

Creating a Partner in YW Regional Lead Portal

1 Navigate to <https://commcorp.my.site.com/YWRegionalLeadPortal/s/>

The screenshot displays the YouthWorks HUB portal. At the top, there's a navigation bar with links: Home, Youth Participations Report, and WorkSite Assignment Report. Below this is a hero banner with the text "Putting Teens and Young Adults on the Path to Employment". Four large orange buttons are visible: "Create Partner" (with a handshake icon), "Create WorkSite" (with a wrench and screwdriver icon), "Create Youth Application" (with a document icon), and "Create Youth Profile" (with a person icon). Below the buttons is a horizontal menu with tabs: "Partner Orgs" (selected), Partner Contacts, Worksite Orgs, Grant, Youth Applications, List of Youth Profiles, List of Youth Participations, and More. The "Partner Orgs" tab shows a list of 6 items, sorted by Organization Name. The table below lists the organizations.

	Organization Name ↑	Primary Stat...	P...	Pri...	Zip ...	County	MassHire Workf...	R...	Pr...	P...	Last Modified Date
1	<input type="checkbox"/> Carlos Fuentes Organization	MA	US	02150	02150	Suffolk	Metro North				5/6/2025 2:22 PM
2	<input type="checkbox"/> C...										

2 Click "Create Partner"

The screenshot shows the YouthWorks HUB dashboard. At the top, there's a navigation bar with links: Home, Youth Participations Report, and WorkSite Assignment Report. Below this is a banner image of people sitting on chairs. The main heading is "CC | YouthWorks HUB" with the tagline "Putting Teens and Young Adults on the Path to Employment". There are four large orange buttons: "Create Partner" (highlighted with a red circle), "Create WorkSite", "Create Youth Application", and "Create Youth Profile". Below these buttons is a section titled "Partner Orgs" with a dropdown menu. Under the dropdown, there's a table with 6 items, sorted by Organization Name. The first item is "Carlos Fuentes Organization" with details: MA, US, 02150, Suffolk, Metro North, and a last modified date of 5/6/2025 2:22 PM.

Search...

Home Youth Participations Report WorkSite Assignment Report

CC | YouthWorks HUB Putting Teens and Young Adults on the Path to Employment

Create Partner Create WorkSite Create Youth Application Create Youth Profile

Partner Orgs Partner Contacts Worksite Orgs Grant Youth Applications List of Youth Profiles List of Youth Participations More ▾

Partner ▾

6 items • Sorted by Organization Name • Filtered by All organizations - YW_Type • Updated 2 minutes ago

Search this list...

	Organization Name ↑	Primary Stat...	P...	Pri...	Zip ...	County	MassHire Workf...	R...	Pr...	P...	Last Modified Date
1	<input type="checkbox"/> Carlos Fuentes Organization	MA	US	02150	02150	Suffolk	Metro North				5/6/2025 2:22 PM
2	<input type="checkbox"/>										

3 Enter Partner Information

The screenshot shows the "Create a Partner" form in the YouthWorks HUB dashboard. The form has a "Back" button in the top right corner. The form fields are: Organization Name, Primary Street, Primary State/Province, Primary City, Primary Zip/Postal Code, Primary Country (set to US), First Name, Last Name, Primary Email, and Business Phone. A red circle highlights the "Create Partner" button at the bottom right.

Search...

Home Youth Participations Report WorkSite Assignment Report

Back

Create a Partner

* Organization Name

* Primary Street

* Primary State/Province

* Primary City

* Primary Zip/Postal Code

Primary Country US

* First Name

* Last Name

* Primary Email

* Business Phone

Create Partner

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Once information is complete

YouthWorks HUB

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Create a Partner

* Organization Name	Carlos Fuentes Organization
* Primary Street	1234 Main Street
* Primary State/Province	MA
* Primary City	Chelsea
* Primary Zip/Postal Code	02150
Primary Country	US
* First Name	Carlos
* Last Name	Fuentes
* Primary Email	Cfuentes@commcorp.org
* Business Phone	9999999999

Create Partner

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Click "Create Partner"

YOUTHWORKS HUB

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Create a Partner

* Organization Name Carlos Fuentes Organization

* Primary Street 1234 Main Street

* Primary State/Province MA

* Primary City Chelsea

* Primary Zip/Postal Code 02150

Primary Country US

* First Name Carlos

* Last Name Fuentes

* Primary Email Cfuentes@commcorp.org

* Business Phone 9999999999

Create Partner

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Once in the Partner Organization Profile, scroll down to contacts

YOUTHWORKS HUB

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Organization Carlos Fuentes Organization

Follow

Primary Address	EIN	Website	Phone	Industry
1234 Main Street Chelsea, MA 02150 US				

Organization Name Carlos Fuentes Organization

YW_Type YW_Partner

YW Type 2

Address

Primary Address 1234 Main Street
Chelsea, MA 02150
US

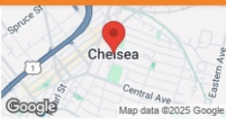
7

Click on the Contact name

YouthWorks HUB

Search...

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Zip Corrected
02150

County
Suffolk

MassHire Workforce Board Area
Metro North

Reason for WBA change

Previous WBA

MassHire Region
Greater Boston

Related Partner Contacts

Contacts (1)

1 item • Sorted by Last Name • Updated a few seconds ago

Contact Name	Title	Primary Email	Business Phone	Last Modified D...	Last Modified ...	First Name	Last Name ↑
1 Carlos Fuentes		cfuentes@commcorp.org	(999) 999-9999	5/6/2025 2:27 PM	Isena	Carlos	Fuentes




View All

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Submit for Approval to YouthWorks Team

YouthWorks HUB

Search...



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Contact

Carlos Fuentes

+ Follow

Submit for Approval

Title

Organization Name

Phone (2) ▼

Primary Email

Carlos Fuentes Organization

(999) 999-9999

cfuentes@commcorp.org

▼ Contact Details

Name

Carlos Fuentes

Organization Name

Carlos Fuentes Organization

Title

Role in Youthworks Program

Partner contact Approved

☐

YW_Type

YW_Partner

Fiscal Contact Approved

☐

Youthwork Onboarding completed

☐

Primary Email

cfuentes@commcorp.org

Made with Scribe - <https://scribehow.com>

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