


How to Add or Update your Organization's Information on SHARE New Mexico

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Not yet registered? [Log in](#) or [Register Now](#).

1. Register or log in to the SHARE website (ShareNM.org).
2. To register, enter your name, select a user ID and password, etc., wait for a confirmation email (be sure and check your spam folder in case it ends up there). Return to the SHARE main page and login.
3. Click on the Resource Directory tab at the top of the page. You will be redirected to the new SHARE [Resource Directory](#). Click on **"Go there now"** to go to the revised Resource Directory.
4. Search for your organization by typing the name into the Keywords text box on the Resource Directory Home Page.

Resource Directory SHARE New Mexico hosts New Mexico's largest, most up-to-date and comprehensive Resource Directory. From child care to senior services, education to housing and beyond, the SHARE Resource Directory helps you quickly find the resources you need.

Location	Category	Keywords	
<input type="text" value="Choose A Location"/>	<input type="text" value="Choose A Category"/>	<input type="text" value="Keywords"/>	<input type="button" value="Search"/>
(County, City, Zip Code)			Clear Search

5. If your organization is in the Resource Directory, the program(s) your organization sponsors will appear on the search results list. If so, click on the edit icon. 
6. If your organization is **not** in the Resource Directory, return to the [Resource Directory Home Page](#) and click on the "Add a Program" button.
7. Either of these two options (Edit/Add) will bring up the Resource Directory intake form, where you can enter or edit information about your organization, your various programs and sites. **Each organization must list at least one program and at least one location for each program.** Even if your organization has only one program and/or one site, it is important to provide as much information as possible about each program and site.
8. After entering information about your organization, click on the save button (below) to save your information. Then click on any program to edit and/or add a program by clicking on "New Program," and save this information. Finally, click on a program location to edit or "New Location," and save this information. A SHARE administrator will review your changes within one working day. You will receive an email letting you know that your changes have been approved.
9. Once you have reviewed, edited and saved your organization, you will find it at the top of the SHARE page in "My SHARE" under Organizations.
10. It may be that more than one person from your organization will be involved in providing profile information for your organization's programs. Each of these persons should register independently on SHARE.

SHARE's Directory is the trusted resource to find information. Add your organization and keep your information up to date

Add a Program

Thank you for adding/updating your information on the SHARE New Mexico Resource Directory!