



# HOLIDAY WISHES

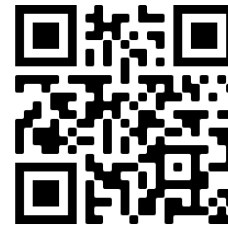
A program of Partnerships for Children

## Holiday Wishes Portal

The new Holiday Wishes(HW) Portal provides easier access to workers and will allow for more efficient processes to provide youth gifts for the Holidays. See below for instructions on how to submit youth and [Click here](#) to watch a short instructional video.

How to submit youth:

1. Click the link below to launch the HW portal or scan the QR code below.
  - a. Please note, portal works best using your Google Chrome Browser.  
<https://bit.ly/3BdMq4S>
2. Use your DFPS email to login to the portal.
  - a. **All DFPS contacts have been pre-loaded into the system.**  
In the event your DFPS email does not log you in (i.e. you are a new Case Worker), you can add yourself using this link.
  - b. Once logged in, you will see two tabs at the top of the screen "All My Youth" and "Youth Missing Info". This is where you can see all youth submitted and edit youth that the HW team feels needs more info.
3. To add youth, click the Plus sign at the bottom right corner of your screen.
4. Enter all youth's information.
  - a. Please add as much info as possible and include all info needed(i.e. if a youth is asking for clothing, please enter all sizes needed.
  - b. Personal info should include child's interests and favorites. This helps sponsors provide gifts the youth will enjoy.
  - c. If a youth is missing info, you will receive an email from our team and you can update their info under the "Youth Missing Info" tab.
5. Click "Save" once all info has been entered. You will see that youth listed in your "All My Youth" tab.
  - a. Please note, you are not able to edit a youth once they have been saved. If you need to edit a youth's info, please email [caseworker@partnershipsforchildren.org](mailto:caseworker@partnershipsforchildren.org).
6. Continue adding youth until all youth have been added.



We appreciate your time and willingness to participate in this program. Our goal is turn wishes into smiles for youth in Region 7, we can't do it without you!

For more information visit

<https://partnershipsforchildren.org/caseworkers/>

**Questions?**

[caseworker@partnershipsforchildren.org](mailto:caseworker@partnershipsforchildren.org)