one GUIDANCE SHEET G1: PROVIDER SELF UPDATE (6 clicks a day!)
Go to Self Update
Click 1 – click your provider name
Click 2 – click your provider name (again)
Click 3 – click Availability and Capacity tab
Service Details  Consent  Availability and Capacity
Click 4 – click Normal Opening Hours (under Description) Description
Normal Opening Hours
Click 5 – click Opening Times tab
Opening Dates     Opening Times     Opening Times Exceptions
Click 6 – click on one of the days listed
Description
Monday
Now enter the Capacity and the Vacancies as <u>numbers</u> and submit.
Capacity = maximum number of children you can take on that day Vacancies = the current number of vacant spaces you have on that day
e.g. 50 places, 25 vacancies
and repeat for all days on the list. Thank you!
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