

Follow these steps to report a new vacancy.

1) Go to www.earlylearningsf.org and select **sign in** as **Program Partners**.

select language ▾

about **sign in**

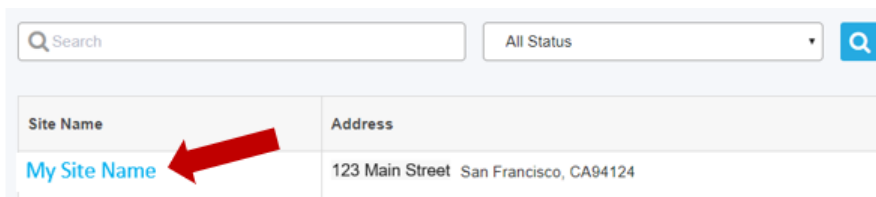
2) Enter your user ID (email or phone number) and password to log in.

families

program partners

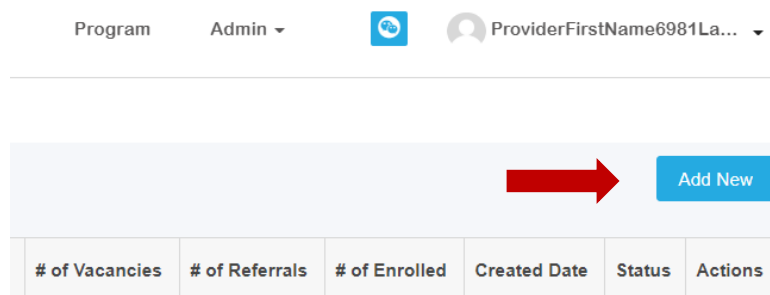
administrators

3) From your home screen, click on the name of the site where you will have a vacancy.



Site Name	Address
My Site Name	123 Main Street San Francisco, CA94124

4) On the following screen, you will see a list of any vacancies you previously reported at that site. Click the **Add New** button on the right side of the screen to create a new vacancy.



# of Vacancies	# of Referrals	# of Enrolled	Created Date	Status	Actions
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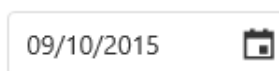
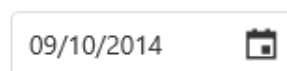
5) Fill out all required fields. (Required fields are marked with a red asterisk)

* Subsidy



6) Enter **DOB (Date of Birth) Range**. The system will automatically calculate the child age range based on the dates you specify.

DOB Range



7) Check the homeless box if you want to accept **only** homeless children for this vacancy.

I only want to enroll homeless children


8) Complete all required fields and click **Submit** to confirm information and begin receiving referrals.

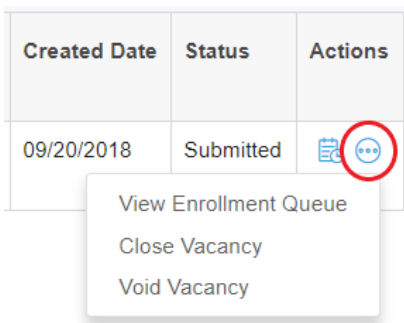
Important Choosing **Save** will save the vacancy information but will not begin the referral process.



9) After you click **Submit**, you will see the new vacancy in the queue. Information for a submitted vacancy cannot be changed.

Vacancy Name	Subsidy	Date Vacancy is Available	Homeless	DOB Range
ELS-Reserved-09/20/2018	ELS-Reserved	09/20/2018		10/20/2014 - 09/20/2018

10) Once a vacancy has been reported, click the  button to view the three actions that can be performed on the vacancy:

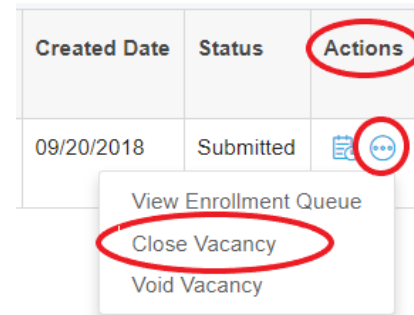


View Enrollment Queue – View and manage list of referrals

Close Vacancy – Close a vacancy when filled to stop new referrals

Void Vacancy – Cancel a vacancy created in error (this option unavailable after a child is enrolled through the vacancy)

11) Close the vacancy once a child is enrolled and/or the space is no longer available. Note the vacancy Status will change from **Submitted** to **Closed**.



Congratulations, you've successfully reported and filled a vacancy!