



# PROVIDER SELF UPDATE (MINI)

Providers are able to update some of the details held about their service as well as providing information on the number of places and vacancies

Please fully complete all of the areas which are **highlighted in red** in these instructions. **We particularly need information on numbers of places and vacancies on each day of the week in your normal opening times.** This data submitted should be current i.e NOW (i.e. not last term and not next term.)

This first page shows a summary of what we need all providers to complete. The subsequent pages show more detailed screenshots if you need them for further explanation.



Once you have logged into the Portal click on the **Provider Self Update** button

This will take you onto a page showing your provider's name – click the link. This will take you to the page where you can make amendments

**P2** **Service Details** [basic information about your setting such as setting name, contact details, website details etc](#)

**P2** **Consent** Click onto the **Consent** tab to indicate if and how you would like your details to be shared with the public, i.e. on <http://www.nottshelpyourself.org.uk>

You need to complete this basic information about opening times including the number of children you can accept on a particular day (capacity) plus the current number of vacancies you have on that particular day. Thanks to all providers who attempted to break the number of places and vacancies down by age during the summer. Quite a lot of providers found it difficult, so we are asking for this information in its most simplified form as below:

Hopefully self explanatory: how many weeks is the setting open for and tick all that apply under 'When service is available'

**Availability and Capacity**

**P3** **Opening Dates**

**Opening Times**

Week Day *	MON
Start Time (HH:MM 24 Hour) *	07:30
End Time (HH:MM 24 Hour) *	18:00
<b>Capacity</b>	<b>26</b>
<b>Vacancies</b>	<b>10</b>
Description	Monday
Comments for Local Authority	

**P3** **Opening Times Exceptions**

**Availability**

**Number of weeks open**

**When service is available**

- 30 Hours Places
- All Year
- Bank Holidays
- Evenings
- Full Time
- Half Term
- Inset Days
- Lunch Club
- Overnight
- Part Time
- School Holidays
- Term Time
- Weekends

Detailed screenshots of the areas shown on previous page.

Self Update / XXX Notts Test Headcount Provider / Day Nursery

**Service Details** | Consent | Availability and Capacity

The first tab contains basic information about your setting such as setting name, contact details, website details etc

Setting Name *	<input type="text" value="ABC Day Nursery"/>
Provision Type *	<input type="text" value="Day Nursery"/>
Open Date *	<input type="text" value="01/01/2001"/>
Closed Date	<input type="text"/>
Registered For Nursery Education Grant / Funding *	<input checked="" type="checkbox"/>
Email Address	<input type="text" value="ABCdaynursery@nottscc.gov.uk"/>
Web Site	<input type="text" value="www.ABCdaynursery.gov.uk"/>
Landline Number	<input type="text" value="0115 977 6655"/>
Mobile Number	<input type="text" value="07812512651"/>
Address	<input type="text" value="Nottinghamshire County Council, West Bridgford, NOTTINGI"/> <input type="button" value="Select"/>
Ofsted Provision Type (Do Not Amend)	<input type="text"/>

Once you make any changes ensure you click on the  button, otherwise any new information will be lost

Wherever you see this icon  changes have been made and are waiting for approval

Service Details  **Consent**  Availability and Capacity

Click onto the **Consent** tab to indicate if and how you would like your details to be shared with the public, i.e. on <http://www.nottshelpyourself.org.uk>

I have read the information provided and agree for my details to be available to the public *	<input checked="" type="checkbox"/>	
Reason for not publishing details	<input type="text"/>	
Consent to share cost details *	<input type="checkbox"/>	
Consent to share telephone numbers *	<input type="checkbox"/>	
Consent to share address details *	<input checked="" type="checkbox"/>	
Consent to be contacted by email *	<input checked="" type="checkbox"/>	
Consent to be contacted by telephone *	<input checked="" type="checkbox"/>	
Consent to be contacted by post *	<input checked="" type="checkbox"/>	
Signature provided *	<input checked="" type="checkbox"/>	

To change the permission settings for each area click on the box to toggle the tick on/off

As before, once amendments have been made click on **Submit** to submit changes



Under the final tab there

are several sections to fill in giving more information about your setting, such as availability and capacity and the age range your setting caters for

Click on **Availability and Capacity** tab, then **Opening Dates**



Then click on the **Normal Opening Hours** link



In the **Opening Times** tab each time is set to a default in the 24 hour clock format, to amend click on the item.

Week Day *	TUE <small>Current Value: 07:30</small>
Start Time (HH:MM 24 Hour) *	08:30
End Time (HH:MM 24 Hour) *	16:00
Capacity	4
Vacancies	2
Description	Tuesday

This opens another window where start/end times and capacity and vacancy details can be inserted/amended

For each day that changes are made, ensure you **Submit** click on to submit the changes

For days that your setting isn't open insert 00:00 as the Start time and 00:01 as the End time (these fields cannot be blank)

Description	Week day	Start Time	End Time
Tuesday	TUE	07:30	18:00
Wednesday	WED	07:30	18:00
Thursday	THU	07:30	18:00
Monday	MON	07:30	18:00
Friday	FRI	07:30	18:00
Saturday	SAT	00:00	00:01
Sunday	SUN	00:00	00:01

Opening Dates

Opening Times

Opening Times Exceptions

In the final tab in this section opening time exceptions can be recorded. Say for example to advertise that your setting opens longer on a Monday evening during the summer holidays

Week Day *	MON
Start Time (HH:MM 24 Hour) *	08:30
End Time (HH:MM 24 Hour) *	19:00
Open Date *	31/07/2017
Closed Date *	01/09/2017
Capacity	10
Vacancies	2
Is Open *	<input checked="" type="checkbox"/>
Description	Summer Holiday Monday Club

Ensure you click on [Submit](#) to submit any changes

To return to the options click on the **Availability and Capacity** tab at the top

Opening Dates

Availability

Age Range

Capacity Details

Vacancies

Then click on the **Availability** and **Age Range** tabs in turn.

You should enter the number of weeks a year your setting is open, click on the arrow to the right of **'When is childcare available.'** You are then able to tick on as many options that are relevant

Number of weeks open (per year)	51
When is childcare available (tick multiple options if appropriate)	30 Hours Funded Places, All Year, Saturdays, School Holidays
Comments for Local Authority	
<a href="#">Back</a>	<a href="#">Submit</a>

- 30 Hours Funded Places
- All Year
- Emergencies / Short Notice
- Evenings (after 6.00pm)
- Overnight
- Saturdays
- School Holidays
- Sundays

Ensure you click on [Submit](#) to submit any changes

Then click on **Age Range** tab and record the minimum and maximum age range of children your setting caters for.

From here you can either go back to the home page or sign-out.

**Special note: ignore the following tabs – you are not required to enter anything here:**

Capacity Details

Age List

Vacancies

This is because you should have already entered the capacity and vacancies for each day in your setting in the Opening Times section of these instructions (see page 3)