

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**

families

program partners

administrators

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

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
					Add New

5) Fill out all required fields. (Required fields are marked with a red asterisk)

* Subsidy

Voucher ▾

6) Enter **DOB (Date of Birth)** or **Age Range**. Choose either the circle next to **DOB Range** or the circle next to **Age Range** and fill in the boxes underneath your selection.

* Please enter the DOB or Age Range of the child you want to take care of

DOB Range

10/23/2013

10/23/2017

Age Range

1 Years

0 Months

- 5 Years

0 Months

- 7) 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.



- 8) 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

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

Created Date	Status	Actions
09/20/2018	Submitted	

View Enrollment Queue

Close Vacancy

Void 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)

- 10) 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**.

Created Date	Status	Actions
09/20/2018	Submitted	

View Enrollment Queue

Close Vacancy

Void Vacancy

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