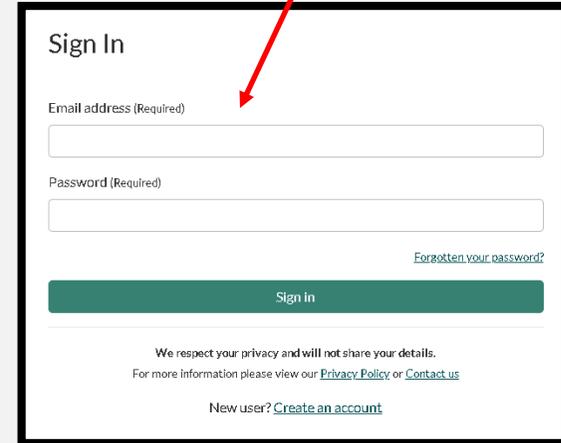


# Adding Your HAF Listing on Notts Help Yourself go to [www.nottshelphyourself.org.uk](http://www.nottshelphyourself.org.uk)

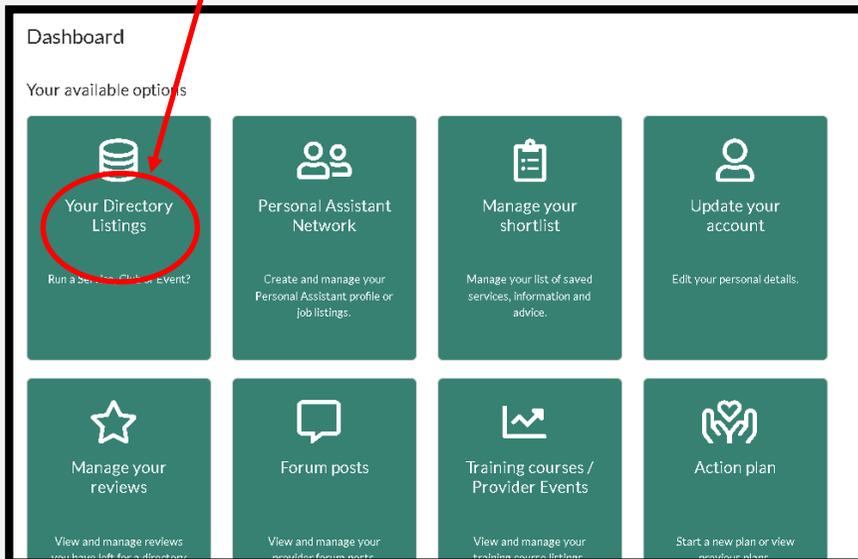
1. To add your listing 'sign in'. From the home page.



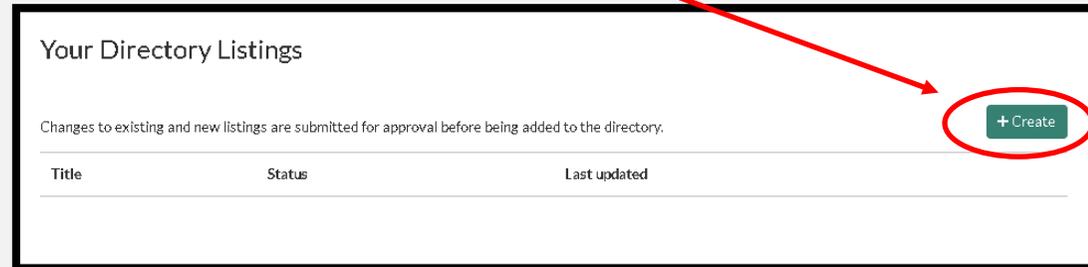
2. Sign in using the email address and password you have been given.



3. Once signed in you will see the **Dashboard**, from here you can click on **Your Directory Listings**.



4. You will see 'Create' click on it to **create your listing**.



5. From here you we be able to add all the different details of your listing.

Example Record

I confirm that this information is correct and up to date

Save Cancel Previous Next

Step 1 of 9

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)

Example Record

Description (required)

Edit Insert View Format Table

Rich text editor icons: Undo, Redo, Bold, Italic, Underline, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink.

**Please Note:** You must add the following wording after your service title '(HAF) Holiday Activities and Food' to ensure it is identified as a HAF listing.

Once you are happy with a section click the **Next** button and it will move onto the next section or you can click **Previous** to go back .

6. When you get to the Cost Information section, be a sure to add the sentence '*Places are free for children and young people in receipt of benefits related free school meals*' In the free text box.  
If the sessions is also available to non-eligible children too then add the cost details

Cost Information

| Amount | Cost Type        | Remove |
|--------|------------------|--------|
| £5.99  | Please choose... | X      |

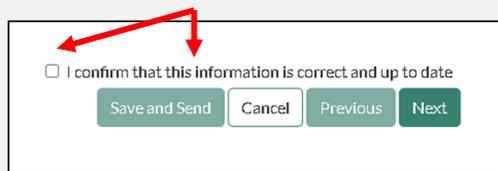
Add another cost

Please enter any details about your costs

Hide cost details on site?

Please select

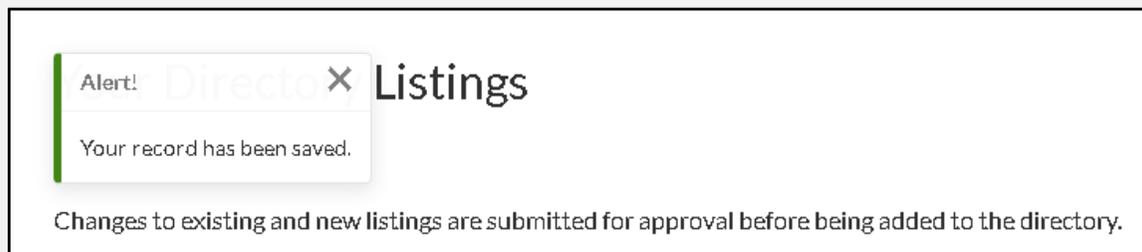
7. When you have finished adding all the details then tick the **confirm** box and click the **Save and Send** button to submit your update.



I confirm that this information is correct and up to date

Save and Send Cancel Previous Next

8. Finally you will then be taken back to the listings page where a message will now be showing



Alert! DirectoX Listings

Your record has been saved.

Changes to existing and new listings are submitted for approval before being added to the directory.

You can now sign out.