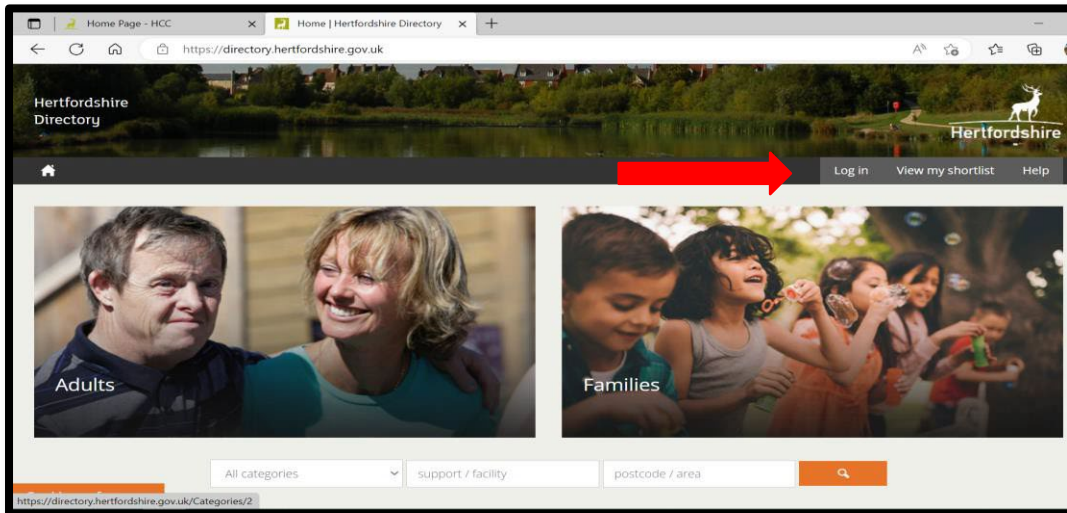


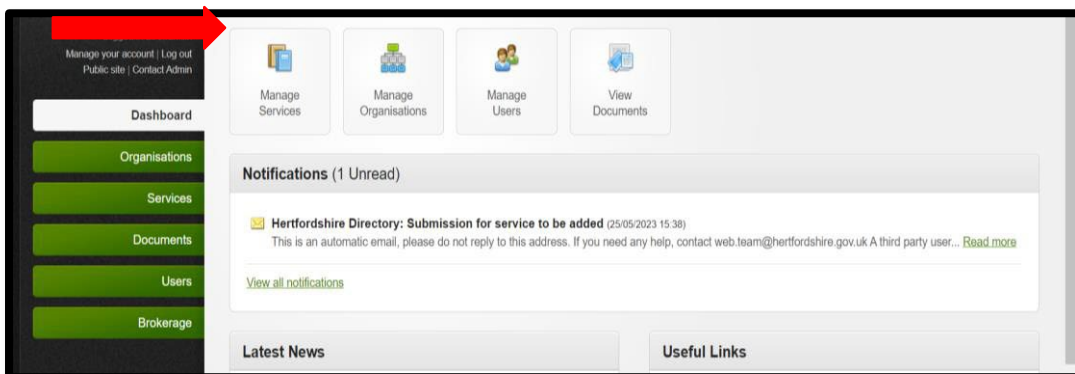
Update your listing on the Hertfordshire Directory

[Home | Hertfordshire Directory](#)

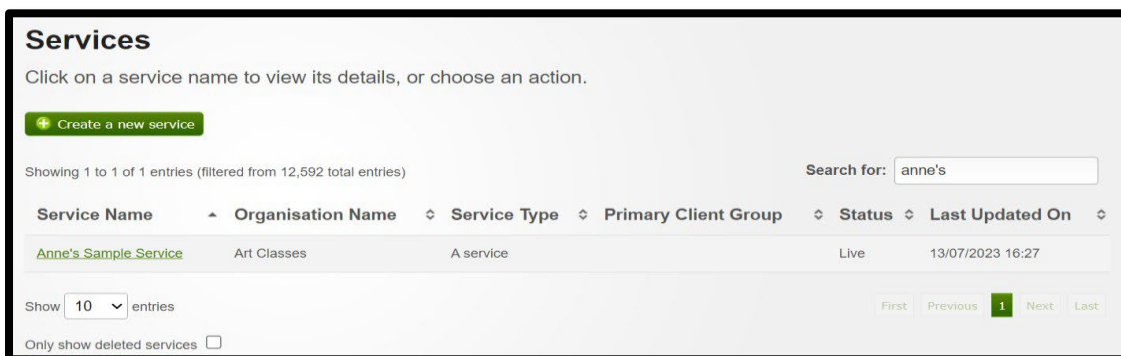
1. Click on the Log in tab to sign in



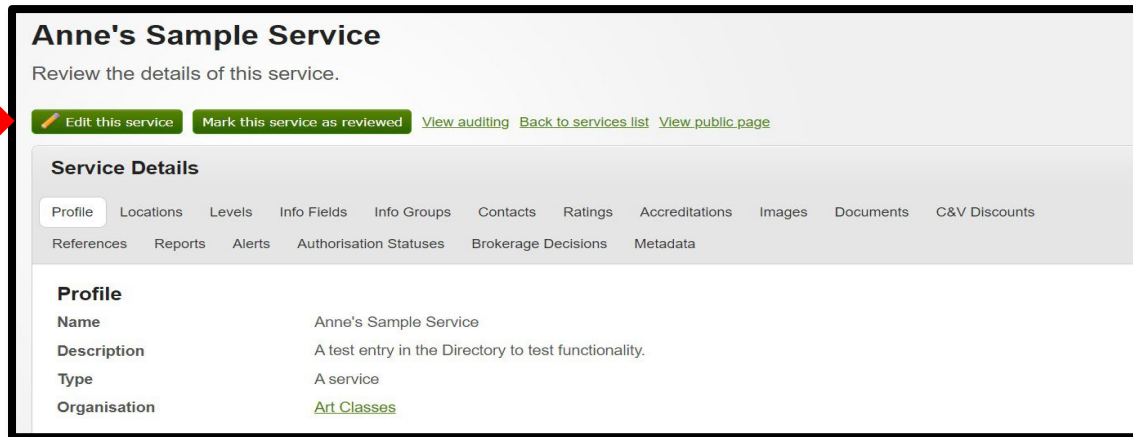
2. Select **Manage Service**



3. Click the service you wish to update to take you into your service listing



4. Click on the green 'Edit this service' button which takes you into the main Profile tab. Scroll down to make any changes, or go to other tabs, such as Locations, Contacts or Images if you need to update other information.



Anne's Sample Service
Review the details of this service.

[Edit this service](#) [Mark this service as reviewed](#) [View auditing](#) [Back to services list](#) [View public page](#)

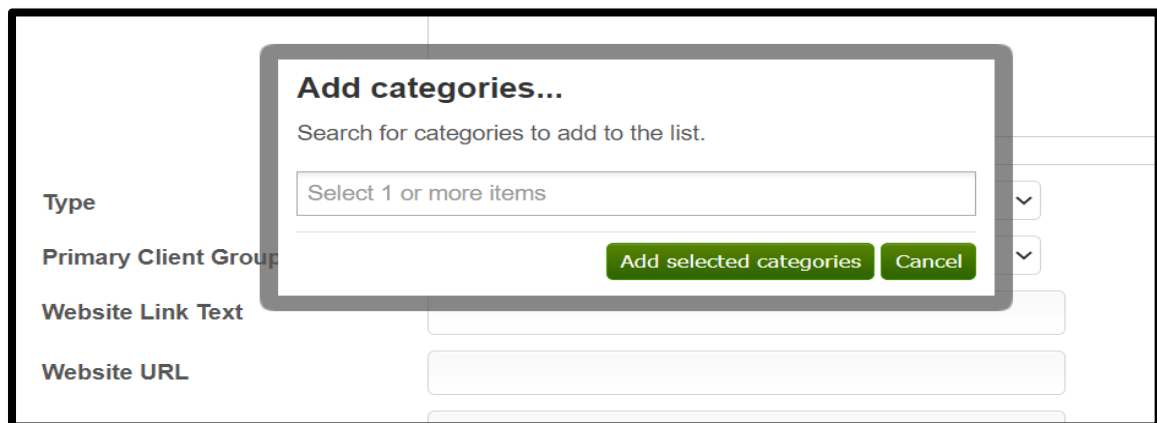
Service Details

Profile Locations Levels Info Fields Info Groups Contacts Ratings Accreditations Images Documents C&V Discounts
References Reports Alerts Authorisation Statuses Brokerage Decisions Metadata

Profile

Name	Anne's Sample Service
Description	A test entry in the Directory to test functionality.
Type	A service
Organisation	Art Classes

5. In the Profile screen it is important that your website URL is correct, and that you have selected one or more categories to help people find your service. To add categories, go to the bottom of the Profile tab and click the green 'Add Categories' tab.



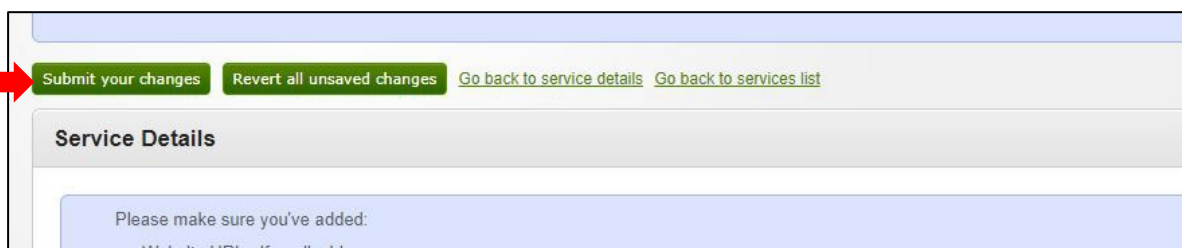
Add categories...

Search for categories to add to the list.

Select 1 or more items

[Add selected categories](#) [Cancel](#)

6. When you're happy submit your changes to be moderated



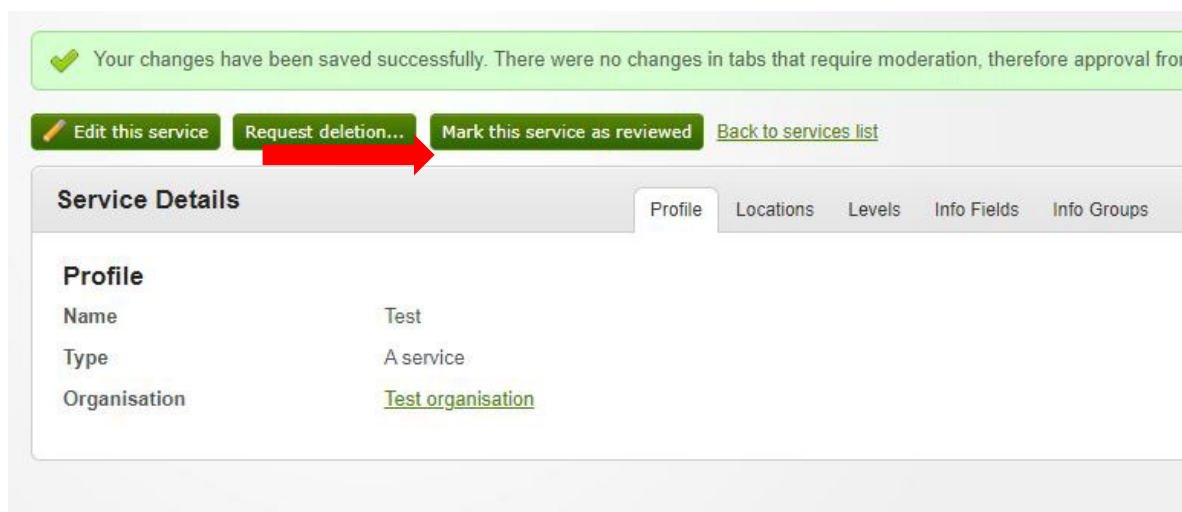
[Submit your changes](#) [Revert all unsaved changes](#) [Go back to service details](#) [Go back to services list](#)

Service Details

Please make sure you've added:

- Website URL - If applicable

7. Finally Mark your service as reviewed – this resets the clock for your reminder email to go back in and update.



If you need any further help or information, please contact the Web Team at web.team@hertfordshire.gov.uk