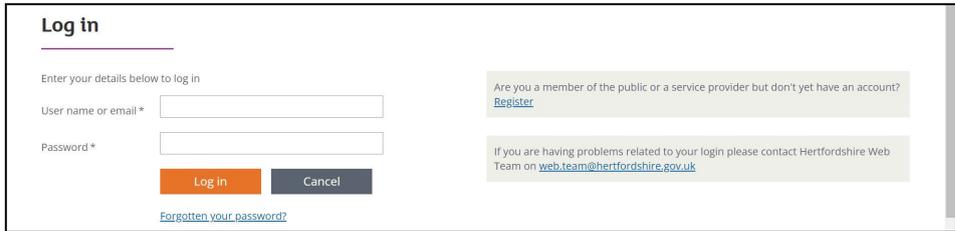


## How to add a new listing on the Hertfordshire Directory

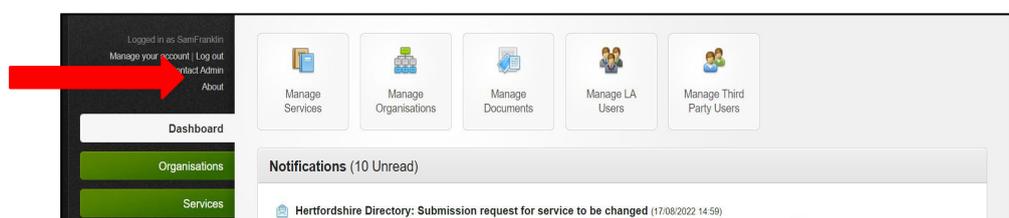
1. Go to [www.hertfordshire.gov.uk/directory](http://www.hertfordshire.gov.uk/directory) and use the link on the directory homepage which says 'Log in'.



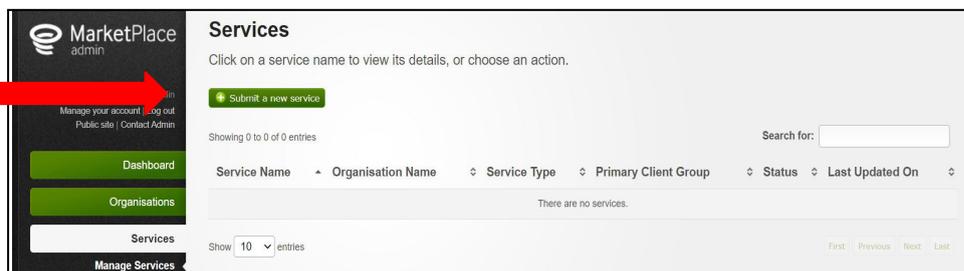
2. Log in to your account using the details you set up on the log in form.



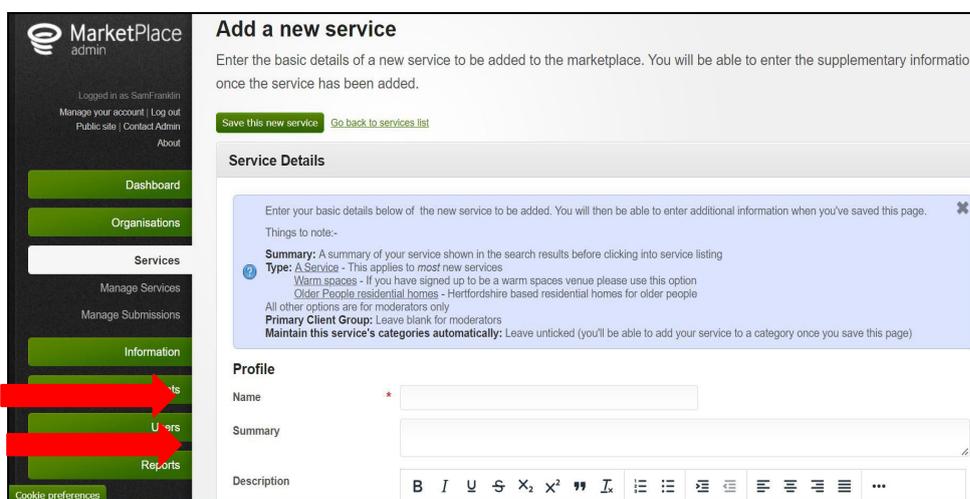
3. You'll be taken to a screen with the heading 'Dashboard.' To add your listing, use 'Manage Services'



4. To add your listing, use the button marked 'create a new service'.



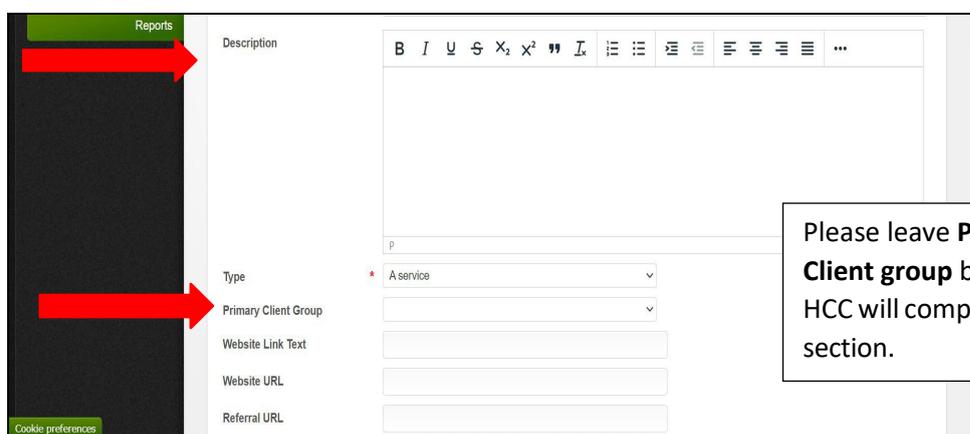
5. This will take you to a screen with a form to complete giving information on your service.



6. **Name:** Type in the name of your service e.g., *XYZ Community Centre*

7. **Summary:** This information is mandatory so the service will show up in the search results, so type in a brief description of what your service offers e.g. *XYZ Community Centre in Hertsville available for hire at competitive rates.*

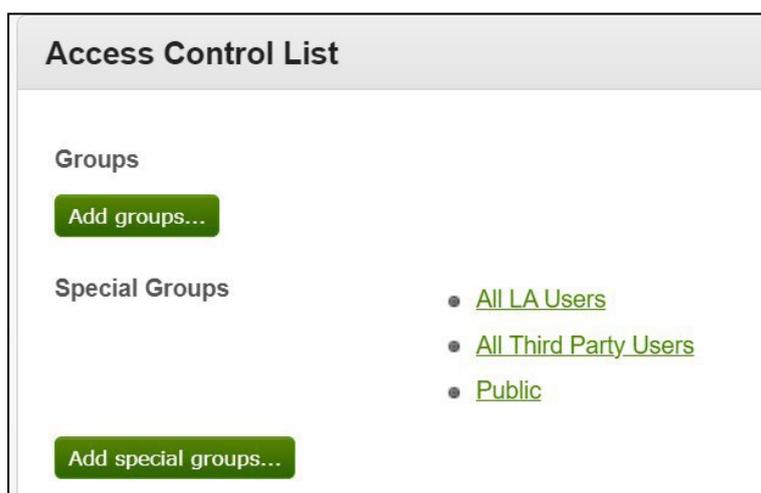
8. **Description:** Type in a longer description of what your service offers including opening times and days.



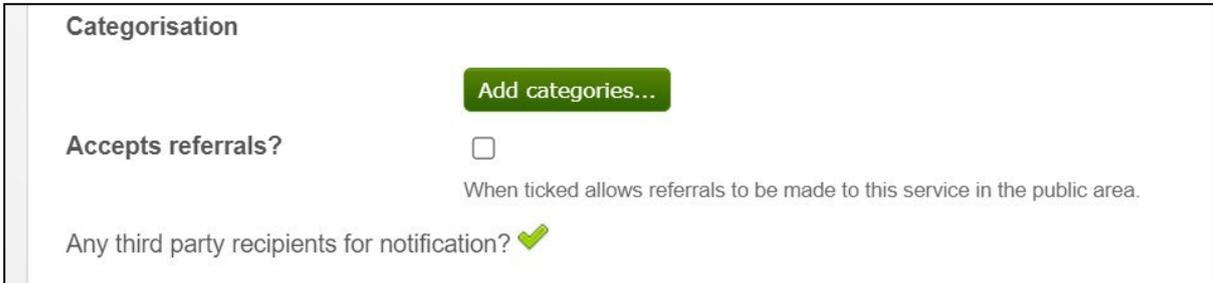
9. **Type:** There are several options here. Select 'A service'.
10. **Primary Client Group:** Leave this section blank. HCC (Hertfordshire County Council) will complete this section.
11. **Website URL:** Type in your service's website address. This will enable people to go straight to your website from the Directory page.
12. **Referral URL:** If your service offers referrals, type in the online address here. This will enable direct access to your referral page.
13. **Maintain this service's categories automatically.** Please leave this box unticked.
14. Go back to the top of the page and use the button labelled 'save this new service.'
15. **Service Details:** You then need to add more detail to your service by completing the Locations, Info Groups, Contacts, Images and Documents tabs (if applicable to your service).



16. You don't have to complete all the tabs in this section but can add as much information as you like including adding images (such as a logo) or a document (such as an application form or leaflet).
17. If you're adding a document, you need to ensure you complete the Access Control List section to include 'Public' otherwise your document won't be visible:

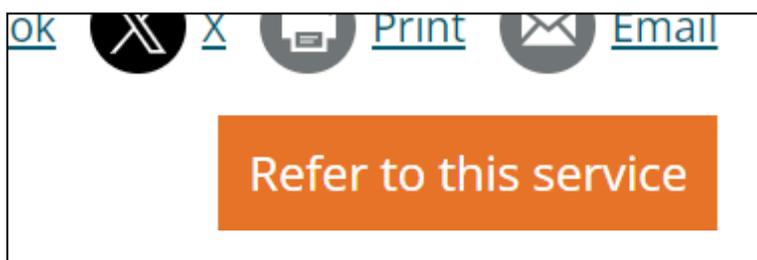


18. Once you have added relevant info to the tabs along the top, you need to return to your main Profile page and scroll down and complete two additional sections – Categorisation and Accepts Referrals?



The screenshot shows a form with two sections. The first section is titled 'Categorisation' and contains a green button labeled 'Add categories...'. The second section is titled 'Accepts referrals?' and contains an unchecked checkbox. Below the checkbox is the text 'When ticked allows referrals to be made to this service in the public area.' Below this section is the text 'Any third party recipients for notification?' followed by a green checkmark icon.

19. Categorisation: This section lets you choose where your service sits within the structure of the Directory. Scroll through until you find the appropriate category/categories. (You can choose from both Adults and/or Families if your service applies to both).
20. Accepts referrals? If your service operates via referrals you can tick this tab to enable the 'Refer to this service' button to be activated in your profile page. This allows members of the public or professionals to make referrals directly to your service, which you will receive via email notification.



21. Remember to use the 'save your changes from this tab' when you have finished adding information.
22. When you've completed your service entry, scroll back to the top of the page, and use the 'submit your changes' button.
23. You'll receive a confirmation email from the web team that your request has been submitted and approved.

If you have any questions or require any further support, please contact us at [web.team@hertfordshire.gov.uk](mailto:web.team@hertfordshire.gov.uk)