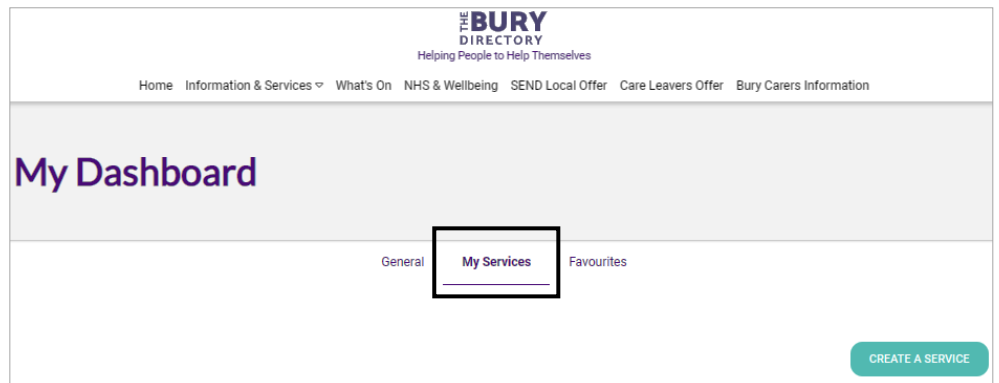


## A 'How To' Guide: Creating a New Entry on 'The Bury Directory'

**Step**  
**1**

Log in and go to  
'My Services' on  
'My Dashboard'

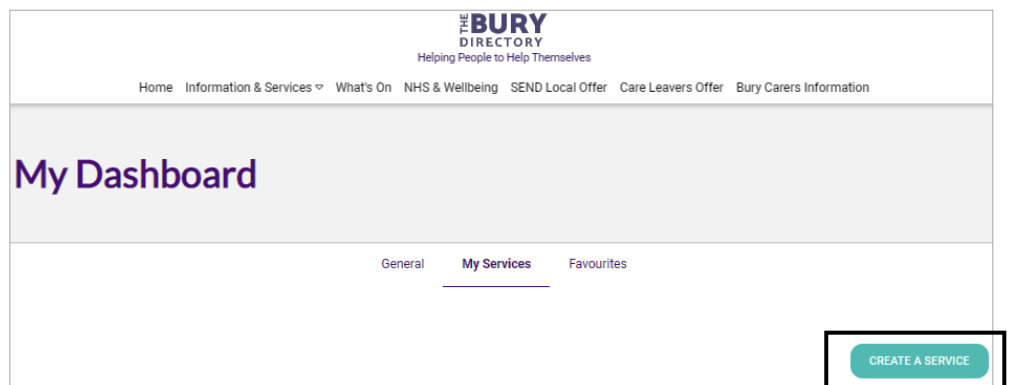
Once you have logged in to your account (see 'Creating an Account' How-To Guide if you are unsure how to reach this point) you will be offered the two options seen below. To begin to create a new entry click on **My Services** on your dashboard.



**Step**  
**2**

Create a New  
Directory Record

If you have no existing records/entries you will then see this page and you will need to click on '**Create a service**'



**Step 3**

Adding your service/  
organisation details

You will then be taken to a page where you can start to create your record and add your information.

### 1. General Information

You need to provide the following information if you see relevant.

**Please note:** If there is an asterisk (\*) next to the content field, you MUST enter the information into the box.

- Inset your listing title
- Select from the drop-down what type of service your organisation is.

The screenshot shows a web form for creating a listing. The form is divided into several sections, each with a title and a description:

- General Info**: Add the name of your organisation below. Below this is a text input field for "Listing Title \*".
- Select a listing type \***: A dropdown menu with "Select an Option" at the top. The menu is open, showing options: Activity, Event, School, Business Listing, Care Scheme, and Service (which is highlighted in blue).
- Localities**: A dropdown menu with "Select an Option" at the top.
- Select a coverage area**: A dropdown menu with "Select an Option" at the top.
- Add this listing to what's on**: A checkbox.
- Select a date and time this listing starts**: A date and time input field.
- Select a date and time this listing ends**: A date and time input field.

A blue callout box points to the "Localities" dropdown with the text: "In addition, you can will have the option to input which locality/ coverage in Bury your service is based (i.e. Radcliffe, Prestwich, Whitefield etc.) as well as whether you want your service to be added onto our 'what's On' events calendar."

**Please note:** if your page is about an event, we recommend that you tick the box next to 'add this listing to what's on'. However, it is not mandatory. If your event has an end date, you can select a date when you want the page to come off the Directory as the event is over.

## 2. Target Groups + Facilities

In this section you can add information about your organisation's services, facilities, age groups and requirements.

**Please note:** In the available facilities section you will only need to fill this out if you are an education setting or early year's provider (including childminders).

### Target Groups + Facilities

Add information about your organisation's services, facilities, age groups and requirements below.

Who is your target audience?  
Select options

Who are you supporting?  
Select options

What facilities are available?  
Select an Option

Tick this box if this listing is age limited

Is a referral required?  ←

**CLEAR**

Please leave any notes related to the referral

B I U G H2 H3 iE ≡ G ”

Are there any eligibility requirements?

Please leave any notes related to the eligibility requirements

B I U G H2 H3 iE ≡ G ”

Is this a local offer? If so, what type?

Does someone need a referral before accessing your service? If so provide as much information as you can here, if you have a form that needs to be completed you can add this into the file upload section **OR** if you have an online referral you can add the link.

### 3. Content and Media

Here you can add a page description, add logos, pictures and file.

In the description, you need to give a brief description of your service, what is it you do? What can we expect from your service?

**Content and Media**  
Add description, logo, pictures and files below.

Describe your listing

B I U G H2 H3 ☰ ☷ 🔗 ”

Things to remember in your page description:

- Avoid the use of jargon- this is so that it is as clear as possible to members of the public.
- Ask yourself some questions- Your description can be as long or as short as you like however you need to consider how much the reader will need to know initially, do you need to include everything?
- Consider how your entry will look on a smaller platform such as a tablet or a phone, will the reader need to be scrolling and scrolling to find out what they need?

Next, upload your logo (if you have one), files and other media

**Logo**  
Add Files  
Please Note, if you are uploading a Word Document it will be converted to a PDF Document ready for download on the website. If this is causes you an issue please contact us

**UPLOAD**

**Images and Documents**  
Add Files  
Please Note, if you are uploading a Word Document it will be converted to a PDF Document ready for download on the website. If this is causes you an issue please contact us

**UPLOAD**

#### 4. Communication Information

Here you can add your service contact details to your page so visitors will be able to contact you or visit your website.

**Communication Information**  
Add contact details below. These will be displayed on our website.

First Name

Last Name

Address

Position

Postcode

Telephone

Mobile

Fax

Email

Select an existing venue \*

If you want to input your venue location, you will need to click '**create new venue**'.  
When you add a venue to your page, the location will be displayed on a map and users can get directions.

### 5. Social Media

Much like the communication information, you can add any social media links that are associated with your service.

If you want The Bury Directory to promote your service on their social media channels, please tick the box.

If not, leave the box unticked.

**Social Media**  
Add your social media links below.

Do you wish us to promote your service on social media yes or no?

Facebook URL	Facebook Title
Twitter URL	Twitter Title
Instagram URL	Instagram Title
Youtube URL	Youtube Title
Website URL	Website Title

### 6. Opening Times

Please put your general opening hours under **Date & Time** and if you have any regular sessions taking place you can include details of those here too

**Opening Times**  
Add your opening/meeting times below.

Add date details

What days is this listing on?

What time of the day is the listing on? Morning, noon, afternoon, evening?

Add additional time and date information

Activity Period

### 7. Costs + Booking

If you have charges for an area of your service please complete this section but if not simply leave it and move on. This **cost information** may or may not be applicable.

**Costs + Booking**  
Add costs and booking instructions below.

Choose cost groups

How much does this listing cost?

Add any additional costs information here

Is a booking required?

Add any additional booking information here

**Step**  
**4**

Saving your record

Once you have completed everything click **Submit** and this will save your details to be reviewed by the Directory Team before going live.

**SUBMIT**