

How to add a new listing on the Hertfordshire Directory

1. Go to <u>www.hertfordshire.gov.uk/directory</u> 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.

Log in	
 Enter your details below to log in Are y User name or email *	you a member of the public or a service provider but don't yet have an account? ster
Password * If you Team Team Team	u are having problems related to your login please contact Hertfordshire Web n on <u>web.team@hertfordshire.gov.uk</u>
Forgotten your password?	

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'.

	Services	
	Click on a service name to view its details, or choose an action.	
Jin Manage your account og out	Submit a new service	
Public site Contact Admin	Showing 0 to 0 of 0 entries	Search for:
Dashboard	Service Name	≎ Status ≎ Last Updated On ≎
Organisations	There are no services.	
Services	Show 10 v entries	
Manage Services		

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

Egged in as SamFranklin Logged in as SamFranklin Mengop your account Log out Public site Cantad Admin Acout	Add a new service Inter the basic details of a new service to be added to the marketplace. You will be able to enter the supplementary information ince the service has been added. Swe this new service Go back to services list	ition
	Service Details	
Dashboard		
Organisations Services Manage Services Manage Submissions	Enter your basic details below of the new service to be added. You will then be able to enter additional information when you've saved this page. Things to note:- Summary: A summary of your service shown in the search results before clicking into service listing Warm.spaces - If you have signed up to be a warm spaces venue please use this option Old er People residential homes - Hortordshire based residential homes for older people All other options are for moderators only Primary Client Group: Leave blank for moderators	×
Information	Maintain this service's categories automatically: Leave unticked (you'll be able to add your service to a category once you save this page)	
Information	Profile	
ts	Name *	
U 'ers	Summary	
Reports Cookie preferences	Description $ B I \cup S X_2 X^2 = I I_x = I_z = I$	li

- 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.

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	Website Link Text																se	ection.			
	Website URL															L					
Cookie preferences	Referral URL																		-		



- 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).

Service Details	Profile	Locations	Levels	Info Fields	Info Groups	Contacts	Images	Documents	C&V Discounts
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- 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?

Categorisation	
	Add categories
Accepts referrals?	
	When ticked allows referrals to be made to this service in the public area.
Any third party recipients for	notification? 💙

- 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 <u>web.team@hertfordshire.gov.uk</u>