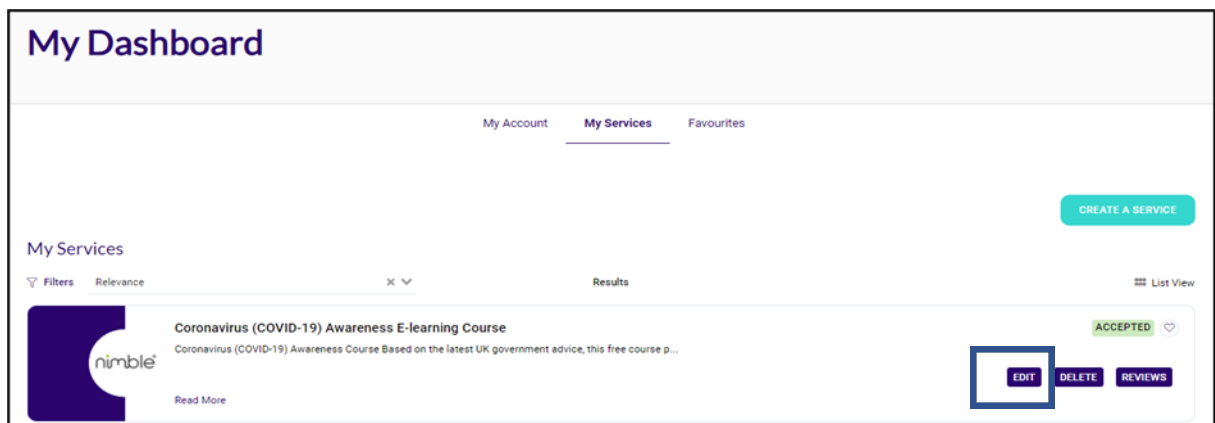


Registering a Bury Directory Account and Updating the Service Page.

1. To register an account with the Directory, follow the below link and enter your organisation's details:
<https://theburydirectory.co.uk/register> (please use Google Chrome for the registration and login process)
2. Once registration is submitted, verify your chosen email address (via a verification link sent to your chosen email) and then follow the on- screen instructions.
3. Once you have signed up, you will need to log into your account via the link below:
<https://theburydirectory.co.uk/login>
4. When you have logged into your account, you will need to click 'user area' in the top right corner



5. You will be presented with your dashboard. Click on the service you wish to update by clicking 'edit' (please see the visual below):
6. 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.

7. 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.
8. Approval will take up to 24 hours to be accepted and made live on The Bury Directory.