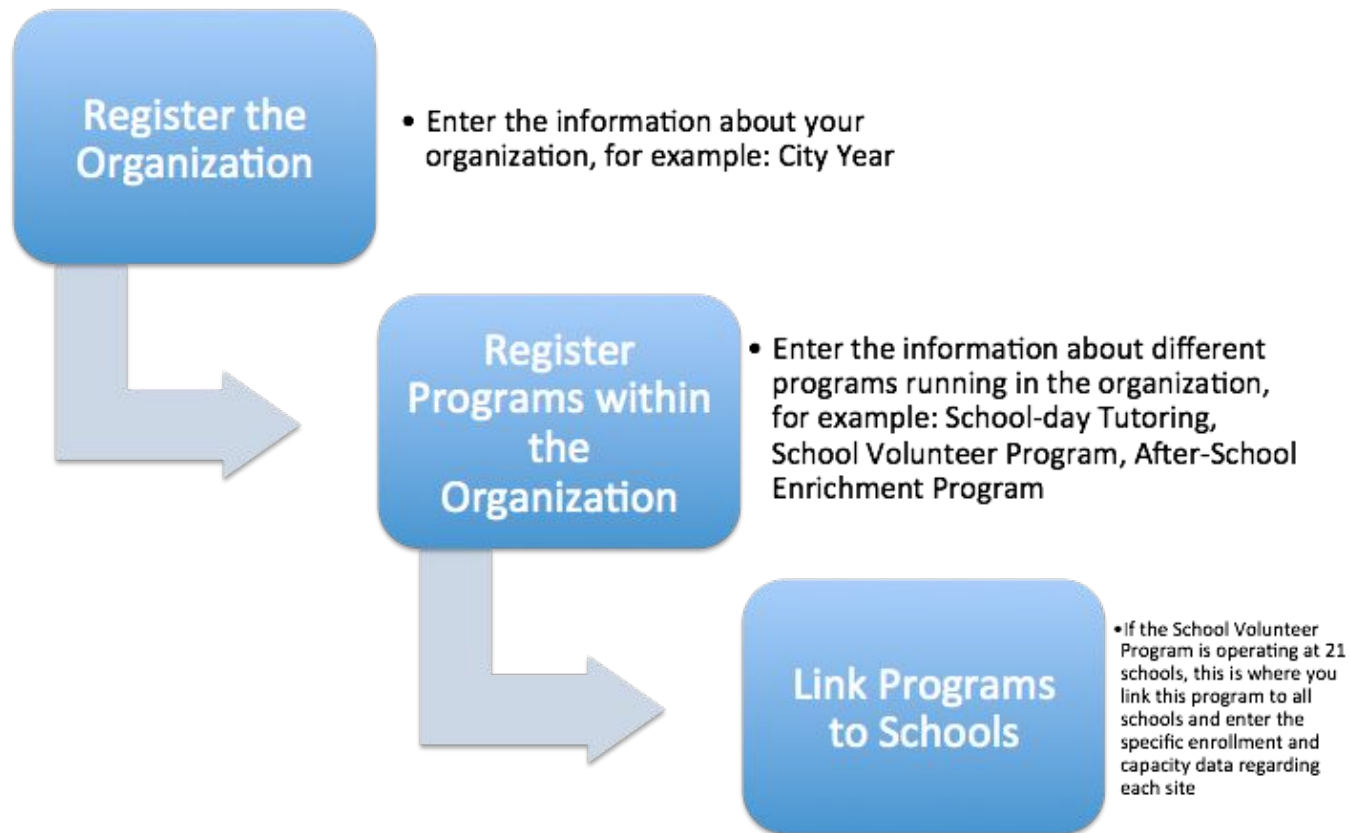




# PartnerBPS

## User's Guide

## Registration Overview



## Registration Questions Preview

This is an example of the registration questions which you will be presented during PartnerBPS registration. It is recommended that you review those and prepare those information before starting your account.

Registration	Information to Prepare
Organization	<ul style="list-style-type: none"><li>•Organization Description</li><li>•Organizational Mission</li><li>•501c3 Federal EIN if applicable</li><li>•Liability Insurance Policy</li><li>•CORI/SORI Policy</li></ul>
Programs	<ul style="list-style-type: none"><li>•Program Delivery Time</li><li>•Program Service Tier</li><li>•Grade Level Served</li><li>•Pictures from the Programs</li></ul>
School-based Partnerships	<ul style="list-style-type: none"><li>•Length of Programs (in weeks)</li><li>•Currently Enrolled Students</li><li>•Average Weekly Dosage per Student (in hours)</li><li>•Number of FTE on Site</li><li>•Program Delivery Time</li></ul>

# **Step 1 : Registering Your Organization**

1. Go to the PartnerBPS Homepage :  
[www.partnerbps.org](http://www.partnerbps.org)

1. Click the “**Register Now**” button,  
located next to the main image.

The screenshot shows the PartnerBPS homepage. At the top is a blue header with the 'PartnerBPS' logo and the Boston Public Schools logo. Below the header is a navigation bar with links: Home, About Us, Partner Registration, Tutorials, Search Schools, Search Programs, Contact Us, and Log In. The main content area features a large image of diverse children at a table. To the right of the image is a text box titled 'PartnerBPS : The Partnership Platform for Boston Public Schools' with a description and two buttons: 'Create an account' and 'Log in'. Below the main image is a 'Select Language' dropdown. At the bottom, there are three circular icons: 'PARTNERS' (hands shaking), 'SCHOOLS' (school building), and 'PARENTS' (family). Each icon has a corresponding button: 'Register Now!', 'Log In Here!', and 'Explore Schools and Programs!'.

PartnerBPS

BOSTON Public Schools

Home About Us Partner Registration Tutorials Search Schools Search Programs Contact Us Log In

**PartnerBPS : The Partnership Platform for Boston Public Schools**

PartnerBPS connects partners with schools and families to increase access to opportunities and improve outcomes for Boston Public Schools students.

Create an account Log in

Select Language ▼

**PARTNERS**  
[Register Now!](#)

**SCHOOLS**  
[Log In Here!](#)

**PARENTS**  
Explore [Schools](#) and [Programs!](#)

1. If this is a new Organization, select **“New Organization”** from the Name dropdown list
2. This will open up some additional parts of the form to capture information about your organization.
3. *If you had previously registered your Organization with us, you can use the Registration screen to add new Organization Users.*
  - Select your Organization’s name from the Name list
  - Create a Username and Password for your new user.
  - Additional users will have to be approved by your main Organization User

The screenshot shows the PartnerBPS website header with the logo and navigation links 'About Us' and 'Find A School'. Below is the 'Registration' section with a 'Registration Form' title. The form includes fields for 'Type', 'Name', 'Contact Name', 'Username', 'Password', 'Confirm Password', and 'Primary Contact Email'. A dropdown menu for 'Name' is open, showing a list of organizations with 'New Organization' highlighted at the top.

PartnerBPS

About Us Find A School

### Registration

Registration Form

Type \*

Name \*

Contact Name \*

Username \* ?

Password \* ?

Confirm Password \*

Primary Contact Email \*

Organization

(Please Choose)

**New Organization**

(Please Choose)

The Alliance for Inclusion and Prevention

The Family Nurturing Center

Communities In Schools

City Year

Teachers21

BELL (Building Educated Leaders For Life)

Boston Partners in Education

Boston Debate League

Citizen Schools

Dudley Street Neighborhood Initiative

Tenacity

1. Complete the registration by filling out some basic details about your Organization, such as a general description of your services, your missions, and your existing relationship with BPS if you're a current partner.
2. Once completed, double check that everything is correct, particularly your contact details.
3. Click the "Submit" button when you are ready to move on.

### Partner Registration

Select Language

Powered by Translate

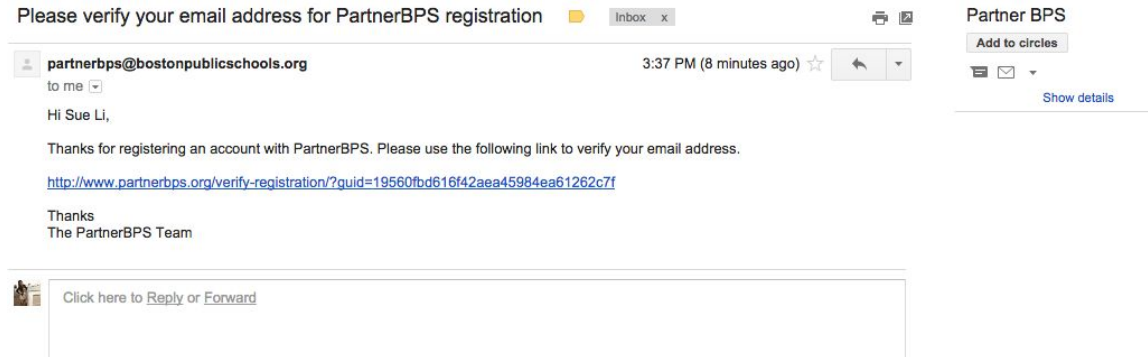
If you are new to PartnerBPS, from this page you can either Register your organization, or create a new user account for an organization that has previously registered. To register a new Organization, please select "New Organization" from the Organization menu on the form below, and then fill out the relevant details. To add a new user account, select your organization's name from the Organization menu.

#### Registration Form

Organization *	New Organization
Organization Name *	
Contact Name *	
Username *	
Password *	
Confirm Password *	
Email Address *	
Organization Description	
Organizational Mission	
Organizational Type	--Select--
Website	
Phone	
Primary Contact Name	
501c3 Certification	<input type="radio"/> Yes <input type="radio"/> No
Federal EIN	
Do you have liability insurance?	<input type="checkbox"/>
Does your organization comply with the BPS CORI/SORI policy?	<input type="checkbox"/>

Submit

- After submitting, you will receive an email asking you to verify your account.
- Check the email account you listed as your Primary Contact email in the last step. You should have received an email asking you to verify your registration.
- Click the link in the verification email, and then click the “Verify” button on the page you are taken to.

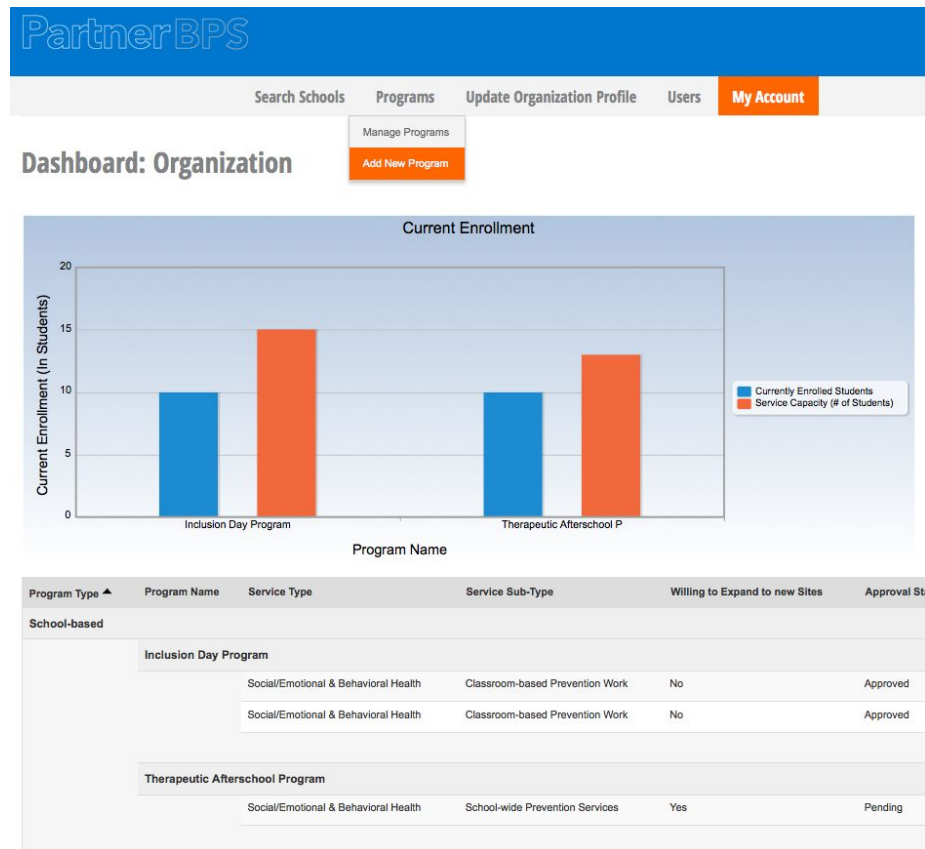




## **Step 2 : Registering Your Programs**

Now that you have successfully registered your Organization, you can begin adding information about all of the different Programs that you run that you would like to offer within BPS.

1. Return to PartnerBPS, and log in with the user credentials you created when you registered.
2. From your Organization's homepage, go to the Programs menu, and select the "Add new Program" option



1. Fill out the Program profile, which highlights the purpose and particulars of your program.
2. Click “Submit”, and the Program will be sent to the appropriate department for review and approval
3. Once the Program is approved, you will receive an email updating you on the Status change. Then you can begin to outline your existing Partnerships and **Searching** for new opportunities for your Programs.

Program Name *	<input type="text" value="ASPIRE Afterschool Program"/>	Brief Description of Program *	<input type="text" value="The Aspire Program provides activities and academic support for students referred by teachers and Administrators"/>
Program Type *	<input type="text" value="School-based"/>	Link to Program Page of Partner Website	<input type="text" value="www.aipinc.org/ASPIRE"/>
Service Type *	<input type="text" value="Enrichment"/>	Willing to Expand to new Schools	<input type="checkbox"/>
Service Sub-Type	<input type="text" value="Mentoring"/> <input type="text" value="Experiential Learning"/> <input type="text" value="Civic/Service-Learning"/> <input type="text" value="Project-based Learning"/> <input type="text" value="STEM"/> <input type="text" value="Art/Music/Dance/Theater/Media"/>	Associated Fees for Services	<input type="text"/>
Service Tier	<input type="text" value="--Select--"/>	Explanation of Fees	<input type="text"/>
Service Delivery Time	<input type="text" value="Before School"/> <input type="text" value="School Day"/> <input type="text" value="Afterschool"/> <input type="text" value="Weekend"/> <input type="text" value="Summer"/>	Enrollment Period	<input type="text" value="May-October"/>
Grade Level Served	<input type="text" value="Pre-School"/> <input type="text" value="Elementary"/> <input type="text" value="Middle School"/> <input type="text" value="High School"/>		

## **Step 3 : Registering your School Based Partnerships**

1. From your PartnerBPS Homepage, go to the Programs menu, and select “Manage Programs” to bring up a list of your Existing Programs. It will show all Pending and Approved Programs.
2. Click on the “Details” link of the Program you want to add a School Partnership for.

PartnerBPS

[Search Schools](#) **Programs** [Update Organization Profile](#) [Users](#) [My Account](#)

### Manage Programs

Programs - Result

Name	Type	Active	Date Submitted ▼	Service Delivery Time	Willing to Expand to new Sites	Approval Status
Test Program 10	School-based	Yes	5/5/2015		No	Approved <a href="#">Detail</a>
ASPIRE Afterschool Program	School-based	Yes	3/24/2015	School Day, Afterschool	No	Approved <a href="#">Detail</a>
Therapeutic Afterschool Program	School-based	Yes	3/17/2015	Afterschool	Yes	Pending <a href="#">Detail</a>
Inclusion Day Program	School-based	Yes	3/9/2015	School Day	No	Approved <a href="#">Detail</a>

Records 1-4 of 4

#### About PartnersBPS

PartnerBPS is dedicated to connecting quality programs and opportunities for Boston's students to the many schools within the Boston Public Schools system. [Learn more about us.](#)

#### Schools

PartnerBPS serves all 128 schools in the Boston Public Schools system. [Find a School](#) near you!

#### Register for PartnersBPS

If you are a Partner Organization, or would like to be, [register here](#)

#### Contact Us

Office of Institutional Advancement & Partnerships  
Boston Public Schools 2300 Washington Street, 6th Floor  
Roxbury, MA 02119  
[contact@partnerBPS.org](mailto:contact@partnerBPS.org)

1. From the Detail Page, you can review your existing Program information, **“Edit”** the Program Information, or **“Add New Partnership”** records by clicking the button at the bottom of the page
2. The Program details page will also include a list of all of the existing School Partnerships for that particular Program.

## Organization – Program Details – View Only

### Program - Detail

[Back](#)

Therapeutic Afterschool Program

<b>Program Type</b>	School-based	<b>Brief Description of Program</b>	Provides structured activities, including academic >>
<b>Service Type</b>	Enrichment	<b>Link to Program Page of Partner Website</b>	
<b>Service Sub-Type</b>	Experiential Learning	<b>Willing to Expand to new Sites</b>	Yes
<b>Service Tier</b>	Tier 2	<b>Associated Fees for Services</b>	
<b>Service Delivery Time</b>	Afterschool	<b>Explanation of Fees</b>	Our fees cover supplies and transportation and food.
<b>Grade Level Served</b>	Middle School	<b>Admission Times</b>	
<b>Approved by Admin</b>	Approved	<b>Active</b>	Yes

[Edit](#)[Add New Partnership](#)

### All partnerships with schools

#### Partnership Info

School Name	Contact Name	Contact Phone	Contact Email	Approval Status	
Boston Arts Academy	Bob	617-469-0074	jmagerman@aipinc.org	Approved	<a href="#">Details</a>

Records 1-1 of 1

1. Once you have filled out the Partnership record, including which school the Partnership is located at, and hit the “**Submit**” button, an email will be sent to the school’s partnership contact person.
2. The School Contact will Approve or Deny the Partnership request, and you will be notified by email.
3. Once your Partnership has been approved by the Principal/Partnerships manager for the school, you program and organization information will be visible from their school’s profile. Some examples of these profiles can be found at the end of this manual.

## Organization – Add Partnership

### Add Partnership for "Therapeutic Afterschool Program"

[Back](#)

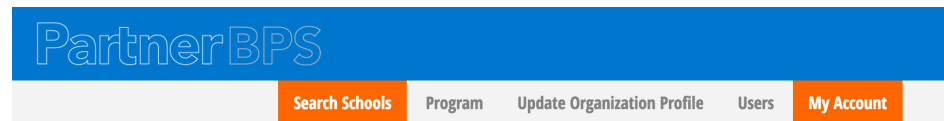
Partnership Label (with Year)	Therapeutic Afterschool Program 2015	School Name *	Boston Arts Academy
Start Date	04/06/2015	Primary Org Site Contact Name	Paul Reinert
End Date	06/19/2015	Primary Org Site Contact Phone	617-469-0074
Service Capacity (# of Students)	45	Primary Org Site Contact Email *	jmanager@aipinc.org
Currently Enrolled Students		Primary School-based Contact Name	Mr. Teacher
Length of Program (in weeks)	10	Primary School-based Contact Phone	617-000-0000
Avg. Weekly dosage per Student (in hours)	8	Primary School-based Contact Email *	jmanager@aipinc.org
Number of FTE on site	6	Service Delivery Time	Before School School Day Afterschool Weekend Summer
Description	The Therapeutic Afterschool program provides structured academic support and therapeutic life skills training for students. Students are referred by teachers and administrators.		

Submit

## **Step 4 : Searching for Schools to Partner With**



1. Now that you have all of your Programs registered and Approved, you can begin using the Search Schools function to find schools that are looking for your types of programs and services.
2. From the Organization Homepage, click on the Search Schools tab.



### Dashboard: Organization



1. Fill out the search form to help narrow it down to the schools looking for your types of services.
2. These search categories may change over time to make them more helpful to partner organizations.

## Organization – Search Schools

### School - Search

School Name

Network

Any  
A  
B  
C  
D  
E  
F  
G

Principal

Primary Contact Name

Partnership Expansion  
Areas

Any  
Academic Enrichment  
Academic Support  
Family Engagement  
Family Support  
Physical Health and Wellness  
Social/Emotional & Behavioral Health

Search

1. It will then return a list of all of the schools that meet your criteria, with the contact information of the appropriate person to reach out to for initial conversations.
2. Once you've found another good site, and have agreed on the service delivery details, you simply create a new Partnership record (as highlighted above).

The screenshot displays the PartnerBPS web application. The header is blue with the PartnerBPS logo and the Boston Public Schools logo. A navigation bar includes links for Search Schools, Programs, Update Organization Profile, Users, and My Account. The main section is titled "Search Schools" and shows "School - Result". Below this, there is a search bar and a "Sort by" dropdown. The results are listed in a table-like format with three rows, each representing a school. Each row contains contact information for the school, including Network, Address, Principal, Phone Number, Fax, Website, Primary Contact Name, Primary Contact Title, Primary Contact Email, Partnership Expansion Areas, and Student Body Size.

School	Network	Address	Principal	Phone Number	Fax	Website	Primary Contact Name	Primary Contact Title	Primary Contact Email	Partnership Expansion Areas	Student Body Size
Boston Arts Academy	Network G	Address 174 Ipswich St. Boston, MA 02215	Principal Anne Clark	Phone Number (617)635-6470	Fax (617)635-8854	Website	Anne Clark	Principal	jnagerman@aiplinc.org	Academic Support, Family Engagement, Family Support, Physical Health and Wellness	450
Samuel Adams Elementary School	Network A	Address 165 Webster Street, East Boston 02128	Principal Hannah Irvin	Phone Number 617-635-8383	Fax 617-635-7822	Website	Hannah Irvin	Principal	adams@bostonpublicschools.org	Academic Support, Family Engagement, Family Support, Physical Health and Wellness	
Dante Alighieri Elementary Montessori School	Network A	Address 37 Cove Street, East Boston 02128	Principal Mayra Cuevas	Phone Number 617-635-8529			Mayra Cuevas	Principal	alighieri@bostonpublicschools.org	Academic Support, Family Engagement, Family Support, Physical Health and Wellness	

## Example Outputs for Public Consumption through School Search

# Example School Profile

- The Public will be able to search Schools to see what additional services are provided there.
- Each School will have a Profile providing details about the school, and a list of Partner Programs currently operating there
- Programs will be grouped by focus area (e.g. Arts, Behavioral Health, Family Supports, etc.), and interested parties can click through from the basic record to the Partnership Profile.

## School Details


Name	Boston Arts Academy
Brief Description of School	
Grades served	
School Hours	
Student Body Size	450
Network	G
Address	174 Ipswich St. Boston, MA 02215
Principal	Anne Clark
Phone Number	(617)635-6470
Fax	(617)635-8854
Website	
S Primary Contact Name	Anne Clark
Primary Contact Title	Principal
S Primary Contact Email	<a href="mailto:jnagerman@alpinc.org">jnagerman@alpinc.org</a>

SERVICE TYPE ^	PROGRAM NAME	SERVICE SUB-TYPE	SERVICE CAPACITY	CURRENTLY ENROLLED STUDENTS	HOURS PER WEEK	GRADE LEVEL SERVED	
Academic Support							
	Test Program 1	College Readiness	25		3	Elementary, Middle School	<a href="#">Detail</a>
	School Volunteer Program	Tutoring	10	8	1	Pre-School, Elementary, Middle School, High School	<a href="#">Detail</a>
Enrichment							
	Josiah-Quincy School Based Mentoring Program	Mentoring			1	Elementary	<a href="#">Detail</a>
	Therapeutic Afterschool Program	Experiential Learning	13	8	4	Middle School	<a href="#">Detail</a>

# Example Partnership Profile

- After selecting a Program from the School Profile, there will be a Partnership Profile
- The Partnership Profile will contain more information about the Organization and Program
- The Profile will also contain details about the capacity for that particular site, and the contact details for the organization's point person.

## School Partnership Details

	
<b>Name</b>	The Alliance for Inclusion and Prevention
<b>Organizational Mission</b>	To advance school achievement and life outcomes for children facing serious social, emotional, or behavioral challenges or other risk factors. We health, youth development, and educational programs and partnerships to support and strengthen children and families in Massachusetts. Our public policy reforms in education and children's mental health.
<b>Description</b>	Alliance for Inclusion and Prevention ("AIP") is a private, nonprofit children's mental health and special education organization that provides school youth facing social, emotional, behavioral, and academic challenges. A small, innovative organization focused on demonstrating new and more effective health and school success of children at high risk, AIP has defined a new model of public/private partnership for serving children with behavioral challenges.
<b>Partnership History</b>	AIP has been working with BPS since 1995, providing behavioral supports within the Washington Irving Middle School. Our presence has since evolved.
<b>Phone</b>	617-469-0074
<b>Primary Address</b>	105 Cummins Highway Roslindale Massachusetts 02131
<b>Website</b>	<a href="http://www.aipinc.org">www.aipinc.org</a>



<b>Program Name</b>	Therapeutic Afterschool Program
<b>Program Type</b>	School-based
<b>Service Type</b>	Enrichment