

NEW TSLIP WEBSITE

The Toronto South LIP website has been redesigned and launched at <https://torontolip.com/>.

In the last few months, we have been diligently working to improve our website experience and we believe this new site will facilitate better communication with our community.

Some of the exciting new features and sections of our website include:

- [Service Provider’s Directory](#) with the ability to edit your agency’s profile, post events and share vital resources.
- [Resources](#), which displays the latest reports, research, guidelines, webinar recordings, toolkits and more. Published by TSLIP and our member agencies, these resources can be located alphabetically or by topic, format, date of publication and language.
- [Working Groups](#) illustrates current information on the projects and resources in development.
- [Events](#) formatted as an online calendar, and is conveniently searchable by keyword, intended audience or topic
- [Newsletter](#), by signing- up, service providers can stay informed with changes in the newcomer-serving sector.

The following **User Guide** will provide you with instructions on how to:

- Create an account to add content (ex. resources, events, job postings) to our website.
- Navigate the Members’ Portal.
- Edit and update your profile information.

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Instructions: Creating an Account

Use the following link to access the TSLIP website: <https://torontolip.com/>

For assistance with creating an account, finding a username, or resetting a password, please email communications@torontolip.com

If you still need assistance navigating the Members' Portal after reviewing these instructions, please contact our Communications Coordinator by telephone at (437) 333-4428.

Registering New Users

You must be signed in as a member to submit any information about your organisation.

Service Provider Members are able to easily update and post resources, events, jobs, and your organisation's profile.

To start the process, new users will need to create an account. From the [home page](#), click on **Account**.



Search  **Account** 

About ▾ Working Groups ▾ Service Providers Events Resources ▾ News Jobs

The Toronto South Local Immigration Partnership (TSLIP) is a strategic community initiative focused on promoting welcoming communities and improving the social and economic outcomes of newcomers through enhanced service delivery, collaboration, and the development of partnerships.

[Learn more →](#)



Entering Registration Details

Click on **Register for an Account**.

(Note: You must have a valid email address in order to complete the following steps to create an account.)

Log In

Username or Email Address

communications@torontolip.com

Password

.....

Remember Me

Log In

Don't have an account yet?

Register for a Service Provider account to submit events, resources, and more.

Register for an account →



The following screen requires you to enter your account and registrant information:

- Username (email address)
- Password
- Email Address
- First Name
- Last Name
- Role/Position
- Organisation
- Website
- Contact Number

Account Information

Already have an account? [Log in here](#)

Username

communications@torontolip.com

*

Password

.....

*

Confirm Password

*

Email Address

*

Confirm Email Address

Registrant Information

First Name

Last Name

Role/Position

Organisation

Website

Phone Number

Submit and Confirm »

When you have completed all the required fields, click **Submit and Confirm**.

Reviewing Account Details

The next page will direct you to visit your **membership account** via the **Members' Portal**.

Membership Account



Welcome to our members' portal! We're thrilled to have you on board.

This member only area will allow you to submit events, post resources and jobs, and update/submit your organisation's service provider profile on our site.

Should you need any assistance or have any questions or comments about your account, please feel free to contact us through the support button in this member dashboard.

This page includes direct links to post:

- Events
- Resources
- Jobs
- Organisational Profile

Users will also be able to:

- Edit Profiles
- Change Passwords
- Logout

Helpful Links

[Post an Event](#) ↻

[Post a Resource](#) ↻

[Post a Job](#) ↻

[Post your Service Organisation](#) ↻

[Get Support](#) →



My Account

Adriana Pena

Username: apena@woodgreen.org

Email: apena@woodgreen.org

[Edit Profile](#)

[Change Password](#)

[Log Out](#)

How to use your account

Changing your profile information	▼
Transferring your account to a new person	▼
Forgotten password	▼
Posting an event	▼
Posting a resource	▼
Posting a job	▼
Posting to the Service Provider Directory	▼
Getting help and support for your account	▼

You can explore these frequently asked questions on how to best use your account.

Click on the arrows to expand and see more content.

Posting Resources

Do you have a resource that you would like to share? You can easily post and edit your resource as a member!

How to access the form?

You can access the Resource Submission form two (2) ways:

1. From the **Member Portal**, click on the **Post a Resource** button under **Helpful Links**.
2. Click **Resource** in the navigation menu, and click the **Post a Resource** button at the top of the page.

Submitting Your Resource

On the **Post a Resource** page, complete the forms. Required fields are marked with red asterisks. Once you have filled in your event details click the **Submit Your Resource** button. Items will reflect on the website once posted.

*Resource submissions are held for review by the TSLIP team and will be posted upon review completion.

Edit your resource

Need to edit details of your resource?

1. Go to your resource listing. You can find this under Resource **Directory**. To find your listing, use the filters to narrow search.
2. Click on your listing's **Learn More** button to access.
3. Scroll to the bottom of the page and click the **Edit This Resource** button.
4. Change your resource details as needed and once completed click **Update**.
5. Your changes will reflect on the site.

Post a Resource

Our resource hub is full of toolkits, reports, assessments, podcasts, and much more. We are always posting more so click through to learn check it out!

Resource Title *

Resource Description *

Please complete a brief summary of the resource

Format *

Please indicate the type of resource

- Article
- Assessments / Surveys
- Fact Sheets
- FAQ
- Guidelines
- Infographic
- Legal
- Podcasts

Submit Your Resource →

Posting Events

Do you have an event that you would like to share? You can easily post and edit your event as a member!

How to Access the Form?

You can access the Event Submission form two (2) ways:

1. From the **Members' Portal**, click on the **Post an Event** button found under **Helpful Links**.
2. Click **Events** in the navigation menu, and click the **Post an Event** button located at the top of the page

Submitting Your Event

In the **Post an Event** page, complete the necessary forms. Required fields are marked with red asterisks. Once you have filled in your event details, please click the **Submit Your Event** button. Items will reflect on the website once posted.

**Event submissions are held for review by the TSLIP team and will be posted upon review completion.

Edit Your Event

Need to edit details of your event?

1. Go to your event listing. You can find this under the **Event Calendar**. To find your listing use the filters to narrow search.
2. Click on your listing's **Learn More** button to access.
3. Scroll to the bottom of the page and click the **Edit this event** button.
4. Change your event details as needed and once completed click **Update**.
5. Your changes will reflect on the site.

Post an Event

Event Title *

Please enter the name of the event

Organizer *

Please enter the organiser or host of the event

Event Date *

Please select the date of the event

Event Start Time *

Please select the time that the event begins

Event End Time *

Please select the time that the event ends

Submit Your Event →

Posting Employment Opportunities

Do you have an employment opportunity that you would like to share with the sector? You can easily post and edit your listing as a member!

How to Access the Form?

You can access the **Job Submission** form two (2) ways:

1. From the **Member Portal**, click on the **Post a Job** button found under **Helpful Links**.
2. Click **Jobs** in the navigation menu, and click the **Post a Job** button located at the top of the page.

Submitting Your Employment Opportunity

On the **Post a Job** section complete the necessary forms. Required fields are marked with red asterisks. Once you have imputed your listing details, click the **Submit Your Job** button. Listings will reflect on the website once posted.

***Employment submissions are held for review by the TSLIP team and will be posted upon review completion.

Edit Your Employment Opportunity:

Need to edit details of your job listing?

1. Go to your job listing. You can find this in the **Job Listings** page. To find your listing use the filters to help narrow search.
2. Click on your listing's **Learn More** button to access.

3. Scroll to the bottom of the page and click the **Edit This Job** button.
4. Change your job listing details as needed and click **Update** once completed.
5. Your changes will reflect on the site.

Post a Job

Position *

Organisation *

Type *
Full-Time

Salary *

Application Deadline *

Link to Job Posting *
[Select Link](#)

[Submit Your Job Post →](#)

Posting to the Service Provider Directory

Would you like to list your organization in our Service Provider Directory? You can easily post and edit your organization as a member!

How to Access the Form?

You can access the **Service Provider Directory** submission form two (2) ways:

1. From the **Member Portal**, click on the **Post Your Service Organization** link found under **Helpful Links**.
2. Click **Resources** in the navigation menu, and click **Add Your Organization to the Directory** section located at the top of the page.

Submitting your Service Organization's Information

On the **Post to the Service Provider Directory** page, complete the necessary forms. Required fields are marked with red asterisks. Once you have filled in your organization's details click the **Post to the Directory** button. Successful inputs will reflect on the website once posted.

****Submissions are held for review by the TSLIP team and will be posted upon review completion.

Post to the Service Provider Directory

Organisation Name *

Address / Addresses *

Please add the address/addresses of your organisation's locations

Add Row

Location Map *

Please map your location(s) on the map to make it easier for your locations to be found. You can enter as many locations as you need.



Post to the directory →