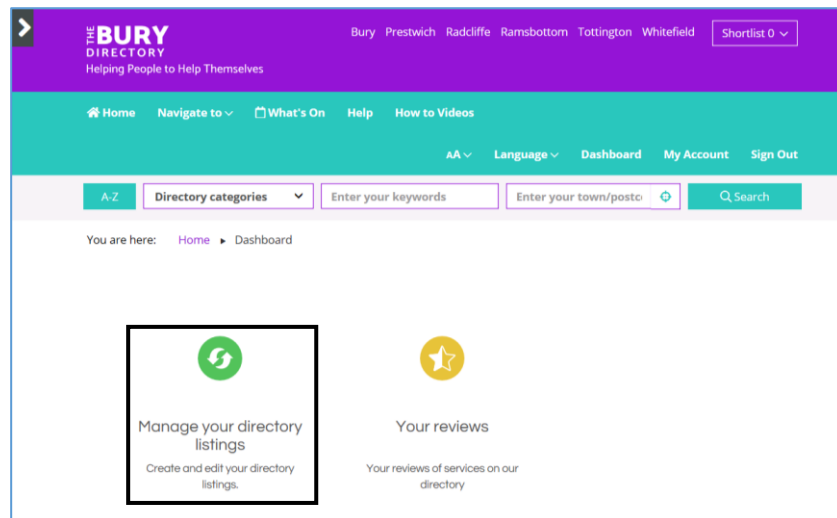


A 'How To' Guide: Creating a New Entry on 'The Bury Directory'

Step 1

Log in and 'Manage your Directory Listings'

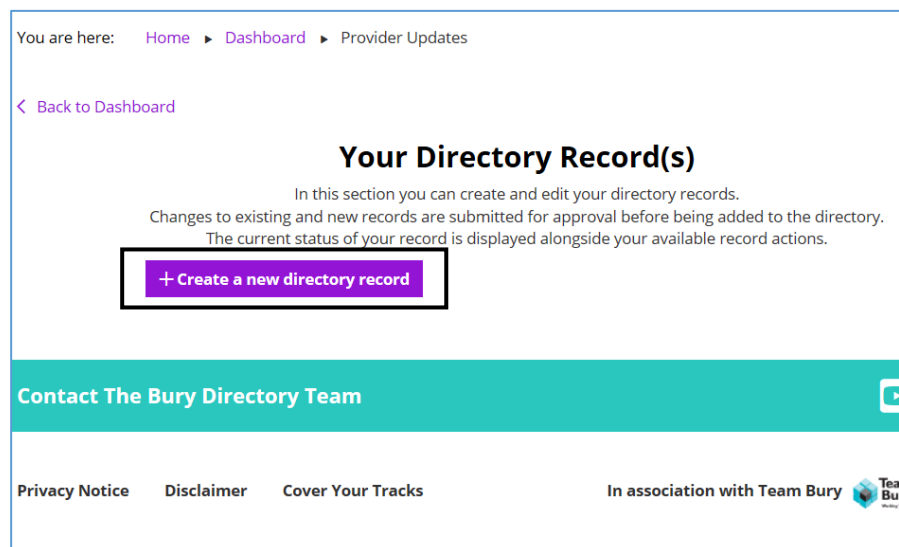
Once you have logged in to your account (see 'Creating an Account' How-To Guide if you are unsure how to reach this point) you will be offered the two options seen below. To create an entry click on **Manage your directory listings**.



Step 2

Create a New Directory Record

If you have no existing records/entries you will then see this page and you will need to click on **+Create a new directory record**.



**Step
3**

Adding your
service/
organisation
details:

Essential
information

You will then be taken to a page where you can start to create your record, under **'Title'** you need to enter the name of your service/organisation.

Home > Manage a record

Create a new 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

Description

Edit Insert View Format Table Tools

Title

Description

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Keywords

Under the next area, **Description**, you need to give a brief description of your service, what is it you do? What can we expect from your service?

Remember not to use jargon in your description so that it is as clear as possible to members of the public. At this point it's probably worth having a quick scroll down the page to see the rest of the template that is available to you so you don't include information in your description that would be better elsewhere such as when you are open or how to find you.

Your description can be as long or as short as you like however you need to consider how much the reader will need to know initially, do you need to include everything? Also consider how your entry will look on a smaller platform such as a tablet or a phone, will the reader need to be scrolling and scrolling to find out what they need?

Who is your service for? Can you capture this in the first couple of lines? Signpost to the Referral section later in the template if needs be.

Keywords

Please provide up to four keywords. Try and think about the sorts of words people might use the search box for where you would like your service or organisation to appear. Please avoid general words like 'the' and 'a'. All keywords must be separated by a semi-colon; e.g. dementia; carers; support; Alzheimer's.

Just under your description is **Keywords**, this is your opportunity to make it easier for your customers, clients etc. to find your information. What words will they use to search for your service? Is there anything different they call your service that they might search under?

Contact Details

Please give the details of who people should contact to find out more. You must provide at least a telephone number or email address. These contact details will be displayed on the website.

Contact Name

Contact Position
Contact Telephone
[Add another contact telephone](#)
Contact Email
Contact Website
Social Media

You can include links to social media sites.

Facebook (Please enter the full url including https://)

Twitter (Please enter the full url including https://)

The next part to complete is **Contact Details** and any **Social Media** links you may have. If you have more than one contact simply click '**Add another telephone contact**' to add further details.

After you have completed your contacts you will need to complete your **Venue Details**, be especially careful with your postcode as this is used by Google Maps to show your location on a map or to give users directions.

↑

Venue Details

Please provide a full address and postcode for your venue. It is particularly important that you provide the correct postcode as this will be used by the site in locating your venue for users

Venue Name

House name / number

Street

Village

Town / City

County

Venue Postcode

Please write any additional details about the venue

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Step
4

Adding your service/ organisation details:

[Additional Information](#)

The final section under Venue asks for any additional details about the venue, this is your opportunity to add something other than the standard directions available.

Accessibility – what information can you add here to help any disabled users of your service?

Additional Direction information – Is there anything you could add here that will enhance the basic directions? Are you near a pub, opposite a hairdressers, next to some traffic lights? What colour sign do you have? Again all this information could be invaluable to, for example, a user with learning difficulties.

Please write any additional details about the venue

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Cost Information

Table of Costs

Amount	Cost Type	Remove
<input type="text" value="Enter a cost amount"/>	<input type="text" value="Please choose..."/>	<input type="button" value="x"/>

Please enter any details about your costs

If you have charges for an area of your service please complete this section but if not simply leave it and move on. This **cost information** may or may not be applicable.

Please put your general opening hours under **Date & Time** and if you have any regular sessions taking place you can include details of those here too.

Date & Time

Please provide a brief sentence on when your service/activity takes place or is open, such as; 'Open Monday to Friday from 9am until 6pm' or 'Tuesday evenings from 7pm -9pm' or 'Wednesday, 11th April 2012'.

Date Time

Time of Day

Session Information

Other Details

Please provide brief details in all of the applicable boxes. If there is nothing to say, then just leave that box blank.

Referral required?

Referral and availability notes

Referral required – Does someone need a referral before accessing your service? If so provide as much information as you can here, if you have a form to be completed you can add this to your entry page under '**Add a new document**' or if you have an online referral you can add the link.

Video – this is an opportunity to show people what your service is all about, often a brief video can be worth many pages of text and again this could be particularly useful to any disabled users of your service.

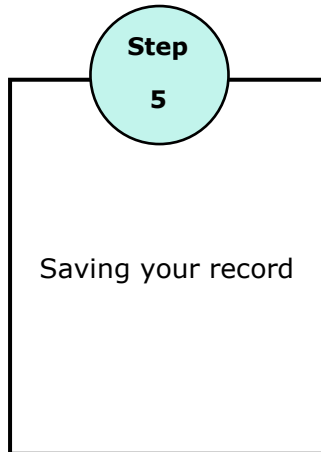
Do you have any staff to introduce? Do you have any users/customers who can talk about their experience?

Additional Information – This is your opportunity to include any other information you feel you need to get out there but haven't yet managed to include it.

If you have a **logo** for your record/entry then upload this here, it will not only appear on your entry but also on the list of entries following a search.

Additional images can be anything related to your service, you can make best use of this area for any disabled customers by including pictures of staff together with their name and job title, or photos of your building/venue both outside and inside.

Documents can include any forms relevant to your service that will be helpful for users, please don't upload any policies, procedures or other similar documents unless they will be useful to users.



Once you have completed everything click **Save Record** and this will submit your details to be reviewed before going live on the directory.

