ONBOARDING: Adding a Resource / New Request on the SDPC Resource Registry
Log in to the SDPC Resource Registry (https://sdpc.A4L.org), then click on 'Your Resources', followed by 'Add New Resource'.
First, search the resource list to see if it is already in the system. If it is, then you are ready to add your Agreement. If not, continue to fill out the form under 'Step 2' with the resource information and click on continue.
Fill out the contact information for the vendor, if known. The purpose field will be only shown on the Customized Resource listing page. Click on 'Save Info'.
If you know the data elements that are used by this resource, please select them. If not, you can skip this step and return at a later time to add them. Click 'Save Info'. 
Best Practice Tip

It’s important to follow the naming convention established by your Alliance for both company and resource names to avoid duplicates.

If you do not have a direct contact, you may wish to add the Support Contact name and email, and list it as “Support” under Contact Name.

In many instances, the Purpose can be taken directly from the resource website.
Best Practice Tip

Logos have a size requirement and although they may upload in any size, they will not display correctly if they exceed the recommended size.