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

nottshelp yourself .org.uk	Go to <u>www.nottshelpyourself.org.uk</u> Click on Sign In/Register
Home Search - What's On A to Z List About Us Contact Us Feedback Help Sign In / Register 🏄	
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Find services by Subject	
Childcare Parent / Carer Zone Youth Zone Childcare Carer Zone	
Click Register	Categorias Place name or postcode Search Categorias Categoria
Sign In Email address (Required)	Register for a new account To register your group, service, activity or club click here to create an account. Enter your details and click the "create my account" button. You will then be
Complete your details and	sent a verification email which will provide you with a reference number to enter into the box on the next screen - this must be actioned within 1 hour of receipt of the email . The sign in screen will appear where you will be able to sign in and list your service details.
click Create account	Inactive Account If you have previously registered but did not activate your account (entered the activation code within 1 hour of registering) your registration will have become invalid.
Create your account	If this is the case you will be unable to sign in and will need to register again. Before registering again please inform us at nottshelpyoursel@nottscc.gov.uk so we can delete your inactive account.
First name (Required) New user? Create an account	Register
Surname (Required)	
Email address (Required)	
Choose password (Required)	
C infirm password (Required)	
By chiling 'Create account' I agree that:	
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We respect your privacy and will not share your details. For more information please view our Privacy Policy or Contact us	

Home Search • What's On A to Z List About Us Contact Us Feedback Help Home / Directory Categories / Register Keyword(s) Directory Categories • Place name or postcode Search	Sign In / Register
Activate your account	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
Can't find your activation code? If you can't find your activation code, try Checking your jurk or span email folders in case it has been put there. Becode to your small address finask compact (2) 74@gmall.com)	
Sign In Account activated Way account has been activated. Please sign in with your email address and password. Email address [Required] Password [Required] Regulated Sign in We respect your privacy and will not share your details. For more information please viewour Privacy Policy or Contact us	You will then get an Account Activated message and you can now log in.
Create your account There has been a problem There has been a problem registering your account. If you have already registered with this email address you can recover your password If you continue to see this error then please contact us about it.	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.

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 <u>familyinfo@inspireculture.org.uk</u> 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

nottshelp yourself .org.uk	⊞My List 0	Go to <u>www.nottshelpyourself.org.uk</u> Click on Sign In/Register
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Keyword(s) Directory Ca Find servic Childcare Keyword(s)	espries Place name or postcode? Search cess by Subject Cocal Offer - Special Educational Needs and Disabilities (SEND)	
Sign In Email address (Required) Password (Required) Password (Required) Sign in We respect your privacy and will not share your details. For more information please view our Privacy Policy or Contactus New user? Create an account	Aregister for a new account with a reference number to service and lick the "create my account" button. You will then be serve the next screen this must be actioned withis or industry of the enail. The sign in screen will appear us a you will be able to serve into the box on the next screen. This must be actioned withis or industry of the enail. The sign in screen will appear us a you will be able to serve into the box on the next screen. This must be actioned will be routed details. Data Account If you have previously registered but did not activate your account (entered the activation code within 1 hour of registering) your registration will have account. But in the activation is a server and the server of the enails and lice you server account is a server and the server of the enails and lice you server account is a server and the server of the enails and lice you server account is a server and the server of the enails and lice you server account is a server and lice you server account is a server account is a server and the server account account is a server account ac	Enter your email address and pass word Click on Sign In



Note: If this is the first time you have tried to update a record you may need to been assigned to you. select Accept Record Ownership first before you can update it. Directory Categories / Dashboard / Provider Updates Keyword(s) **Directory Categories** Place name or pos ode 💡 Search ۳ < Back to Dashboard Your Directory Record(s) In this section you can create and edit your directory records.

Changes to existing and new records are submitted for approval before being added to the directory. The current status of your record is displayed alongside your available record actions. Record Title Status Actions Public Test Record 1 Choose your action 👻 Public **Test Record 2** Choose your action 🕶 + Create a new directory record

Home

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**.

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