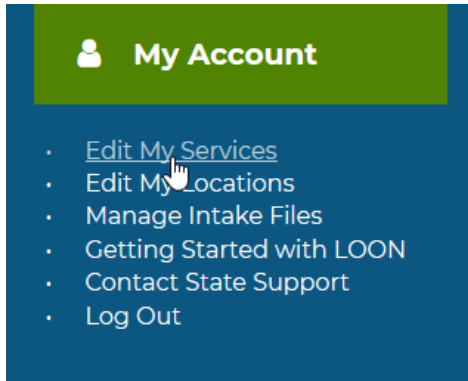


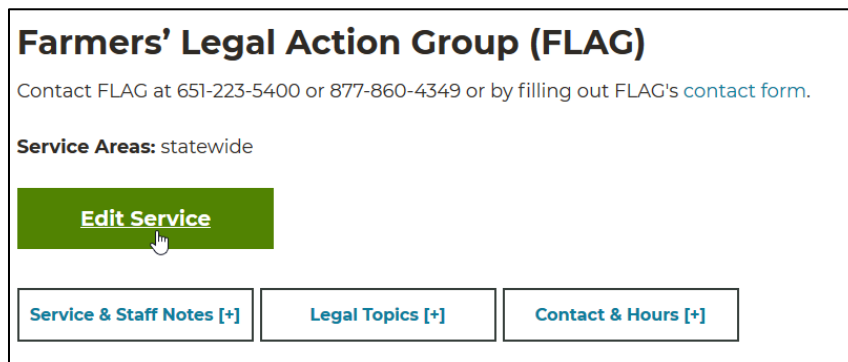
Translating Services in LOON – 6 Easy Steps!

If you have translated the Description and Application Process sections of your listing, use this guide to add those translations. Other parts of your listing (like days of the week in your schedule) are automatically translated.

1. Click Edit My Services under My Account

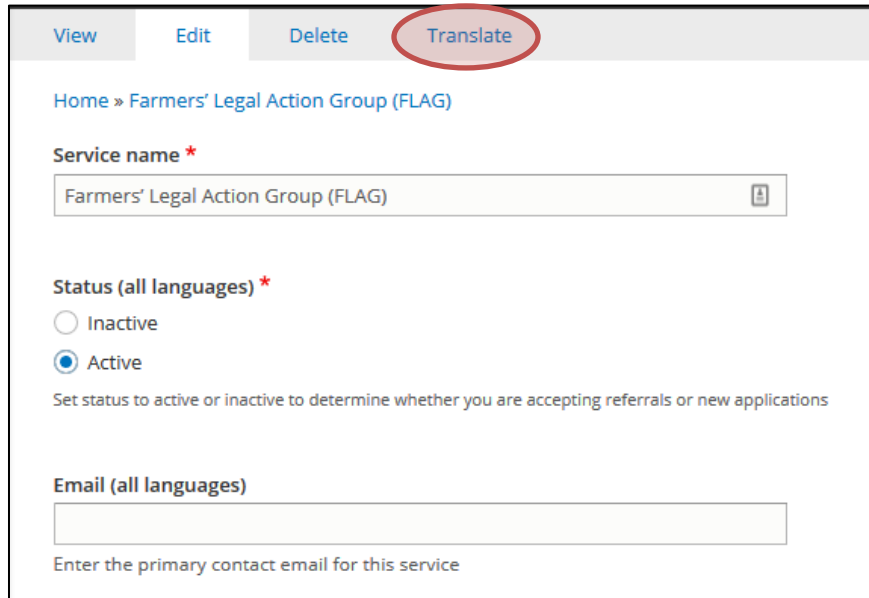


2. Click the “Edit Service” button for the Service you’d like to translate



Translating Services in LOON – 6 Easy Steps!

3. Click “Translate” in the top gray bar.



The screenshot shows a web interface for managing a service. At the top, there is a gray navigation bar with four buttons: 'View', 'Edit', 'Delete', and 'Translate'. The 'Translate' button is circled in red. Below the navigation bar, the breadcrumb 'Home » Farmers' Legal Action Group (FLAG)' is visible. The main form area contains the following fields:

- Service name ***: A text input field containing 'Farmers' Legal Action Group (FLAG)' with a small icon to its right.
- Status (all languages) ***: Two radio buttons, 'Inactive' and 'Active'. The 'Active' radio button is selected. Below the radio buttons is a note: 'Set status to active or inactive to determine whether you are accepting referrals or new applications'.
- Email (all languages)**: An empty text input field. Below it is a label: 'Enter the primary contact email for this service'.

4. Click “Edit” next to the language you’d like to edit

Home » Farmers' Legal Action Group (FLAG)

Language	Translation	Status	Operations
English (Original language)	Farmers' Legal Action Group (FLAG)	Published	Edit
Spanish	Farmers' Legal Action Group (FLAG)	Published	Edit ▼
Hmong	Farmers' Legal Action Group (FLAG)	Published	Edit ▼
Somali	Farmers' Legal Action Group (FLAG)	Published	Edit ▼

Translating Services in LOON – 6 Easy Steps!

5. In **Service name**, **Application process** box and **Staff description** box, delete the English text (automatically prepopulated from the English listing) and type in your translated text.

Service name *

Application process

B I U | [List Bulleted] | [List Numbered] | [Link] | [Image] | [Quote] | [Table] | [Code] | [Source HTML] | [Text Color] | [Background Color] | [Undo] | [Redo]

Normal | Estilo

Contact FLAG at 651-223-5400 or 877-860-4349 or by filling out FLAG's contact form

TRANSLATE
Application Process

body p

STAFF NOTES *

Staff notes (all languages)

B I U | [List Bulleted] | [List Numbered] | [Link] | [Image] | [Quote] | [Table] | [Code] | [Source HTML] | [Text Color] | [Background Color] | [Undo] | [Redo]

Formato | Estilo

FLAG primarily provides advice and brief service, but may take full representation cases for impact litigation. FLAG's most common case types are financial cases (e.g., bankruptcy, foreclosure, access to credit) that keep farmers on the land.

FLAG also provides disaster assistance.

DO NOT TRANSLATE
Staff Notes

Service description *

B I U | [List Bulleted] | [List Numbered] | [Link] | [Image] | [Quote] | [Table] | [Code] | [Source HTML] | [Text Color] | [Background Color] | [Undo] | [Redo]

Normal | Estilo

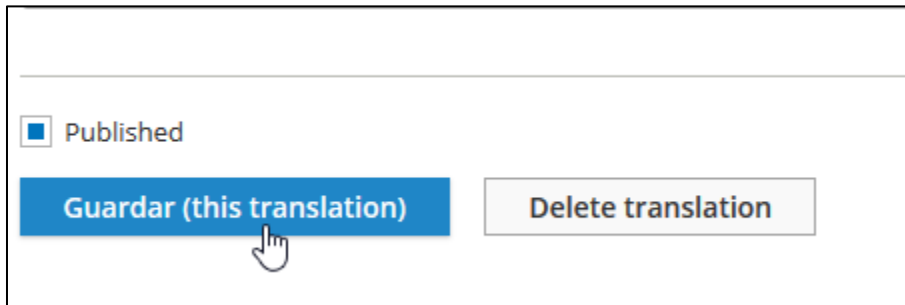
Farmers' Legal Action Group (FLAG) is a nonprofit law center dedicated to providing legal services and support to family farmers and their communities in order to help keep family farmers on the land.

TRANSLATE
Staff Description

body p

Translating Services in LOON – 6 Easy Steps!

6. Click Save (the “save” will be translated in Spanish & Hmong; it’s always the blue button at the bottom!)



If you're ever unsure about which language listing you are editing, check the bottom right-hand corner of your screen for a color-coded box:

