



HOLIDAY WISHES

A program of Partnerships for Children

Youth Missing Info

The Holiday Wishes Team will review all youth submitted to the program. We ask that all info is provided so our sponsors are able to provide gifts the youth will enjoy. If a youth you submitted is missing info, you will receive an email to update their information. Please do this as soon as possible so we can match the youth to a sponsor.

Follow the steps below to update a youths info.

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.
3. Once logged in, Click the "Youth Missing Info" tab at the top of your screen.
 - a. You will see any youth that are missing info listed here.
4. Review each youth to see what needs to be updated.
 - a. Examples of missing info are:
 - i. Youth requested clothing and sizes are missing
 - ii. Wishes are all listed as "age appropriate toy".
 1. We ask that wishes be as specific as possible. Many of our donors may not have kids and won't know what to get the youth.
 - iii. The age listed doesn't match to the wishes listed.
 1. If a child is developmentally delayed, please list that under the personal info field.
5. Once you see what needs updating, toggle your mouse over the column. You will see a "pencil icon". Click there to edit that field.
6. Once the info has been updated, our team will review the youth to match them with a donor.
7. If you are unsure why a youth is listed under "missing info", please email caseworker@partnershipsforchildren.org.

For more information visit

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

Questions?

caseworker@partnershipsforchildren.org