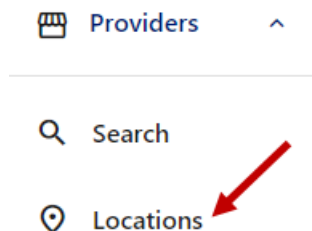


TX Child Care Connection – Provider Opening

The **Provider > Opening** page is updated by the Provider to show which programs are open for families when they are available.

- A** Click on **Locations** under **Providers**.



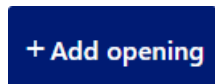
- B** Search for the location by name or filter by Team or County. Click on the name in the Search Results.

A screenshot of the search results for '123 Learning Center'. The search bar at the top contains '123 learning center'. Below the search bar, there are filters for 'Team' and 'County'. A table of results is shown with columns: Name, License #, Address, County, Business, and Team. The first row is '123 Learning Center' with license # 1729615, address 5418 BAKERSFIELD ST, and county BEAR. A red arrow points to the '123 Learning Center' link in the Name column.

- C** Press **Programs**.

A screenshot of the '123 Learning Center' profile. The profile is titled '123 Learning Center' with a green status indicator and a dropdown arrow. Below the title, there are tabs: Profile, Programs, Openings, License, and More. A red arrow points to the 'Openings' tab. A green 'Published' button is visible in the top right corner.

- D** To add an Opening, press **+ Add Opening**.



- E** Enter the Opening information, then press **Save**.

A screenshot of the 'Add openings' form. The form has a title 'Add openings'. Below the title, there are fields for '# of openings' (with a value of 1), 'Date available' (with a date of August 28, 2023), and 'For which programs?' (with a dropdown menu showing 'Select all that apply'). At the bottom of the form, there are two buttons: 'Cancel' and 'Save'. A red arrow points to the 'Save' button.

Note: Board Admins can update existing Openings.