



## Instructions for ONE Participants

Thank you for agreeing to participate in the Online Network for Entrepreneurs (ONE). This database will provide valuable information for aspiring entrepreneurs and business owners throughout north Louisiana. To provide good referrals for you, it is very important that we include complete and accurate information about your organization. This message includes all the content related to your organization's listing for the ONE. Please review each page carefully and follow the steps outlined below.

### Page 1: Demographic Filters

Select all the characteristics listed which describe your clientele. If you do not limit services to any specific sub-groups or target populations, you will check every category on this page. If a characteristic is not checked, that type of client will not be referred to your organization.

### Pages 2 - 5: Service Categories

Check only the services that your organization directly provides. The choices are grouped by topics to help you identify the types of service that will be used to direct referrals to you. Most organizations find their services are primarily limited to a few topics and it is not unusual for some organizations to select only a few, very specific services. The type of services usually offered by Advisors and Consultants are listed on pages 2-4. Services generally provided by Governmental Entities and Economic Development Organizations are found on pages 4 and 5. On page 5, please note any other services that your organization provides that are not included in the list.

### Page 6: Organization Summary

Review the brief summary of your organization and provide feedback on page 7.

### Page 7: Information Approval

Indicate whether the organization summary is correct or explain what revisions are needed. Complete and sign the approval form. Return this form along with pages 1-6 by

Faxing: (318) 257-4442,

Mailing: LA Tech TBDC, PO Box 3145, Ruston, LA 71272, or

Emailing: [resourcenavigator@latech.edu](mailto:resourcenavigator@latech.edu).

Getting the initial profile for your organization set up correctly takes time and effort. Your commitment to helping us provide an effective description of your organization and its services is truly appreciated. Please contact me at (318) 257-3537, if you have any questions.

Sincerely,

Kathy Wyatt