

ABC Instructions for Business Partners

Register

Getting Started: Start by visiting www.fcps.org/abc and clicking “Business partners: Register Here.”

Fill out the request to create a business/organization profile. Click “Return to Main Page” on the “Thank You” screen.

In 3-5 business days, you will receive an approval email from the FCPS Partnership Coordinator with a confirmation link. When you receive it, click on the confirmation link to finish registering your business, as follows:

Step 1: Choose an ABC username and password.

Step 2: Enter your business information as you want it to appear in the ABC Partner Directory. Be sure to include your company’s logo and a brief bio or description of your business.

Step 3: Choose a profile manager for your business and enter the manager’s contact information. This will be the person educators will contact if they want to take you up on your offer.

Although managing a business profile requires very little effort, you’ll want to choose a profile manager who can serve as the point of contact for your business and keep an eye on your ABC activity.

Step 4: Click “Return to Main Page” on the “Thank You” screen. You will receive an email with an activation link. After clicking the activation link, your business will appear in the Partner Directory, and you will be able to begin posting offers.

Create offers

Step 1: Log back into ABC with your username and password.

Step 2: Click “Create New Offer.”

Step 3: Fill out the following fields:

Step 3A: Choose an offer name to be the title of your offer (i.e. “Financial Literacy Speaker”). The offer name should NOT be a person’s name.

Step 3B: Choose a category from the drop down menu. If you are unsure which category to choose, you can reference the category descriptions on the ABC resource page:
www.fcps.org/abc

Step 3C: Choose an expiration date for your offer using the drop down menu.

Step 3D: Write a brief description of your offer in **300 characters** (not 300 words) or less.

Example: National Bioforensic Analysis and Countermeasures Center Director can share microbiology expertise in conducting and coordinating biocrime analysis. (Guest Speaker Offer)

Make Connections

In addition to entering your own business offers, you can browse active school requests under the “Requests” tab in ABC to see if you might be able to meet an existing school need. You can use the filters at the top of the page to narrow your search; you can search by category, school or by typing a key word into the search bar.

If you see a school request that you can meet, click “Contact Requester” to make a connection with that educator.

After clicking “Contact Requester,” contact information will appear under the request. You can contact that educator directly to meet the request by clicking on the email address that appears.

Contact: If you have questions, please contact Tiana Haile, FCPS Community Engagement Coordinator: mindy.bankey@fcps.org or 301-696-6902.

Please note: Regulation #200-7.II.I, Sales Representatives in Schools, states:

“Sales representatives should not be permitted in schools for the purpose of conducting sales that commit the Board of Education. As it is necessary for schools to consult sales representatives regarding special or highly technical details of their product, the sales representatives should request such visits through the Purchasing Department.”