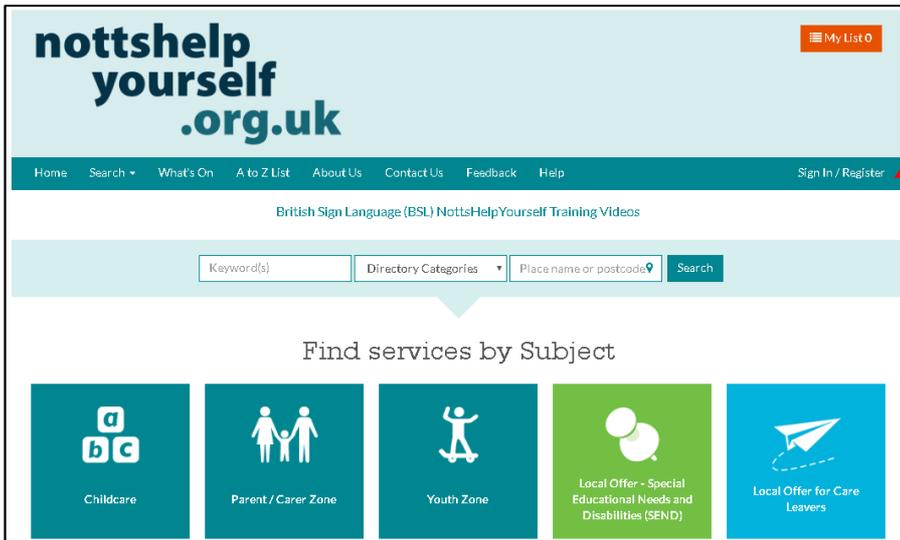


Updating Your Childcare Record on Notts Help Yourself

To update your record on Notts Help Yourself you need to:

1. Register an account on the Notts Help Yourself website
2. Have the childcare record linked to your account
3. Login to update the details of your record

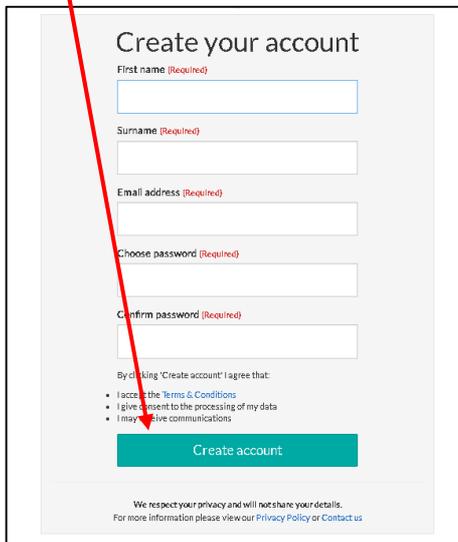
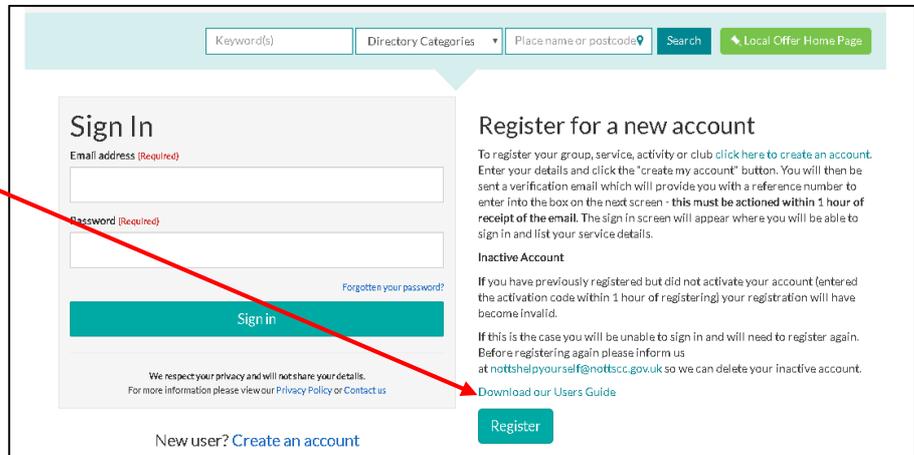
1. To register on the Notts Help Yourself website



Go to www.nottshelpyourself.org.uk
Click on Sign In/Register

Click Register

Complete your details and click Create account



Updating Your Childcare Record on Notts Help Yourself

An activation code will be sent to the email address you provided and you need to enter this code within an hour of registering to activate the account

You will then get an Account Activated message and you can now log in.

If you get this error message when you try to register, it could mean you already have an account using that email address. If you've forgotten your password click on the link to recover it, or click contact us for further help registering or logging in.

Updating Your Childcare Record on Notts Help Yourself

2. Link your childcare record to your account

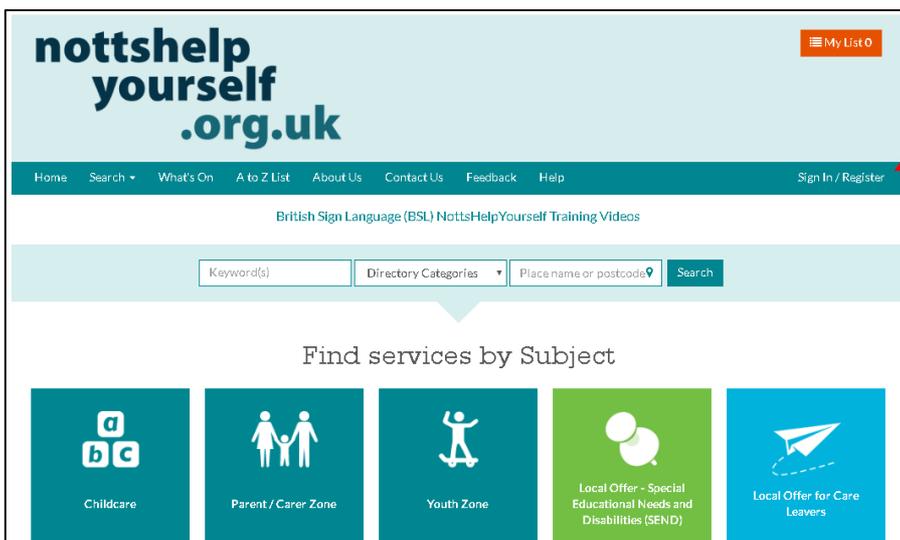
When you have successfully registered and logged in you will need your childcare record linking to your account.

You will need to contact the Families Information Service to do this. Contact them either by:

1. Emailing familyinfo@inspireculture.org.uk stating the name of the childcare record you want linking to your account
2. Telephoning the Customer Service Centre on 0300 500 80 80
3. Go to www.nottshelpyourself.org.uk, click on Contact Us and complete the enquiry form

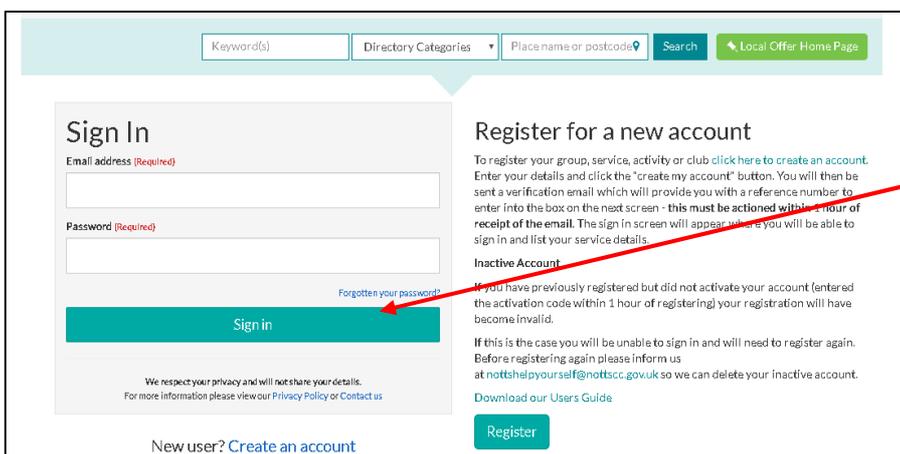


3. Login to update the details of your record



Go to www.nottshelpyourself.org.uk

Click on Sign In/Register



Enter your email address and pass word

Click on Sign In

Updating Your Childcare Record on Notts Help Yourself

When you log in it will bring you to this screen.

Click on Manage your directory listings

The dashboard features a teal header with navigation links: Home, Search, What's On, A to Z List, About Us, Contact Us, Feedback, Help, and My Account. Below the header is a breadcrumb trail: Home / Directory Categories / Dashboard. A search bar contains 'Keyword(s)', a dropdown menu for 'Directory Categories', and a text input for 'Place name or postcode'. A 'Search' button and a 'Local Offer Home Page' button are also present. The main content area displays eight circular icons with corresponding text and descriptions:

- Manage your directory listings**: Create and edit your directory listings.
- Personal Assistant Directory**: Create and manage your Personal Assistant profile or job listing(s).
- Manage your shortlist**: Manage your list of saved services, information and advice.
- Update your account**: Edit your details, including updating your email address and password.
- Manage your reviews**: View and manage reviews you have left for a directory listing.
- Forum posts**: View and manage your provider forum posts.
- Training courses / Provider Events**: View and manage your training course listings.
- Action plan**: Start a new plan or view previous plans.

You will see listed any records that have been assigned to you.

Click on the **Choose your action** option next to the record you want to update and select **Update record**.

Note: If this is the first time you have tried to update a record you may need to select **Accept Record Ownership** first before you can update it.

The page title is 'Your Directory Record(s)'. Below the title is a sub-header: '< Back to Dashboard'. The main content area contains a table with the following structure:

Record Title	Status	Actions
Test Record 1	Public	Choose your action ▾
Test Record 2	Public	Choose your action ▾

At the bottom right of the page, there is a button: '+ Create a new directory record'.

Updating Your Childcare Record on Notts Help Yourself

When you select **Update record** a form will appear with all your current details, please amend these and add as much detail in as you can about your service. If you have any photos of your setting then these can be attached at the end of the form; parents have said they find these useful when searching the directory.

Please let us know what your childcare charges are; you can choose for these not to be displayed on the website but they are important details for us to have because we report locally and nationally on the costs of childcare in Nottinghamshire.

Once you have completed your update tick the box at the bottom of the form to confirm the information is correct and click on **Save and Send**.

Edit your record

[Save Record](#)

Listing Details

Please provide your listing with a short title that will be meaningful to members of the public. Don't use the same title for multiple listings. Also provide a short description using plain English to describe what your listing is about.

Title **(required)** 

Description **(required)**

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

  Formats ▾                    

|

Size of Organisation