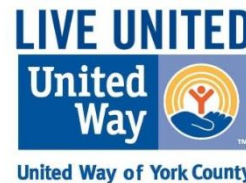


How to Make Program Updates on the **FIRST** Database



1. Visit www.unitedway-york.org.
2. From the homepage, select **OUR WORK**, then click on **FIRST / PA 211**.
3. On FIRST's webpage, click: **Click here to access the FIRST database**.
4. Click on **advanced search** at the top of the page.
5. Select **Program Record(s)** from **Search Type**.
6. Select **Search contains text** and **Name**.
7. Type organization name in **Find Text** box; hit **Search Now**.
8. Click on the appropriate listing in the results list.
9. Click **Update Information** at bottom of organizations page.
10. Make changes and click **SUBMIT**.