

A 'How To' Guide: Creating an Account on The Bury Directory and Updating Entries

Step

1

Create your **new account**

To add a new entry or to update an existing entry on the directory you will need an account.

In order to create an account you need to click '**Create an account**' below the 'Sign In' page

Sign In

Email address (Required)

Password (Required)

[Forgotten your password?](#)

Sign in

We respect your privacy and will not share your details.
For more information please view our [Privacy Policy](#) or [Contact us](#)

New user? [Create an account](#)

Step

2

Complete new account details

Create account

First name (Required)

Surname (Required)

Email address (Required)

Choose password (Required)

Confirm password (Required)

By clicking 'Create account' I agree that:

- I accept the [Terms & Conditions](#)
- I give consent to the processing of my data
- I may receive communications

Create account

You will then need to complete the details on the **Create account** page.

Once you have completed all the required fields, you will need to click **Create account**.

Step
3

Activate your account via email

Activate account

We have sent you an email

Do not close this window. You will need it to enter your activation code.

We have sent an email to **childinfo@bury.gov.uk** which contains your activation code.

Enter activation code (Required)

Activate account

Activate code is required for security and to confirm your email address.


Once you have completed the details and clicked Create Account, you will be sent an **activation code** to the email address you supplied and be automatically directed to this page

Enter your activation code, click Activate account and you will then be taken to this page

Step
4


Log in and manage your page listings

If you have no current entries/listings please refer to 'Creating a new entry on The Bury Directory' for further assistance. If you do have existing entries then when you click on **Manage your directory listings** you will see a page with a list of page names and titles.



Manage your directory listings

Create and edit your directory listings.



Your reviews



Your reviews of services on our directory

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
Early Years Funding EEC Payments & Headcount Portal Information	Public	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Choose your action ▾</div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Update record</p> <p>View record</p> <p> Share record</p> <p> Delete record</p> </div>
Early Education & Childcare (EEC) Information for Registered Childcare Providers	Public	

+ Create a new directory record

Step
5

Choose and action
your page listing

From here you can update/edit any entries you need to by clicking **Choose your action** to the right of an entry and selecting **Update record** and you will be taken to a template pre-populated with all the existing information for that entry

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Record Title	Status	Actions
Early Years Funding EEC Payments & Headcount Portal Information	Public	<div style="border: 1px solid #007bff; padding: 2px;">Choose your action ▾</div> <div style="border: 1px solid #007bff; padding: 2px; background-color: #e9ecef;">Update record</div> <div style="border: 1px solid #007bff; padding: 2px;">View record</div> <div style="border: 1px solid #007bff; padding: 2px; background-color: #e9ecef;"> f Share record </div> <div style="border: 1px solid #007bff; padding: 2px; background-color: #e9ecef;"> ⚠ Delete record </div>
Early Education & Childcare (EEC) Information for Registered Childcare Providers	Public	

[+ Create a new directory record](#)

Step
6

Edit your page
record

Simply work your way through the template adding, deleting or updating as necessary. For further advice around completing this check out 'Creating a new entry on The Bury Directory'.

Edit your record

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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

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.

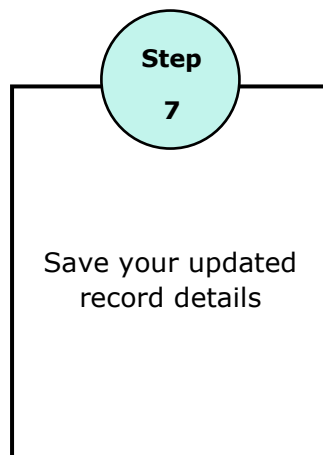
Contact Details

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



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

