



# PROVIDER SELF UPDATE (6 clicks a day!)



Go to Self Update

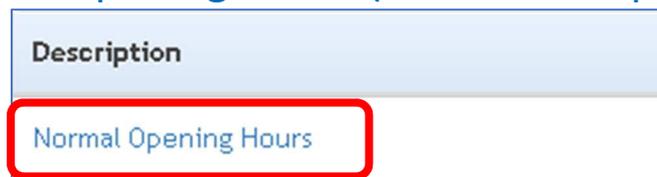
Click 1 – click your provider name

Click 2 – click your provider name (again)

Click 3 – click Availability and Capacity tab



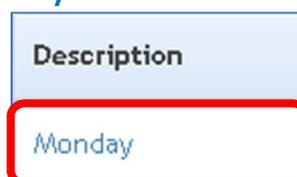
Click 4 – click Normal Opening Hours (under Description)



Click 5 – click Opening Times tab



Click 6 – click on one of the days listed



Now enter the Capacity and the Vacancies as numbers 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!