

**CENTRAL PENNSYLVANIA**  
**MLK JR. DAY OF SERVICE**

An initial invitation email goes out  
with the following links:

1) Click here to create an account:

<http://centralpamlk.partnershipplanners.org>

2) Click here to register a project:

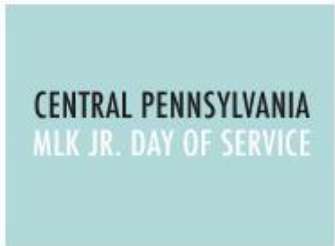
<https://centralpamlk.partnershipplanners.org/project/wiz.php?eee441bb87bc44e3f01494416325ea3c>

# Step 1: Account Creation

<http://centralpamlk.partnershipplanners.org>

New users will need to create an account to register projects off the Central PA MLK Day Planners home page using their email and a password that they create for themselves.

# Planner Login



## Log In

Log in using your Planner account:

Email Address:

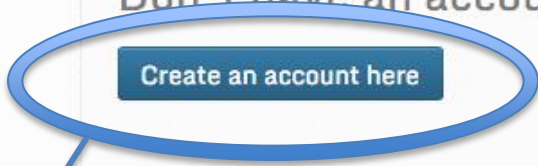
Password:

Keep me signed in for a week

[Sign In](#)

[Oops, I forgot my password](#)

Don't have an account?



## Create Account

To create an account, please supply the information below.

First Name

Last Name

Email

Email address ok

Password

Verify Password

Will you be coordinating or submitting an activity, project or event on behalf of an agency or partner?

- Yes, I will be coordinating or submitting an activity, project or an event
- No, I'm creating an account to simply sign up, register or volunteer

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This account will gain you access to create project profiles, access volunteer lists for any projects you create as well as view and download reports.

**Agency Name** Start typing your Agency / Company / Institution name in the box, and we'll search to see if we have it on file yet. If not, you can check 'My Agency isn't listed, and enter the information.

Will you be coordinating or submitting an activity, project or event on behalf of an agency or partner?

- Yes, I will be coordinating or submitting an activity, project or an event
- No, I'm creating an account to simply sign up, register or volunteer

## Additional Information

Your Position

Agency Name

My Company / Agency isn't listed



Click Here!

## Step 2: Registering a Project

<https://centralpamlk.partnershipplanners.org/project/wiz.php?eee441bb87bc44e3f01494416325ea3c>

To register a project you just need to sign in and then follow the link to create a project.

# Planner Login

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MLK JR. DAY OF SERVICE

## Sign In

Sign in using your Planner account:

Email Address:

Password:

Keep me signed in

**Sign In**

[Oops, I forgot my password](#)

Don't have an account?

**SIGN UP - ITS FREE!**

Manage your clearances, projects and volunteers from one account when you sign up!

**BasicOne Planner Account**





## Central PA MLK Project Registration

1 General Information

2 Agency Contact

3 Project Details

4 Contingency Plans

5 Volunteer Information

6 Safety

7 Assessment

To propose a new project, please give it a name and list the name of the agency the project is linked to.

Save and Continue

Cancel

🔗 About this form

Project Name

Agency

Save and Continue

Cancel

Once you have completed the form you will be able to review your project proposal, make any additional comments and submit for review.


Project Details

Project Actions

Add Notes / Comments


Activity Feed

## Point Person

 Edit Point Person Information

No point person designated, click edit to designate one.

## General Information

 Edit General Information


### Project Name

Test

### Agency

Test

## Agency Contact

 Edit Agency Contact

### Project Leader First Name

Test

### Project Leader Last Name

Test

### Project Leader Email

[test@gmail.com](mailto:test@gmail.com)

## Project Details

**Project Name**

Test

**Created By**

Chad Frey cfrey@messiah.edu

**Current Project Status**

Started

**Submitted Date**

-- Not Yet Submitted --

**Created on**

October 19, 2016

**Last Modified Date**

October 19, 2016

## Add Notes / Comments

Comment will be posted from Chad Frey

Please comment

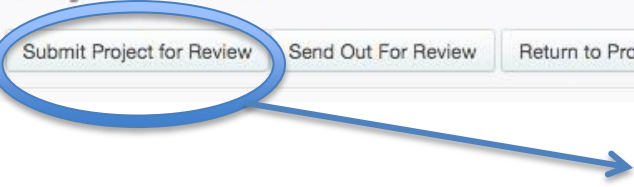
**Make these comments**

- Shared (Project's Owner, Comment Author (you), Client Admin and Coordinators can all view this comment)
- Internal (Only the Comment Author (you), the Client Admin and Coordinators can view this comment)
- Private (Only Comment Author (you) can view this comment)
- Email these comments to creator : Chad Frey

save comment

## Project Actions

- Submit Project for Review
- Send Out For Review
- Return to Project Panel
- Export Project (.CSV)



Click Here!

# Connect With Social Media

- [TWITTER: @CentralPAMLK](#)
- [INSTAGRAM: @centralpamlkday](#)
- [FACEBOOK: @centralpamlkdayofservice](#)