THE BURY DIRECTORY

Helping People to Help Themselves

A 'How To' Guide: Creating an Account on The Bury Directory and Updating Entries

1. Creating an Account

Step 1

Register your new account

To add a new entry or to update an existing entry on the directory you will need an account.

In order to create an account you need to click 'Register'

Register

Step 2

Complete new account details

You will then need to complete the details on the **registration** page.

Once you have completed all the required fields, you will need to click **'submit'**.

First Name

First Name

Last Name

Last Name

Email Address

Your Email

Password

Password

Confirm Password

Confirm Password

By creating an account, I agree that:

☐ I accept the Terms and Conditions
☐ I give consent to the processing of my data
☐ I may receive communications about my account

SUBMIT

Step 3

Activate your account via email

Activate account

We have sent you an email

Do not close this window. You will need it to enter your activation code.

We have sent an email to **childinfo@bury.gov.uk** which contains your activation code.

Enter activation code (Required)

Activate account

Activate code is required for security and to confirm your email address.

Once you have completed the details and clicked submit, you will be sent an **activation code** to the email address you supplied and be automatically directed to this page.

Enter your activation code, click Activate account.

2. Updating Page Entries

Step 4

Log in and manage your page listings

If you have existing page entries then you will see a page with a list of page names and titles like the example below.

In order to update it, you will need to click 'edit' in the top right hand corner.

My Services

▽ Filters

DELETE EDIT ♡

Self Care

According to the International Self- Care Foundation, self-care is what people do for themselves in…

◎ ACCEPTED

Step 5

Edit your page record
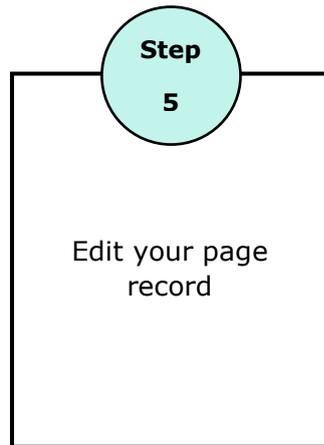
Simply work your way through the template adding, deleting or updating as necessary. For further advice around completing this check out 'Creating a new entry on The Bury Directory'

Step 6

Save your updated record details
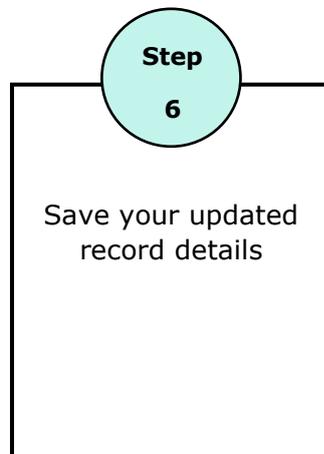
When you have finished click **Save Record** and this will submit your details to be reviewed before going live on the Directory.

SAVE