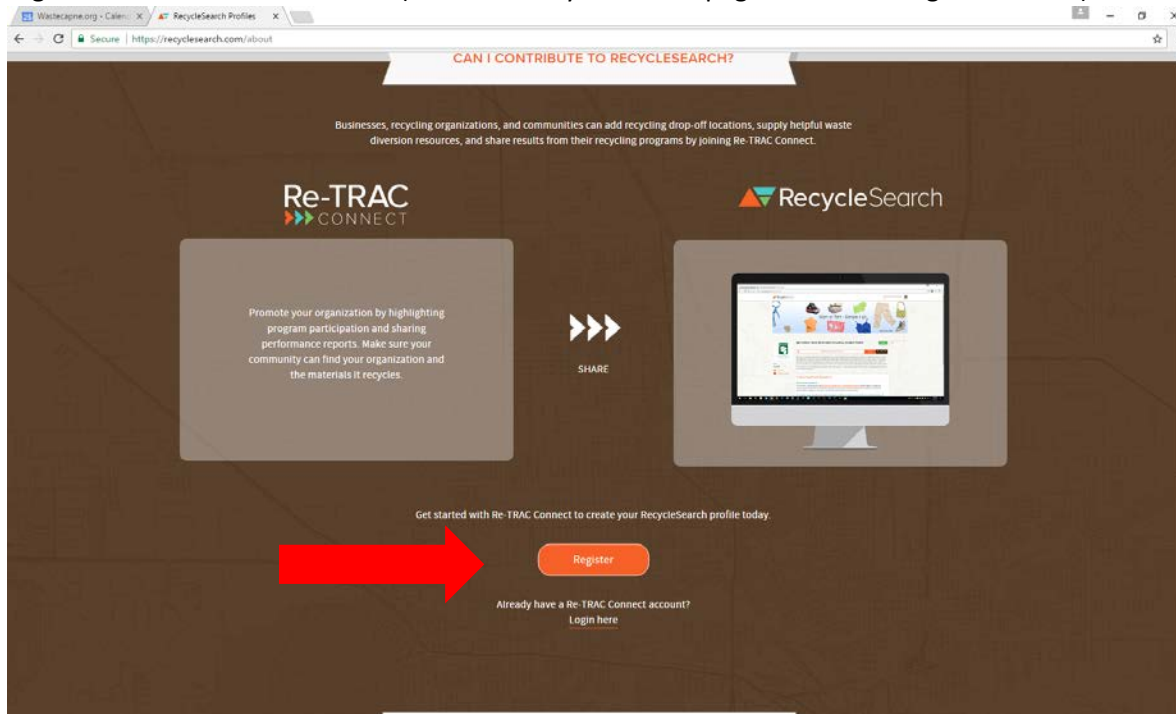


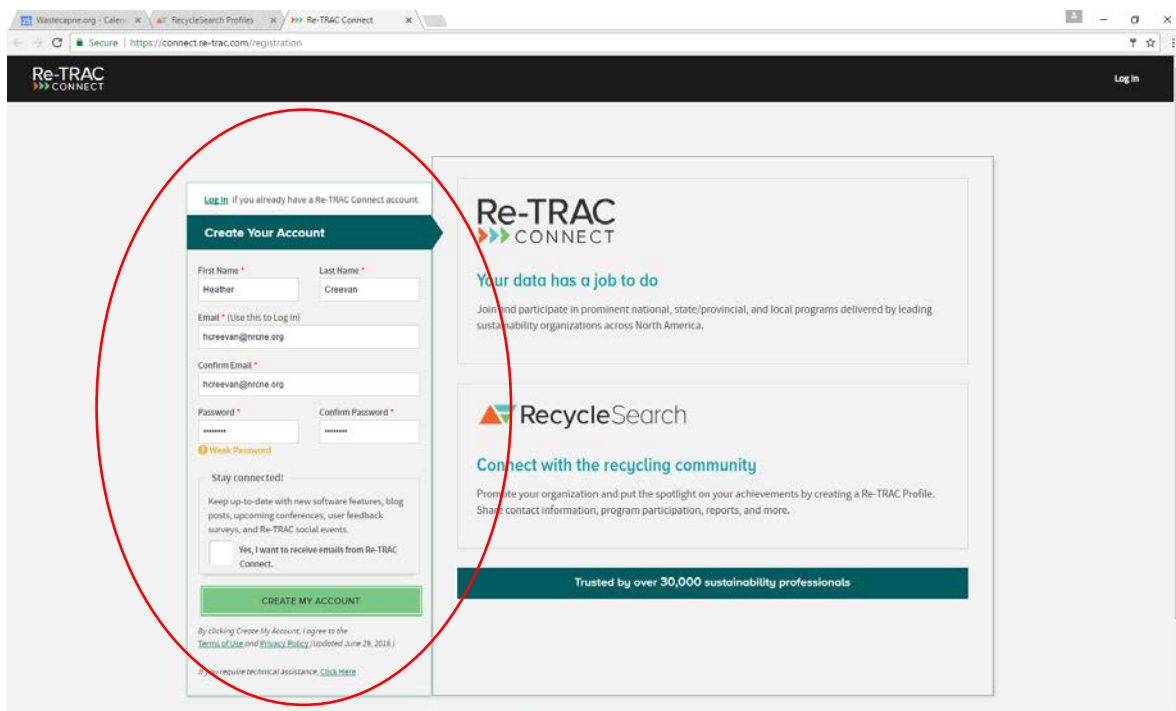
User Guide for adding your listing to RecycleSearch the platform for the Nebraska Recycling Council's Online Recycling Guide

For assistance, please contact: Heather Creevan at Nebraska Recycling Council, hcreevan@nrcne.org or 402-436-2384 x1002

Step 1- Join RE-TRAC Connect to create your RecycleSearch profile at <https://recyclesearch.com/about>, register to create a new account (scroll half way down the page to find the register button).



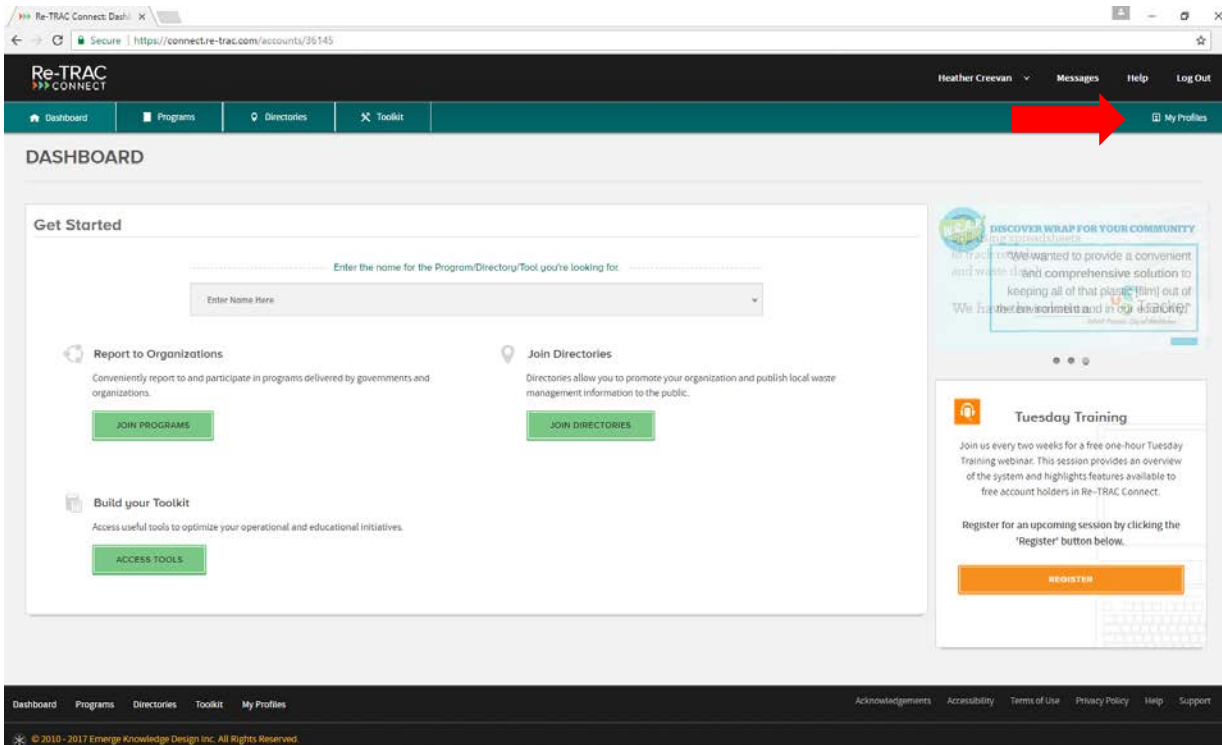
Step 2- Create your account.



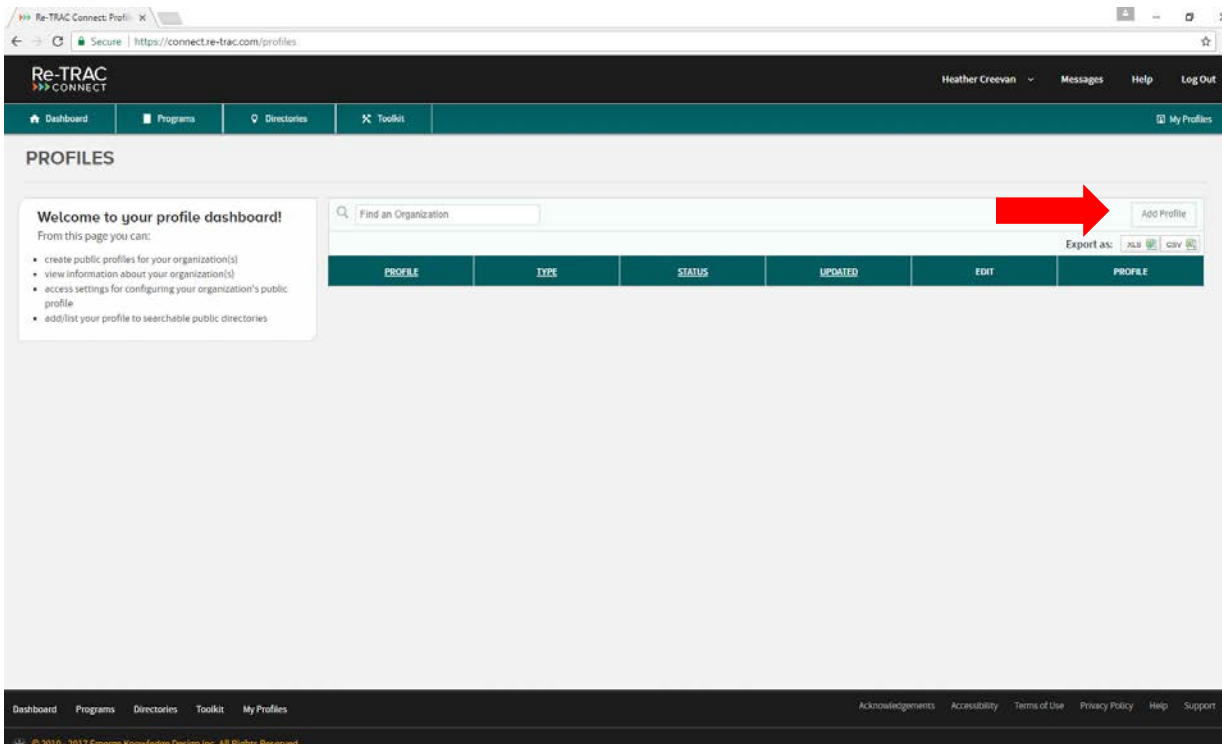
Step 3- Activate your RE-TRAC Connect account. You will receive an email from RE-Trac Connect. To complete the registration you must verify your email address by clicking on the activation button in the email you will receive. Remember to check your spam folder – sometimes automated messages get caught up in there.

Step 4- Log into your account with the username and password that you set up.

Step 5- Select My Profiles.



Step 6- Select Add Profile.



Tips for adding a Profile

- Enter in all the information on the Organization Details and Contact Information. *This contact information is for the person that RE-TRAC Connect can contact about the Profile, it is not displayed in the profile, think of it as who “owns” the profile (listing).*

Re-TRAC CONNECT

Heather Creevan Messages Help Log Out

Dashboard Programs Directories Toolkit My Profiles

ADD PROFILE

New Organization	Location	Recyclesearch Profile	Materials Collected
Organization Details			
Organization Name * Nebraska Recycling Council		Organization Type * Consultant	
Contact Information			
Name * Heather Creevan		Title Operations & Communications Director	
Email * bcreevan@nrcne.org		Phone * 402-436-2364	
Fax		Website www.nrcne.org	
<input type="button" value="NEXT"/>			

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- The online recycling guide is address based. You **have to** have a physical address in order to be listed. If you have more than one location/drop off site each location will have to be entered in separately (*see the adding multiple locations*).

Re-TRAC Connect Add X

Secure | https://connect.re-trac.com/profiles

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Find your location

Map Satellite

Search Google Maps for your Address
610 J Street, Lincoln, NE, United States

Official Address
610 J St #300, Lincoln, NE 68508, USA

Country *
United States

State/Province *
NE

City *
Lincoln

Zip/Postal Code *
68508

Street Address *
610 J Street, Suite 300

Note: Search Google Maps to quickly find your address. You can type the city name, street name, or even the zip code in the search box to jump to a geographic region on the map. Click anywhere on the map to populate the address fields based on the selected geographic location. If Google's geocoding service lists the address incorrectly, you can always correct it using the address fields below. If you require assistance, [please let us know](#).

- You must select Share My Profile in order for it to be displayed to the public in the On-line Recycling Guide.

Re-TRAC CONNECT

Heather Creevan Messages Help Log Out

Dashboard Programs Directories Toolkit My Profiles

ADD PROFILE

New Organization Location Recyclesearch Profile Materials Collected

You can share information from Re-TRAC on Recyclesearch.com. The information you choose to share will display on a public Profile.
Share My Profile

Contact Information ⓘ

Contact information provided in this section will be displayed on your RecycleSearch Profile. Profiles are only visible to the public when set to "Public".

Contact: Heather Creevan
Email: hcreevan@nrcne.org
Telephone: 402-436-2384

Description

Provide an organization description so visitors understand what your organization is all about. Consider including the organization's mission statement, organizational goals, specialties, and more.

Hours of Operation:

This information is especially important if you accept materials for recycling. If you are not open to the public you can skip this step.

Monday	Select	to	Select
Tuesday	Select	to	Select
Wednesday	Select	to	Select
Thursday	Select	to	Select
Friday	Select	to	Select
Saturday	Select	to	Select
Sunday	Select	to	Select

Social Media

Promote your organization by providing links to your social media accounts.

Facebook:
Twitter:
LinkedIn:
Instagram:

Notes

Consider using this section to communicate special hour or exceptions to your hours of operation.

- The contact information entered here is the information that will display in the PUBLIC search results on RecycleSearch.com. With this in mind, enter the information that is most relevant to how you would want the public to contact the organization. (For example: instead of using my personal business email address, I may use info@nrcne.org; instead of listing the phone number with my extension I may just use the main business telephone number).

Re-TRAC CONNECT

Heather Creevan Messages Help Log Out

Dashboard Programs Directories Toolkit My Profiles

ADD PROFILE

New Organization Location Recyclesearch Profile Materials Collected

You can share information from Re-TRAC on Recyclesearch.com. The information you choose to share will display on a public Profile.
Share My Profile

Contact Information ⓘ

Contact information provided in this section will be displayed on your RecycleSearch Profile. Profiles are only visible to the public when set to "Public".

Contact: Recycling Specialist
Email: info@nrcne.org
Telephone: 402-436-2384

Description

Provide an organization description so visitors understand what your organization is all about. Consider including the organization's mission statement, organizational goals, specialties, and more.

Hours of Operation:

This information is especially important if you accept materials for recycling. If you are not open to the public you can skip this step.

Monday	Select	to	Select
Tuesday	Select	to	Select
Wednesday	Select	to	Select
Thursday	Select	to	Select
Friday	Select	to	Select
Saturday	Select	to	Select
Sunday	Select	to	Select

Social Media

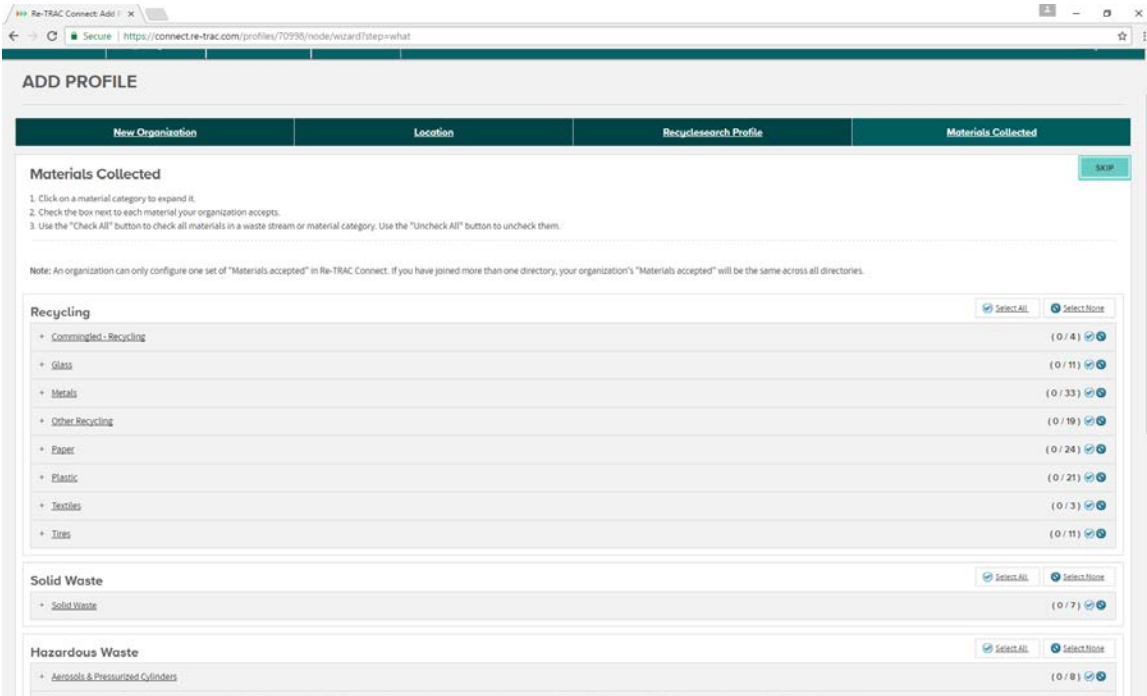
Promote your organization by providing links to your social media accounts.

Facebook:
Twitter:
LinkedIn:
Instagram:

Notes

Consider using this section to communicate special hour or exceptions to your hours of operation.

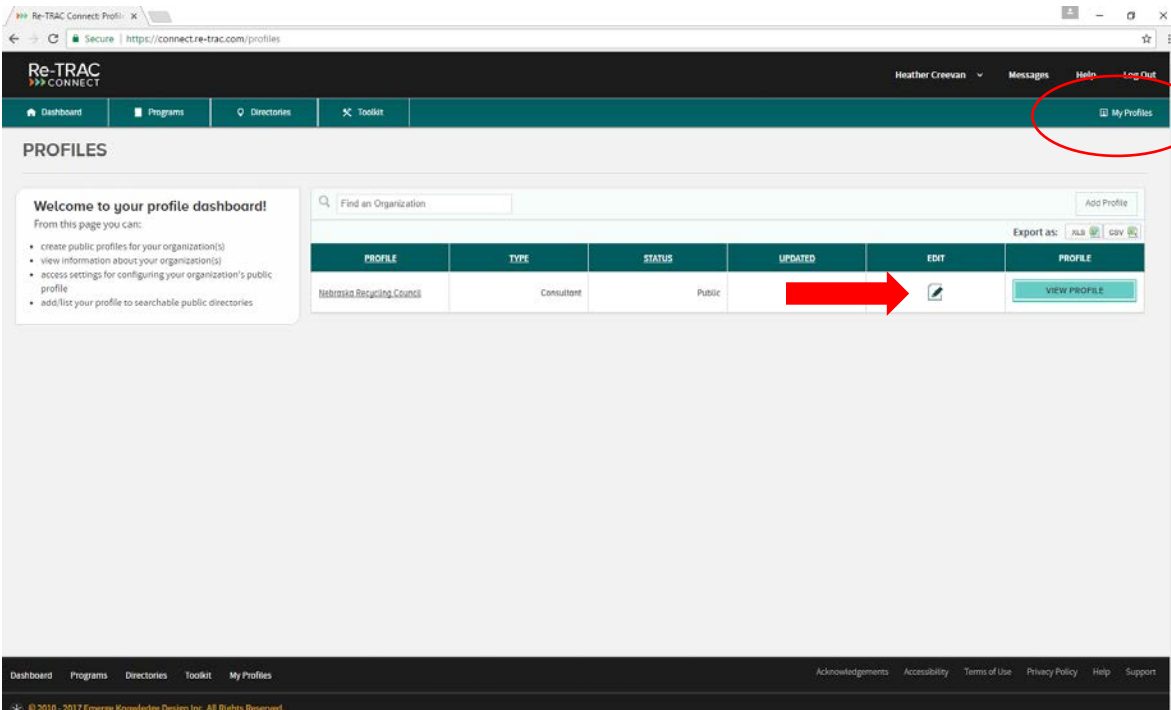
- Enter your Description, Hours of Operation, Social Media, Notes (consider using this section to communicate special hours or exceptions or fees associated with certain items).
- The next section is Materials Collected.



- Click on a material category to expand it. Check the box next to each material your organization accepts.
- Be sure to hit save/next at the bottom of the page.

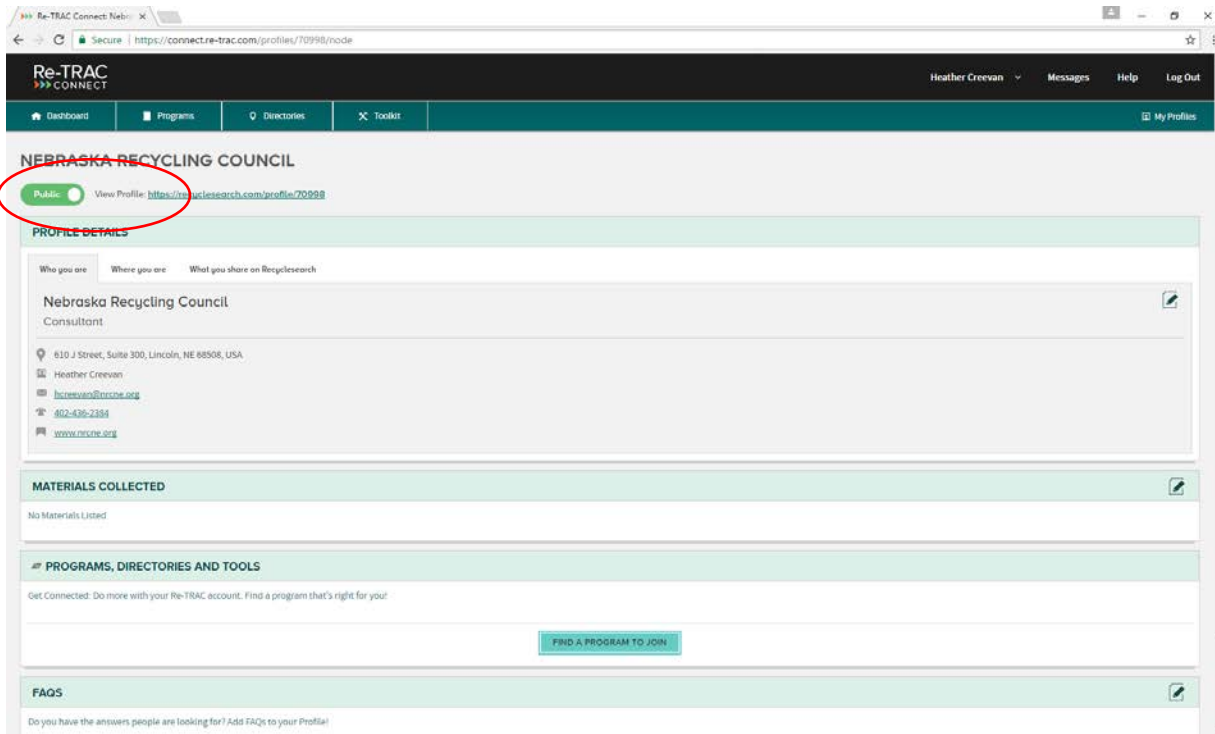
SUCCESS! You have added your profile to Nebraska’s Most Comprehensive Online Recycling Guide!

Please note in order to update or make changes to your profile all you have to do is login and from My Profiles select edit.

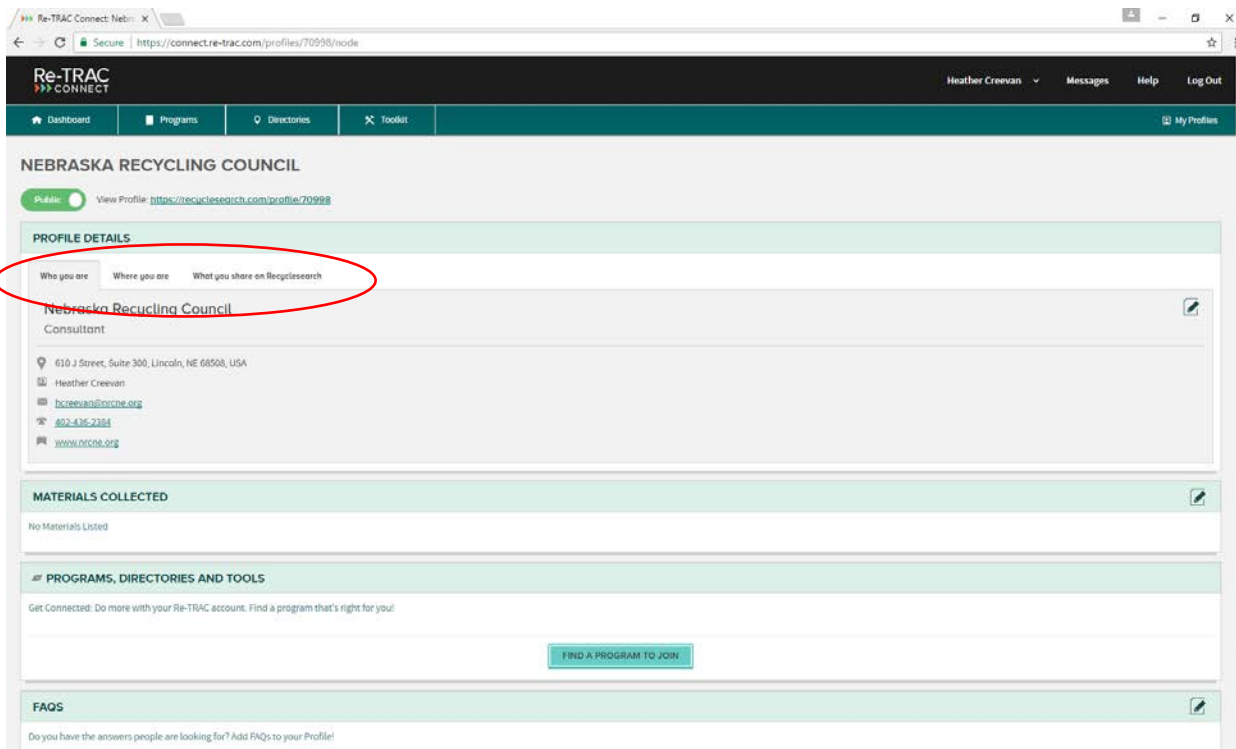


Tips for editing a Profile

- At any time you can toggle between Public or Private. When a Profile is set to Public the unique URL is displayed and the Profile is searchable on RecycleSearch.com. When a Profile is set to Private the Profile cannot be found on RecycleSearch.com. The information for the organization is still available on this page.



- The Edit icon is found on all sections of your Profile. During the editing process, you must always hit SAVE at the bottom of each section.
- The main areas of the Profile that you may want to edit at first include the sections called Who you are, Where you are, and What you share on RecycleSearch.



- You can also edit the My Materials list.
- My Profile takes you back to the overview of all the possible information you can edit for that organization.
- If you have multiple locations you will have multiple profiles because each address needs to be entered in separately.

Adding Multiple Locations

- To add an additional location start again with step #6 and go through the process of adding another profile.

Re-TRAC CONNECT

Heather Creevan Messages Help Log Out

Dashboard Programs Directories Toolkit My Profiles

PROFILES

Welcome to your profile dashboard!
From this page you can:

- create public profiles for your organization(s)
- view information about your organization(s)
- access settings for configuring your organization's public profile
- add/list your profile to searchable public directories

Find an Organization

Export as: xls csv

PROFILE	TYPE	STATUS	UPDATED	EDIT	PROFILE
Nebraska Recycling Council	Consultant	Public	May 25, 2017		VIEW PROFILE

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- You do not have to create a new account.
- You can have multiple profiles under 1 account and they will all be listed individually.

Deleting a Profile

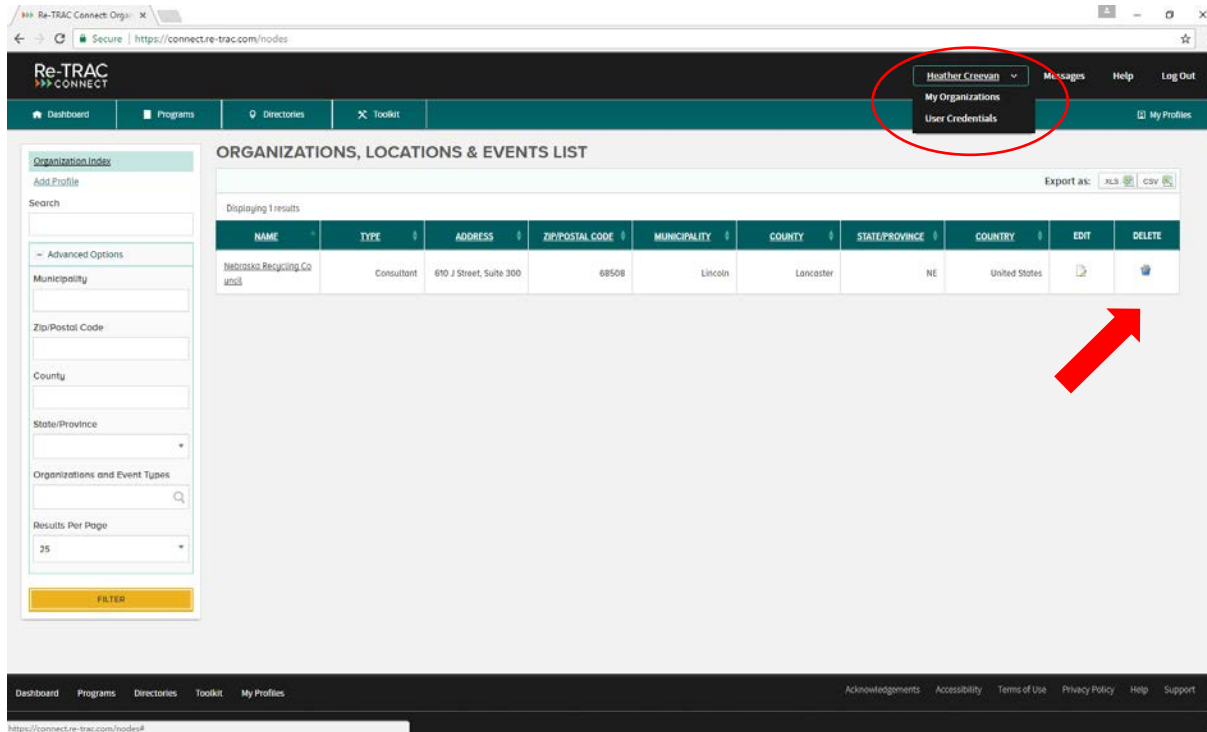
- You do not have to “delete” a Profile, rather you make a Profile “Private”. This hides it from public view but keeps the organization in your account.

NEBRASKA RECYCLING COUNCIL

Public View Profile: <https://recyclesearch.com/profile/70998>

What if I want to remove it all together from my list of Profiles?

You can delete an organization from your account. Before you delete an organization the Profile must be set to "Private". You can find the delete button next to the organization in the My Organizations tab under your name in the top right corner of the screen.



The screenshot shows the Re-TRAC Connect interface. The top navigation bar includes the user name 'Heather Creevan', 'Messages', 'Help', and 'Log Out'. Below this, a dropdown menu for 'My Organizations' is visible, with 'User Credentials' also shown. The main content area is titled 'ORGANIZATIONS, LOCATIONS & EVENTS LIST' and displays a table with one entry: 'Nebraska Recycling Council'. The table has columns for NAME, TYPE, ADDRESS, ZIP/POSTAL CODE, MUNICIPALITY, COUNTY, STATE/PROVINCE, COUNTRY, EDIT, and DELETE. A red arrow points to the DELETE button for the first row.

NAME	TYPE	ADDRESS	ZIP/POSTAL CODE	MUNICIPALITY	COUNTY	STATE/PROVINCE	COUNTRY	EDIT	DELETE
Nebraska Recycling Council	Consultant	610 J Street, Suite 300	68508	Lincoln	Lancaster	NE	United States		

Need further assistance?

Contact Heather Creevan at Nebraska Recycling Council, hcreevan@nrcne.org or 402-436-2384 x 1002. You can also get assistance from Re-Trac Connect using the Technical Support Request Form in the bottom right hand corner of each page.



Funding Provided by:

