How to set-up a Customized Resource Listing URL for your School District’s website


Go to ‘Tools’ > ‘Customized Resource Listing URL’.

The Customized Resource Listing URL option is only available to School Districts.

It is the quickest and easiest way for School Districts to provide transparency to teachers and parents on the applications currently in use within their organization.

No login is required to view this page, unless you have set specific permissions on your website.

One benefit of participating in the Online Database system is that you have access to include a customized listing of your agreement information on your website. To create the customized page, follow these quick and simple instructions:

**STEP 1: Add Agreement Information to the System**

**STEP 2: Modify Account Information**
- Click on Edit District Account Information and add a custom page title for the page and introduction.

**STEP 3: Add Link**
- You can access your custom page at https://sdpc.a4l.org/district_listing.php?districtID=

Click on ‘STEP 2: Edit District Account Information’
Complete the following information:

To make changes to the District account, please enter them below.

1. Enter your District name
2. Enter the City, Address and County
3. Enter your District website URL

Customizations

Do you want to show the privacy policy and terms of service links for vendors?

Will you have an alternative staff member, such as the Superintendent sign Exhibit Es?

Custom Resource Listing Page Options

Do you want to show the Request a Resource Link on your Customized Resource Listing page?

The information below displays on the public_agreement facing custom listing page that you can link to on your website. View this page >>

1. Enter your District name
2. Enter the City, Address and County
3. Enter your District website URL
4. Enter the name (in full) of your District Admin (this is the person who will receive email notifications for renewals and new requests)

5. Upload your District logo (please ensure logos are max 100px x 100px)

6. Select if you wish to show the privacy policy and terms of service links for vendors (this information is taken from Agreement listing)

7. Select if you will have an alternate staff member (from the District Admin listed) sign any Exhibit E’s for your District

8. Select if you wish to show the ‘Request A Resource’ link on your webpage

9. Include a page title

10. Include a page description

Once you have completed all information in Step 2, continue to Step 3: Add Link. Copy your customized Resource Listing URL and add to your website.

Any Agreements that are listed as a ‘New Request’ or ‘Renewal Pending’ will not show on your Customized Resource Listing page.

If ‘Renewal Pending (Public)’ is set as the status of the Agreement, it will be displayed on the Customized Resource Listing page.

Complete webpages should look like this: