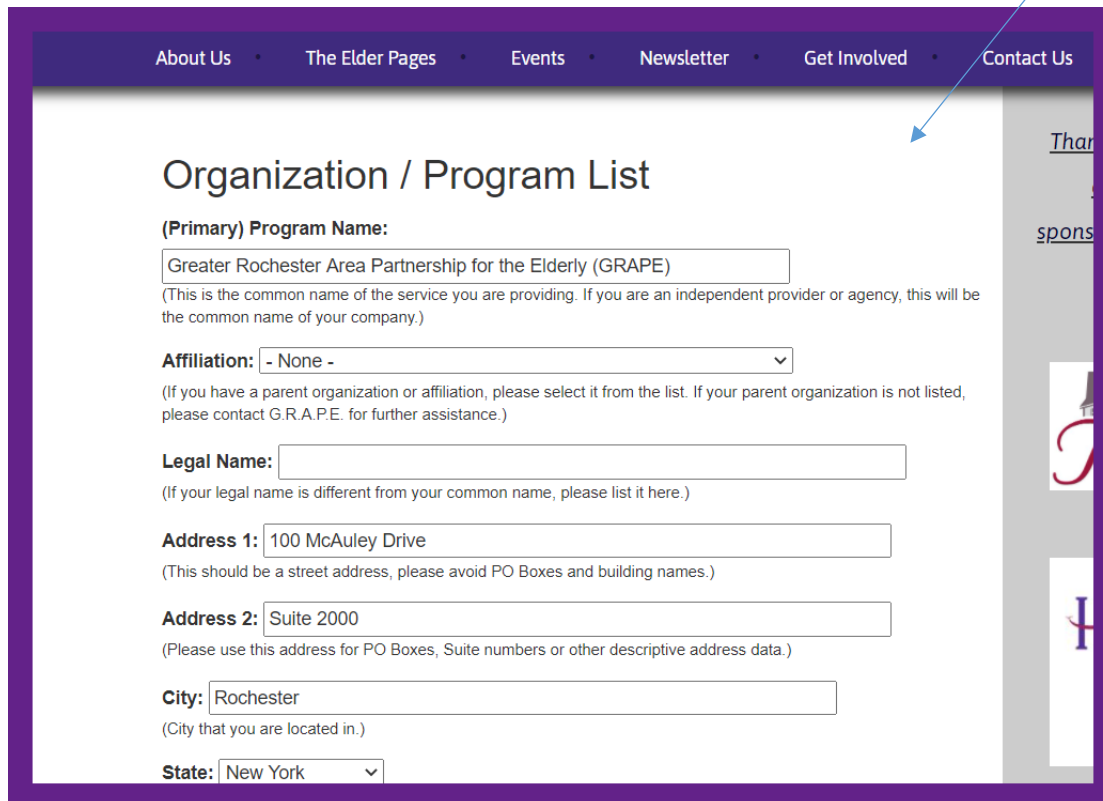
Then click the yellow My ElderPages Listing button at the top of the page.

The next screen will show your organization list. Click on the ID number next to your organization name and that will take you to the next screen that details your information. If you are responsible for more than one listing, it will show here.

The screenshot shows the 'Organization / Program List' page. It features a search bar and a dropdown menu set to '50' entries. Below the search bar is a table with the following columns: 'ID', 'Name', and 'Parent'. The table contains one entry: '1214 Greater Rochester Area Partnership for the Elderly (GRAPE)'. At the bottom of the page, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons.

ID	Name	Parent
1214	Greater Rochester Area Partnership for the Elderly (GRAPE)	

## Instructions for updating your listing on The GRAPE/ElderPages Directory Website-Page 3/3



About Us • The Elder Pages • Events • Newsletter • Get Involved • Contact Us

### Organization / Program List

**(Primary) Program Name:**  
  
(This is the common name of the service you are providing. If you are an independent provider or agency, this will be the common name of your company.)

**Affiliation:**   
(If you have a parent organization or affiliation, please select it from the list. If your parent organization is not listed, please contact G.R.A.P.E. for further assistance.)

**Legal Name:**   
(If your legal name is different from your common name, please list it here.)

**Address 1:**   
(This should be a street address, please avoid PO Boxes and building names.)

**Address 2:**   
(Please use this address for PO Boxes, Suite numbers or other descriptive address data.)

**City:**   
(City that you are located in.)

**State:**

Please review all information and make any necessary changes. This information transfers to the actual directory – theelderpages.com. In the description area, you should describe your organization and services offered vs. an advertisement. Please note that there are two places you need to save your information – after the description and then again at the bottom of the page.

The contacts shown are not listed in the directory, but serve as a way for us to know who is responsible for the listing and who should receive notifications from us.

Questions? Contact GRAPE at [info@grapelder.org](mailto:info@grapelder.org).

Thank you for your assistance in keeping this important online resource current!