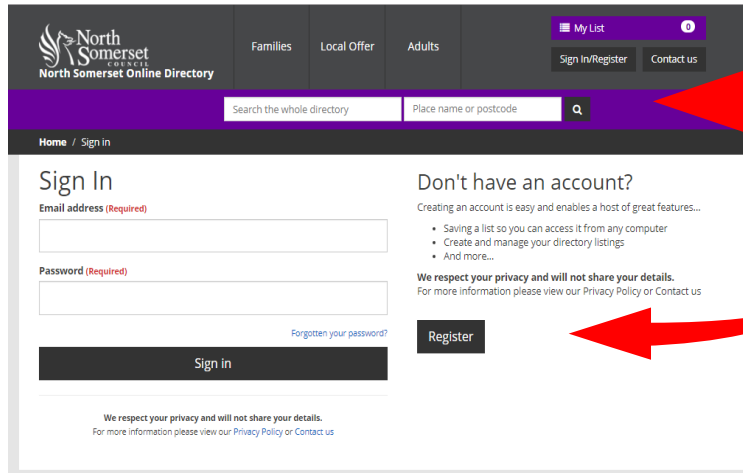**A guide on how to:**

Create your account on the North Somerset Online Directory

To add a new entry or update an existing entry you will need to have registered for an account.
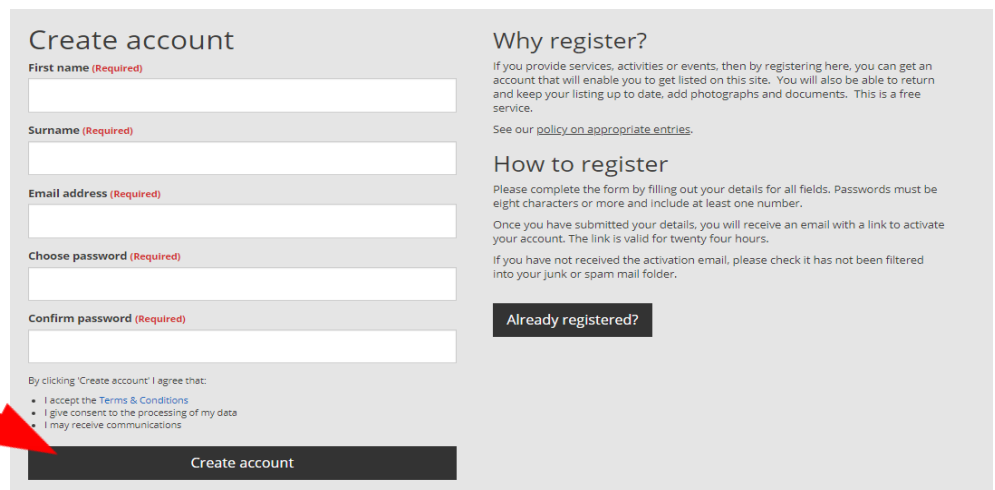
From any page in the directory, you can sign in or register

To create an account, click Register

**Complete your new account details**

We have a policy outlining what is an appropriate entry, follow this link to the Policy

Once you have completed your details click *Create account*

Once you have clicked "Create Account" you will receive 2 emails. The first will ask you to confirm/validate your email (**the link is valid for 24 hours**). The second confirms you have validated your email address and your account is now active.
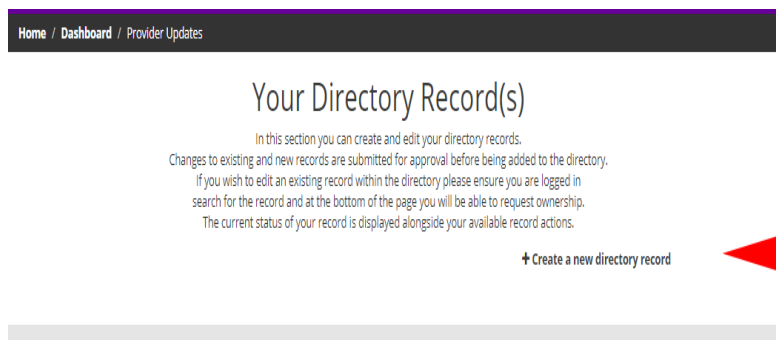
If you have not received the activation email, please check it has not been filtered into your junk or spam mail folder.
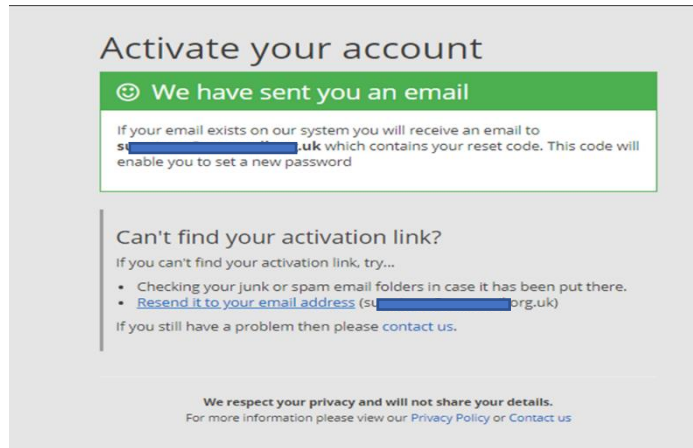
Log in and manage your page listings

When you log on with your new registration, the first screen seen will give you 5 options.

To create your entry or manage listings, select the "**Manage your listings**" icon.
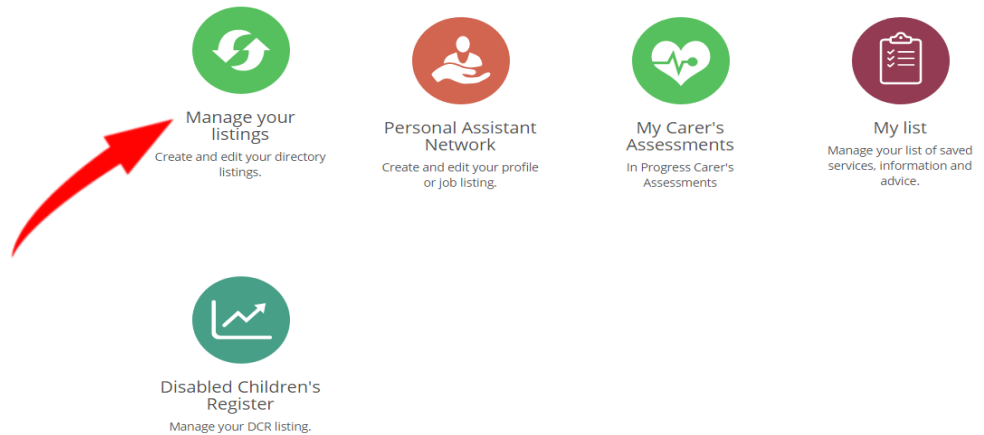
When you click this icon, this option is to **+Create a new directory record**
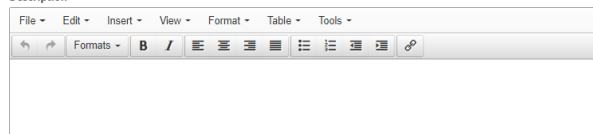
Create a new directory record

Create a new record

Listing Details

Please provide your listing with a short title that will be meaningful to members of the public. Don't use the same title for multiple listings. Also provide a short description using plain English to describe what your listing is about.

Please enter your service title

Description

File ▾   Edit ▾   Insert ▾   View ▾   Format ▾   Table ▾   Tools ▾

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Follow the instructions on the page, and entry your organisations details.

You need to give a clear title to describe your service.

Under **description**, give a brief description of your service, what does it provide? What can people expect from your service?

Make the description as clear as possible, avoid jargon. Have a quick scroll down this page to see the rest of the template – there are other places to put information such as contact details, opening times and where to find you.

The next part for you to complete is

Contact Details (these will provide people with a contact in case they require further informaiton about your organisation and will be displayed on the Directory website).

and Venue Details (always provide a full address and correct postcode for your venue. If people are searching on a particular postcode area this will ensure your entry is visible on the listed results and if the Show results on a map is selected)

Contact Details

Please give the details of who people should contact to find out more. You must provide at least a telephone number or email address. These contact details will be displayed on the website.

Please enter contact name

Please enter contact position

01934 416 486

Please enter contact telephone

Add another contact telephone

info@vansmail.org.uk

http://www.vansweb.org.uk

Venue Details

Please provide a full address and postcode for your venue. It is particularly important that you provide the correct postcode as this will be used by the site in locating your venue for users

Please enter venue name

📍 Show results on map

Cost Information

Table of Costs

Amount	Cost Type	Remove
Enter a cost amount	Please choose... ▾	✖

Add another cost

Please enter any details about your costs

Date & Time

Please provide a brief sentence on when your service/activity takes place or is open, such as; 'Open Monday to Friday from 9am until 6pm' or 'Tuesday evenings from 7pm -9pm' or 'Wednesday, 11th April 2012'.
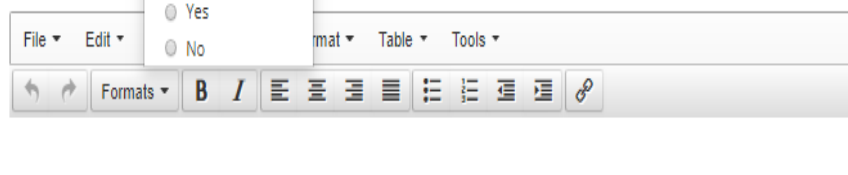
Please enter date / time the event is on

Time of Day None selected ▾

Please enter session information

Add extra session information

Other Details

Please provide brief details in all of the applicable boxes. If there is nothing to say, then just leave that box blank.

Referral required? Please choose... ▾

○ Please choose...
○ Yes
○ No

Referral and availa

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Cost Information

If your service is Free, select Free from the drop down box under Cost Type.

Should your organisation charge you have a number of options also under cost type. These can be added or removed accordingly.

Date and Time provides opportunities for organisations to describe their opening times and dates when they are available.

In this section **Other Details**, if your organisation wishes to enter other details or indicate if referrals are required. Please complete or is there is nothing to add leave the box blank and continue to the next section

In the **Additional Information** box, there is an opportunity to provide information in support of your listing for example if you cater for a specific audience or location.
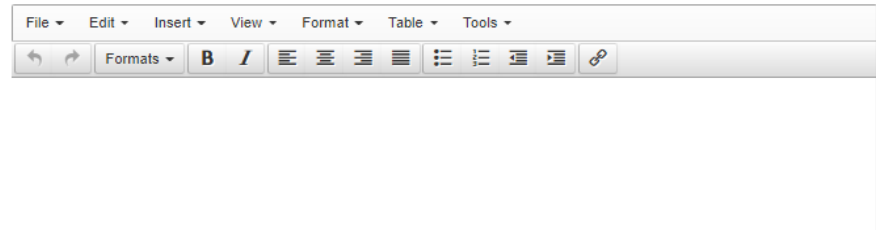
There is also a option to chose other filters and selecting those that are appropriate to you will help when people are navigating the directory.

Finally, you have the

Additional Information

Please provide additional information in support of your service listing. This can include: whether you are able to cater for additional needs, if you cater for a specific audience, or cover specific locations.

Please provide any additional information

File ▾   Edit ▾   Insert ▾   View ▾   Format ▾   Table ▾   Tools ▾

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Other filters   None selected ▾

🔍 Search
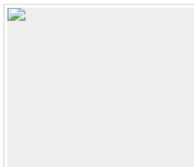
☐ Select all
☐ Please choose...
☐ Service/Activity is Free
☐ Has immediate vacancies
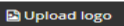☐ Not-for-Profit Organisation
☐ Service is supported by volunteers

Media

Logo

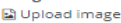option to load up logos and images for your organisation.

Once completed, click on **Save Record.** Please note: changes to existing and new records are submitted for approval before being added to the directory.

Media

Logo

Upload a logo

📷 Upload logo

Media

Images

📷 Upload image
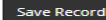
Description	Download	Remove

📄 Add a new document
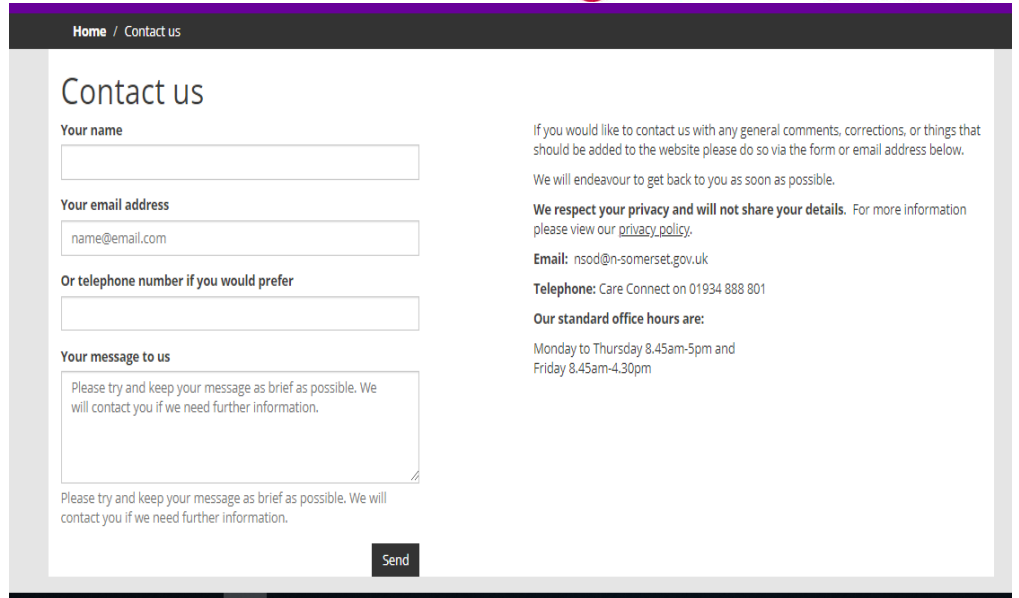
Save Record   Cancel Changes

Your Directory records - How to edit

In this section we will show you how to edit your directory records. *Please note that if you do not have access to the record (Record Editor) for your organisation you will not be able to amend and the following steps should be taken. The message you will see is*

This record is under management by another user. Please contact us if you think you should be able to update this record.
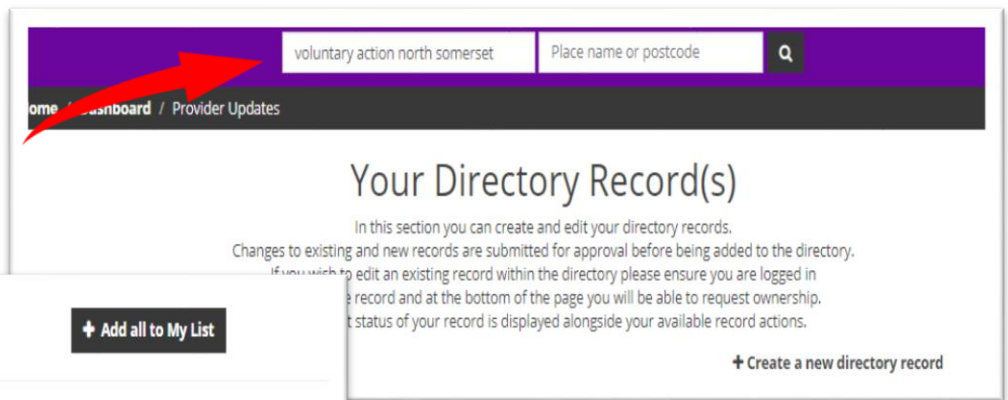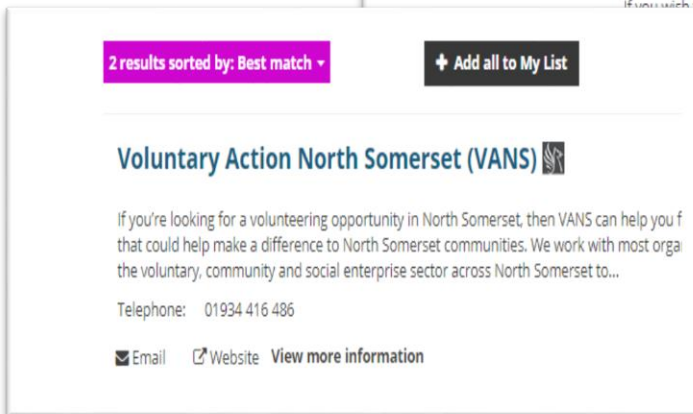
If this is the case, click the "please contact us" in this message and it will take you to the Contact Us page where you can send an email message or phone Care Connect on 01934 888801 who will put you through to a member of the North Somerset Online team.

Once your access to your organisation's page is allocated to your account return to the directory and log on.

From this screen, go to the search area and type in our organisation name. This will bring up the entry on the directory

When you click onto the entry the note at the bottom of the page has now changed to "Apply here to update this record"

☑ Apply here to update this record. You may be contacted to process your application.

Your Directory Record(s)

In this section you can create and edit your directory records.
Changes to existing and new records are submitted for approval before being added to the directory.
If you wish to edit an existing record within the directory please ensure you are logged in
search for the record and at the bottom of the page you will be able to request ownership.
The current status of your record is displayed alongside your available record actions.

Record Title	Status	Actions
Voluntary Action North Somerset (VANS)	Access pending	

+ Create a new directory record

If requesting to make amendments to the record, your request will be sent to the Directory team.

See status

If you are the Record Editor or **no** Record Editor is allocated to your page entry the following steps to amend are as follow

Your Directory Record(s)

In this section you can create and edit your directory records.
Changes to existing and new records are submitted for approval before being added to the directory.
If you wish to edit an existing record within the directory please ensure you are logged in
search for the record and at the bottom of the page you will be able to request ownership.
The current status of your record is displayed alongside your available record actions.

Record Title	Status	Actions
Voluntary Action North Somerset (VANS)	Public	Choose your action ▼

+ Create a new directory record

Your options are now Update record, View record, Delete record (click onto Choose your action)

View Record allows you to view the current entry on the Directory as viewed by the public.

Select **UPDATE RECORD.** Make your amendments to the parts of the records you wish to amend

Listing Details

Please provide your listing with a short title that will be meaningful to members of the public. Don't use the same title for multiple listings. Also provide a short description using plain English to describe what your listing is about.

Voluntary Action North Somerset (VANS)

Description

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If you're looking for a volunteering opportunity in North Somerset, then VANS can help you find a role that could help make a difference to North Somerset communities.

We work with most organisati
need to fill, via our VC Broker
fundraising, gardening, befrie
commitments.

If you want to fill a voluntary
monthly newsletter, so please

Contact Details

Please give the details of who people should contact to find out more. You must provide at least a telephone number or email address. These contact details will be displayed on the website.

Please enter contact name

Please enter contact position

01934 416 486

Please enter contact telephone

Add another contact telephone

info@vansmail.org.uk

http://www.vansweb.org.uk

Venue Details

Please provide a full address and postcode for your venue. It is particularly important that you provide the correct postcode as this will be used by the site in locating your venue for users

Please enter venue name

Cost Information

Table of Costs

Amount	Cost Type	Remove
Enter a cost amount	Please choose... ▾	✖

Add another cost

Please enter any details about your costs

Date & Time

Please provide a brief sentence on when your service/activity takes place or is open, such as; 'Open Monday to Friday from 9am until 6pm' or 'Tuesday evenings from 7pm -9pm' or 'Wednesday, 11th April 2012'.

Please enter date / time the event is on

Time of Day None selected ▾

Please enter session information

Add extra session information

Other Details

Please provide brief details in all of the applicable boxes. If there is nothing to say, then just leave that box blank.

Referral required? Please choose... ▾

Referral and availability notes

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Additional Information
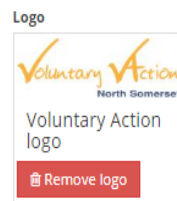
Please provide additional information in support of your service l
additional needs, if you cater for a specific audience, or cover spe

Please provide any additional information

| File ▾ | Edit ▾ | Insert ▾ | View ▾ | Format ▾ | Table ▾ |

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Other filters Not-for-Profit Organisation, Service is supported by volunteers ▾

Media

Logo

Voluntary Action logo

🗑 Remove logo

Media

Images

🖼 Upload image

Description	Download	Remove

Once completed, click on **Save Record.**   Please note: changes to existing and new records are submitted to the Directory team for approval before being added to the directory.