

Organization Update

You can add, update or modify information on organization's using the National Center for Charitable Statistic's **Community Platform.** The additional information provided will allow community members and donors to quickly view programs, locate services, and get involved!

Follow these steps to update your information today:

- 1. Log-in using your Username and Password (If you are not yet registered, select register from the menu options.
- 2. Locate the organization you wish to update (Search using the Search the Community tool).

| Search the | Comm | unity |
|---------------------------|-------------|---------------|
| Find programs, resources. | organizatio | ns, and |
| Organizations | Programs | Knowledgebase |
| PTA | | Go |

3. Select the name of the organization from the search results; this will bring you to the organization's details.

| er rounu: | 3 - Click on any line in the list of results to view the re | eturn. | | | | | | | |
|---------------------------------|---|---------------|-----------|----------------------------------|--------------|---------------------|------------------|-----------------|--------------|
| Click on | an Organization Name to see the organization's profile | e and program | ms. Click | on a Total Revenue value to view | full finan | cial informat | tion. | | |
| Most Recent Tax Period | Name | City | State | Ntee | Rule Date | IRS Sub- section | Total Revenue | Total Assets | 990 Image |
| 2008 | PTA Florida Congress W J Creel Elementary PTA | Melbourne | FL | 894 - Parent & Teacher Groups | 1971 | 03 | 0 | 0 | 990 |
| 2010 | PTA Florida Congress Lockmar Elementary School | Palm Bay | FL | 894 - Parent & Teacher Groups | 1971 | 03 | 7,626 | 10,950 | 990 |
| 0040 | PTA Florida Congress West Shore PTA | Melhourne | FI | 894 - Parent & Teacher Groups | 1971 | 03 | 13 923 | 26,660 | 990 |

4. Before you can update information you need to associate yourself with the organization. At the bottom of the organization's page, click on "set association."

Are you associated with this organization? If yes, set association.

5. In the pop-up window, select your association (Officer, Member, Community Member, No association) from the drop-down menu and click Submit.

| Set Organizatio | n Association | x |
|-------------------------------|--|---|
| Please tell us y | our association with the organization | |
| Organization: Association: | PTA Florida Congress West Shore PTA | |
| | Submit Cancel | |
| *Secondary source | might be required to confirm the association | |

- 6. You can now edit an organization's information!
 - a. **Basic information:** To edit generic information about an organization such as address, phone number, or NTEE code, select the "Overview" tab, then select the "Edit" button.

| PTA Florida Congress We Melbourne, FL 32935 | st Shore PTA | | | IRS provided data User submitted data Admin submitted data |
|---|--|--------------------|---|--|
| Overview Programs | Form 990 Filings | Officials | Events | E Report An Error/Feedback |
| Organization Overview | | | | Edit Shared Resources |
| Organization Details | | | | |
| EIN: | 593542328 | | | |
| Secondary Name: | West Shore PTA Google | | | |
| Location: 🔽 | 250 Wildcat Aly Melbourne, FL 32935 | | | |
| County: | Brevard County | | | |
| Ruling Date: | 1971 (Approximate year when for | unded) | | |
| IRS Type: | 501(c)(3) - Public charity: Religiou | s, educational, o | haritable, scientific, and literary organ | zations |
| Legal basis for public charity or private foundation status (FNDNCD): | 15 - Organization with a substantia | al portion of supp | port from a governmental unit or the ge | neral public |
| NTEE: 🔽 | B94 - Parent & Teacher Groups | | | |
| Most recently completed fiscal year (TAXPER) | 06/2010 | | | |
| Total Revenue | \$13,923 | | | |

- b. **Programs**: To add, modify, or delete an organization's program(s), select the "Programs" tab.
 - i. Add program: To add a new program, select the "New Program" button.

| PTA Florida Congress West Shore PTA Melbourne, FL 32935 | ✓ = IRS provided data ♣ = User submitted data ₩ = Admin submitted data | | |
|--|--|--|--|
| Overview Programs Form 990 Filings Officials Events | E Report An Error/Eeedback | | |
| Organization Profile » Programs | New Program | | |
| Organization Programs | | | |
| Official Programs | | | |
| ✓ PTA FLORIDA CONGRESS WEST SHORE PTA PROVIDED ASSISTANCE FOR STUDENT AND TEACHER SUPPORT, ENRICHMENT AND EDUCATION PROGRAMS, INCLU FUNDING FOR STUDENT COMPETITIONS, STARTUP FUNDS FOR NEW CLUBS, CLASS ENRICHMENT AND PROJECT GR | DED TECHNOLOGY PURCHASES, ADUATION FOR SENIORS 💮 🥔 | | |
| Program NPC Codes "C - Awards, Prizes & Competitions "F - Fundraising, Grants & Financial Support The Device of the Competitions of the Competition of the Competitio | | | |

ii. **Edit program**: To edit an existing program, select the pencil icon following the program description. (Clicking on the plus sign will give you more detailed information about the program).

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|--|--|
| Overview Programs Form 990 Filings Officials Events | 📳 Report An Error/Feedback |
| Organization Profile » Programs | New Program |
| Organization Programs | |
| Official Programs | |
| PTA FLORIDA CONGRESS WEST SHORE PTA PROVIDED ASSISTANCE FOR STUDENT AND TEACHER SUPPORT, ENRICHMENT AND EDUCATION PROGRAMS, INCLUE FUNDING FOR STUDENT COMPETITIONS, STARTUP FUNDS FOR NEW CLUBS, CLASS ENRICHMENT AND PROJECT GRA Program NPC Codes **C - Awards, Prizes & Competitions **F - Fundraising, Grants & Financial Support | DED TECHNOLOGY (URCHASES, ADUATION FOR SELIORS 💮 🖉 |

iii. **Delete program**: To delete a program, select the Red X at the end of the program information.

| User-Submitted Programs | |
|---|--|
| After school program Temporary after school program to help make materials for the Connect Brevard site. (| |
| Program NPC Codes B04.03 - Afterschool Enrichment Year: 2000 😢 🖉 | |

c. **Officals**: To add or modify an organization's officers or board members, select the "Officials" tab, and then select the "New Official" button.

| PTA Melb | V Florida Co ourne, FL 329 | ongress Wes ¹³⁵ | t Shore PTA | | | | ✓ = IRS provided data ♦ = User submitted data ■ = Admin submitted data |
|--------------|-------------------------------|-------------------------------|-------------------|----------------------|--------|---------|--|
| c | verview | Programs | Form 990 Filings | Officials | Events | | E Report An Error/Feedback |
| Of | ficials/Offic | ers Within Th | nis Organization | \smile | | | New Official |
| | Name | | Title/Position | | (| Contact | Updated |
| \checkmark | Kathy Crain | | President (salary | : \$0, benefits: \$0 |) | | 2010 |
| \checkmark | Jennifer Cop | е | President (salary | : \$0, benefits: \$0 |) | | 2008 |

d. **Events**: To add or modify an organization's event calendar, select the "Events" tab, and then select the "New Event" button.

| PTA Florida Congress West Shore PTA Melbourne, FL 32935 | | | | | IRS provided data User submitted data Admin submitted data | | |
|--|--------------------|------------------|----------------|----------|--|-------------------------|--|
| Overview | Programs | Form 990 Filings | Officials | vents | | Report An Error/Feedbac | |
| Events fo | r This Organizatio | on | | | | New Event | |
| « Prev | | | September, 201 | 11 | | Nove | |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
| | | | | 1 | 2 | 3 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 | |
| 25 | 26 | 27 | 28 | 29 | 30 | | |

Questions? Please contact NCCS at NCCS@urban.org or 202-261-5536