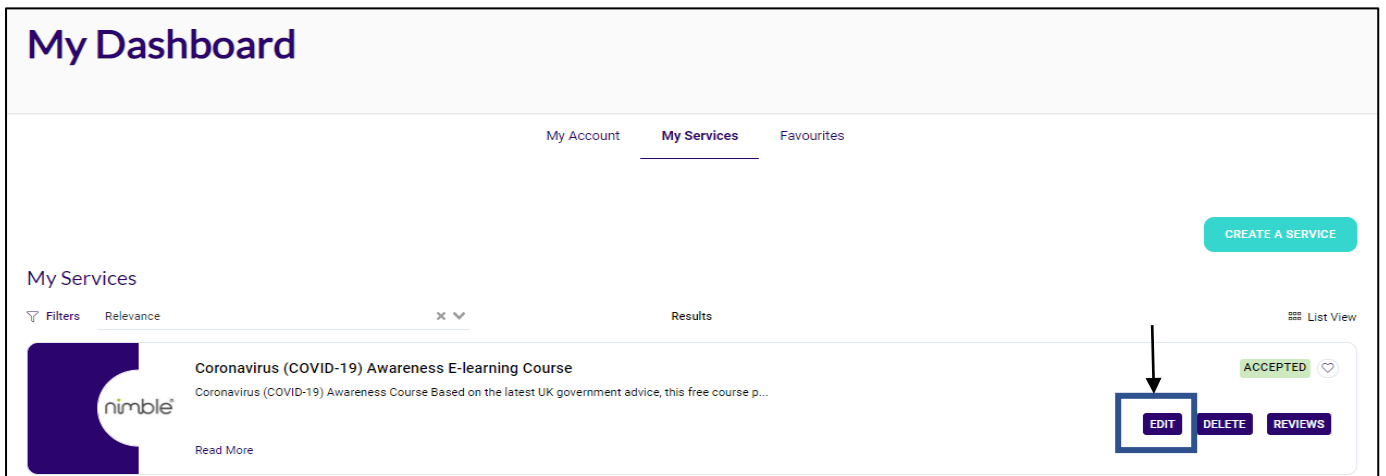


Logging into Your Bury Directory Account and Updating the Service Page.

The Directory enables you to edit your own information, add pictures, documents or even videos to your profile. This is a completely free service to use.

1. To begin to update your page, you will first need to log into your account via the link below:
<https://theburydirectory.co.uk/login>
2. When you have logged into your account, you will need to click 'user area' in the top right corner
3. You will be presented with your dashboard. Click on the service you wish to update by clicking 'edit' (please see the visual below):



4. You will be presented with a form where you will already have some information sat. You can change this information and add further information where you see fit.

Please note: ensure that you have input as much information in the page description as possible so that any visitors to your page understand what your service/ organisation provides to the people of Bury.

5. Once you have updated your service details, you will simply need to press 'save' at the very bottom of the page. Your page updates will be sent to a member of the Directory for approval.
6. Approval will take up to 24 hours to be accepted and made live on The Bury Directory.

Tutorial videos are available [here](#) if you would like further help on setting up your account/ service page.