

GLOBALWA

GLOBAL WASHINGTON WEBSITE – DIRECTORY OF ALL WA-BASED ORGANIZATIONS

If you wish to add a listing about your organization and be connected to 300 other organizations, you may find the instructions below helpful.

ADD A LISTING

STEPS FOR ADDING A LISTING

1. **“Add Listing”** – Navigate to the “Add Listing” page under the “Convene” tab or simply click on this link: <http://globalwa.org/convene/directory-of-development-organizations/add-listing/>
2. **Wordpress Login** – you will see a message like this:

Add a Listing

The Global Washington Directory is a searchable database of academic centers, businesses, foundations and non-profit organizations engaged in global development.

To be eligible for inclusion, nonprofit organizations, foundations, businesses and academic centers must have a presence in Washington and be engaged in activities dedicated to improving the economic, social and/or environmental conditions of the world’s poor in developing countries.

The inclusion of an organization does not imply that Global Washington endorses that organization.

You must log in or register to continue.

Click “log in” if you already have a Wordpress login. Otherwise click register

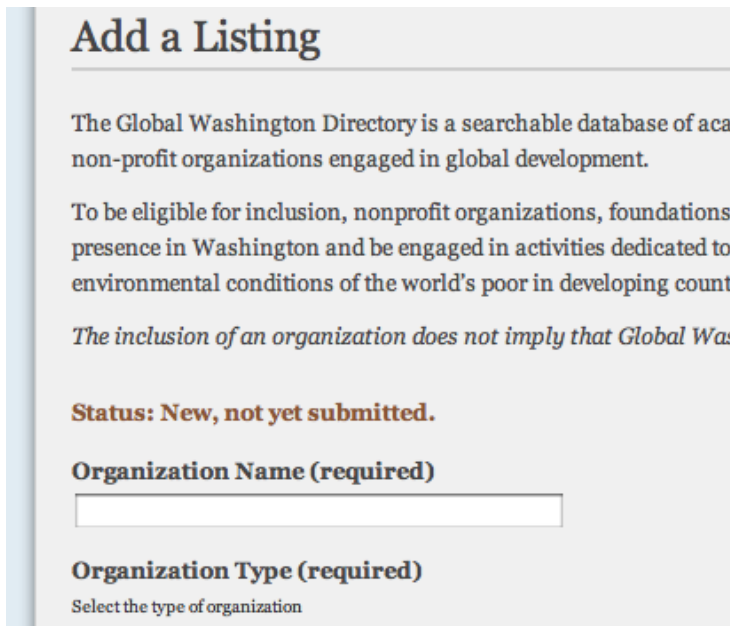
3. **Wordpress Registration (Only If You Do Not Have A Wordpress Account)** – Simply register by typing in a username (e.g. your organization name), your email address. You will receive a password from Wordpress by email.



The image shows a screenshot of the WordPress registration form. At the top, there is the WordPress logo (a 'W' in a circle) followed by the word 'WORDPRESS' in a serif font. Below this is a yellow button labeled 'Register For This Site'. Underneath is a white registration box with a light blue border. Inside this box, there are two input fields: 'Username' and 'E-mail'. Below the 'E-mail' field, there is a line of text that says 'A password will be e-mailed to you.' and a blue button labeled 'Register'. At the bottom of the registration box, there are two links: 'Log in' and 'Lost your password?'.

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4. **Go Back to “Directory – Add A Listing”** – After you logged into Wordpress, you will be on the “Dashboard” page. Click on the Global Washington Home Page button on the Top Left corner to go back to the “Add a Listing” page of the Directory under the Resources tab or or simply click on this link: <http://globalwa.org/convene/directory-of-development-organizations/add-listing/>
You will now see the application form like the following:



Add a Listing

The Global Washington Directory is a searchable database of academic and non-profit organizations engaged in global development.

To be eligible for inclusion, nonprofit organizations, foundations, and individuals must have a presence in Washington and be engaged in activities dedicated to improving the environmental conditions of the world's poor in developing countries.

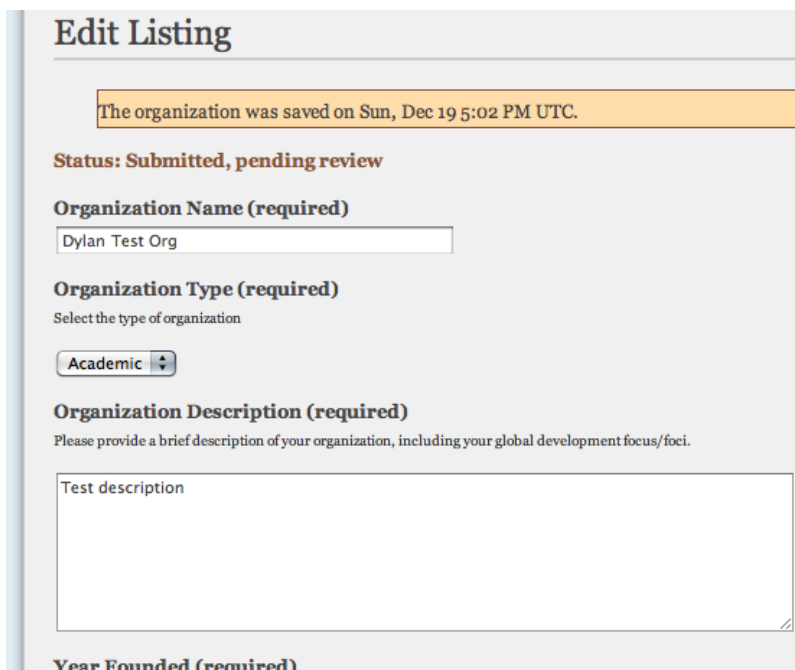
The inclusion of an organization does not imply that Global Washington endorses or is affiliated with that organization.

Status: New, not yet submitted.

Organization Name (required)

Organization Type (required)
Select the type of organization

5. **Fill out Application Form** – Please complete the form and hit the “Submit” button. Once completed, the form will reload with submitted information like below:



Edit Listing

The organization was saved on Sun, Dec 19 5:02 PM UTC.

Status: Submitted, pending review

Organization Name (required)

Organization Type (required)
Select the type of organization

Organization Description (required)
Please provide a brief description of your organization, including your global development focus/foci.

Year Founded (required)

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6. **When Will It be Publish?** – Please allow up to 3 business days for Global Washington staff to process your application.
7. **Contact Global Washington** – If you do not receive a notification or experience any trouble, you may email admin@globalwa.org.

EDIT A LISTING

GUIDANCE FOR ORGANIZATIONS

1. **Wordpress Login** – You may edit your existing listing anytime, log in to Wordpress with your username and password.
2. **“Add A Listing”** – an editable existing listing will appear under the “My submission” section on the “Add a Listing” page. Click on your listing. When you are finished making changes, click the “publish” button.
3. Changes will appear online again allow several days for changes to be published.