

THE BURY DIRECTORY

THE HOW TO DO IT YOURSELF GUIDE

This guide is designed to help you register your service, organisation or activity or community group and update it yourself.

To get started you will need to visit:

www.theburydirectory.co.uk

How do I register?



Bury
COUNCIL



1. On the home page please click on the 'My Account' button on the dark blue Toolbar at the top of the page.

Sign in

Email address (Required)

Password (Required)

[Forgotten your password?](#)

2. The my account button will then direct you to the page on the left.

3. It will ask for an email address and password to sign in. However you will not be able to do this until you have created an account.

4. Underneath the 'Sign in' button there is a link that says 'create an account', click this to start the registration process.

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](#)

How do I register? Cont...

Create your account

First name (Required)

Surname (Required)

Email address (Required)

Create your password (Required)

Confirm password (Required)

By clicking 'Register your account' I agree that:

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

Register your account

5. The page on the left will then appear asking you to fill out some details to create an account. Fill out the form with the following details:

- First name
- Surname
- Email address
- Create a password
- Confirm password.

Then click the 'register your account' button.

Activate your 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 katherinelvwood93@hotmail.co.uk which contains your activation code.

Enter activation code (Required)

Activate account

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

6. Once you have completed the steps above you will be directed to the page on the left.

7. You will need to enter an activation code which will have been sent to the email address that you registered with. The email will look like the one below.



Dear

Thank you for registering and welcome to The Bury Directory website.

Before you can sign in you must activate your account...

1. Copy the following activation code:

889702

(Hint: Double-clicking the code with your mouse will select it, then right-clicking with the mouse will allow you to copy it.)

2. Paste it into the "Enter activation code" field in the "Activate your account" page in your web browser.

(If you no longer have this web browser window open then you can visit the [Sign in](#) page and sign in with your account details. This will then allow you to activate your account).

3. Click/Press the "Activate account" button.

Once your account has been successfully activated you will be prompted to sign in.

If you have any problems with the Activation process or any other questions then please contact us at theburymdirectory@bury.gov.uk or via the [Contact us](#) page.

Kind Regards,

Bury Directory

Can't find your activation code?

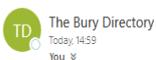
If you can't find your activation code, try...

- Checking your junk or spam email folders in case it has been put there.
- Resending it to your email address (katherinelvwood93@hotmail.co.uk)

If you still have a problem then please [contact us](#).

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

Registration complete



Katie Lou,

Welcome to Bury.

Thank you for validating your email address. Your account is now active.

8. Once you have activated your account you will receive an email similar to the one on the left confirming the completion of your registration.

How do I sign in?



Bury
COUNCIL



1. Return to the home page and click on the 'My Account' button on the dark blue tool bar at the top of the page.



Sign in

Email address (Required)

calteam@bury.gov.uk

Password (Required)

••••••••

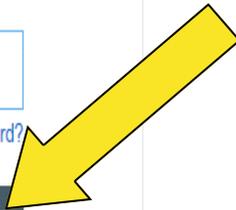
[Forgotten your password?](#)

Sign in

2. The 'My Account' button will then direct you to a page with this box.

3. Fill in the email address and password you set up in Step 5 of 'How do I register'.

4. Click the dark blue 'Sign In' button below the form.



Please note: If you forget your password you can set up a new one by clicking the 'Forgot your password' link below the sign in box and following

5. You will now be signed into your account and have been redirected back to the Home Page and the 'my account' button will have turned white.

6. Click the 'My Account' button, this will then provide you a drop down option. Click 'Dashboard' here you can add entries or update/amend entries you already have.

7. Click 'Update Account' to update your account details or 'sign out' to log out of the website.



Bury
COUNCIL

My Account ▾

Dashboard

Update Account

Sign Out

How do I add an entry?

*Please note: If your service, organisation or activity is already listed on The Bury Directory and we have an email address for you, you may already be pre-registered. This means you will not need to add an entry and will be able to start editing straight away. Your service title will appear above 'create a new service' shown in the picture below. To update the information that has been pre populated follow **Steps 35–38**.*

*However, if you want to add a different or new entry please follow **Steps***

Home Directory What's On Living Aids A-Z List Contact Us

Keyword(s) Location Search Clear Help

Overview

Provider Updates

Your Reviews

Living Aids Updates

Provider Updates

Service name	Service Status	Service Actions
+ Create a new service		

1. When you are signed in to your account locate the 'Provider Updates' section from the list on the left hand side of your 'Dashboard'

Click the 'Create a new service' link.

This link will direct you to the form below.

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.

Please enter your service title

Description

File Edit Insert View Format Table Tools

Formata B /

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.

Please enter contact name

Please enter contact position

Please enter contact telephone

Add another contact telephone

Please enter contact email

Please enter website url (including http:// prefix)

Venue Details

3. Complete the 'Create a new record' form by filling out the service details:

- Title (mandatory)
- Description (mandatory)
- Contact details
- Venue details
- Date & Time
- Other Details

Additional Information

4. You can cancel and return to your 'Dashboard' at any time by clicking the red 'Cancel changes and go back' button or bottom of the form.

5. Add a photograph or logo by clicking the dark blue 'Select image' button in the 'Logo' section of the form. You can also add additional images to your

6. You will then be prompted to choose your image from your files. Click the 'Browse' button, search your files and select your chosen picture.

7. Once selected type what the image is into the 'description' box.

8. Click upload and wait for it to finish uploading.

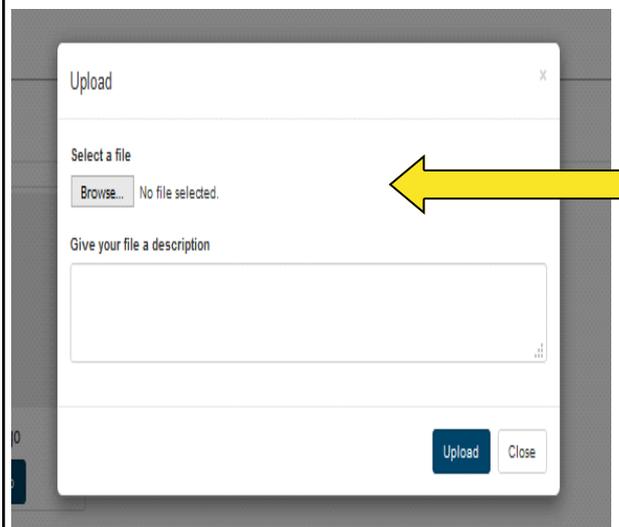
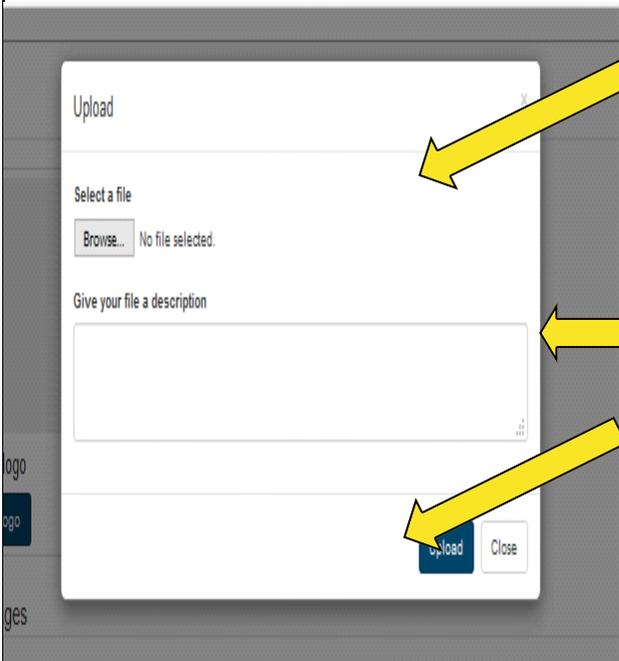
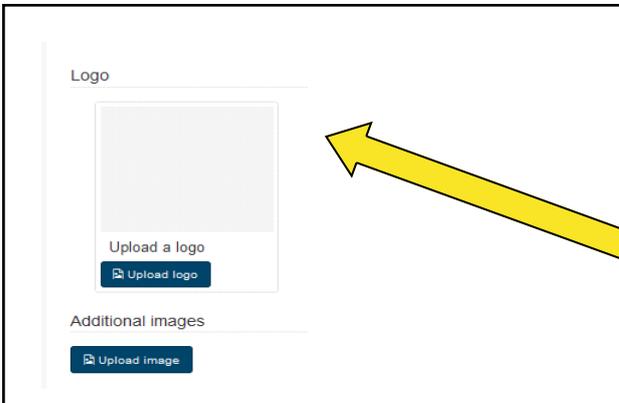
9. This will then be saved to your entry.

10. Add a document by clicking the dark Blue 'Add a new document' button in the 'Documents' section of the form.

11. You will then be prompted to choose your document from your files. Click the 'Browse' button, search your files and select your chosen picture.

12. Once selected click upload and wait for it to finish uploading. Give the file a description to explain to the viewer what it is. (We recommend uploading PDF version of your documents so that they can't be changed.)

13. This will then be saved to your

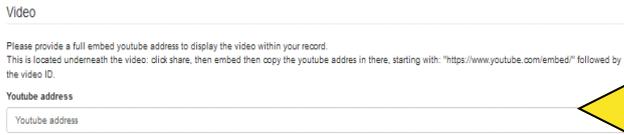




14. To add a video you will need to use YouTube. For instructions on how to upload videos to YouTube visit www.youtube.com and click the 'Upload' button.



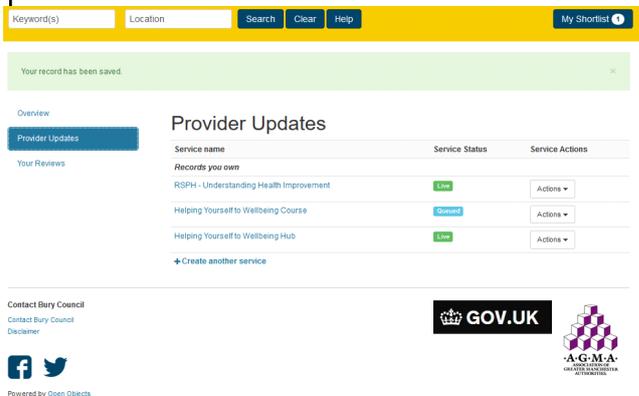
15. Once your video has been uploaded you will need to locate the embedded link. This will be under the video in the share option.



16. Copy the link and paste it into the YouTube address box under video.



17. When you are happy with your entry and have completed the form click the dark blue 'Save Service' button at the bottom of the form. This will take you back to your 'Dashboard'.



18. Your new entry request will now be sent to The Bury Directory Team for authorisation. Until this is done there will be a light blue box next to your entry that says 'queued.' Once it has been accepted this will change to live and editing options will be allowed.

Please note: You can repeat this process (Steps 1 – 18) as many times as required, dependent on how many service, organisations or activities you are responsible for.

How do I add an activity or event?



1. Activities and events are added in the same way as a service entry. **Please follow steps 1-18 in the 'How do I add an entry' section.**

2. Once you have completed your entry return to the home page and click the 'Contact Us' button on the dark blue tool bar.

3. Complete the Contact Us form by filling out your name, email, telephone number and then please tell us the name of the entry you have made and ask us to categorise it as an activity/event and so that it will appear in the 'What's On Section'.

Contact Us

Your name

Your email address

Or telephone number if you would prefer

Your message to us

Please try and keep your message as brief as possible. We will contact you if we need further information.

Contact us

How do I categorise my entry and add keywords

Contact Us

Your name

Your email address

Or telephone number if you would prefer

Your message to us

Please try and keep your message as brief as possible. We will contact you if we need further information.

Contact us

1. Complete steps 2 and 3 in the above section and tell us where you would like to be categorised and any key words you want to be associated with. Click send and someone from The Bury Directory

How do I update my entry?

Provider Updates

Service name	Service Status	Service
Records you own		
RSPH - Understanding Health Improvement	Live	Actions
Helping Yourself to Wellbeing Course	Queued	Actions
Helping Yourself to Wellbeing Hub	Live	Actions

+ Create another service

1. When you are signed in to your account locate the 'Provider Updates' section in the centre of your 'Dashboard' this is where your entries will sit. Pages which are live will have a green Live box next to them.

2. Chose the entry which you want to edit and click the 'Actions' Drop down list.

Provider Updates

Service name	Service Status	Service Actions
Records you own		
RSPH - Understanding Health Improvement	Live	Actions Update record View record Delete record
Helping Yourself to Wellbeing Course	Queued	
Helping Yourself to Wellbeing Hub	Live	
+ Create another service		

3. Click the 'Update' option on the drop down list.

This will take you to the 'Edit Your Record' form which is the same as the 'create a new record' form but will already have your information in it.

Edit your 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.

RSPH - Understanding Health Improvement

Description

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RSPH (Royal Society for Public Health) Understanding Health Improvement

Level 2 Award

This is a nationally recognised level 2 course that introduces participants to factors influencing health and wellbeing and how to help people make lifestyle changes which improve their health.

Who would benefit from this course?

The qualification is aimed at all employees with an interest in the health and wellbeing of their staff, colleagues, customers and client groups.

4. Edit your information, upload pictures and documents and save as in **Steps 3-18 in the 'How do I add an entry' section.** (Your page will still stay live with the old information until

Please note: you can update your pages as many times as required via the same method. We advise that you check your information regularly, and click 'save record', so that we know that it is up to date.

Provider Updates

Service name	Service Status	Service Actions
Records you own		
RSPH - Understanding Health Improvement	Live	Actions Update record View record Delete record
Helping Yourself to Wellbeing Course	Queued	
Helping Yourself to Wellbeing Hub	Live	
+ Create another service		

5. To see how your entry looks you can view the live page by clicking the 'View Record' option on the drop down list. This will take you to your page.



6. To delete a entry click the 'Delete' option on the drop down list.

Please note: all edits and deletions will be sent to The Bury Directory Team for authorisation before they change the live website.

How do I update my account details?

My Account

First name (Required)
Bury

Surname (Required)
Directory

Email address
[Change email address](#)

Password
***** [Change password](#)

Mobile phone (Optional)

Update my account

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

1. On the drop down list from the 'My Account' button, select 'Update Account'.

2. This will then take you to the page shown on the left.

My Account

First name (Required)
Bury

Surname (Required)
Directory

Email address
[Change email address](#)

Password
***** [Change password](#)

Mobile phone (Optional)

Update my account

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

3. To change your password click the link under heading 'Password'. This will take you to a separate form where you can enter a new password and confirm it.

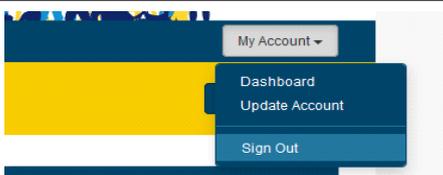
4. You can change your:

- First Name
- Surname
- Telephone
- Email

by filling out the sections on the form.

47. When you are happy with your details and have completed the form click the dark blue 'Update my account' button at the bottom of the form. This will let you know whether or not your account has been successfully updated or not.

How do I sign out?



48. Click on the 'Sign Out' option from the 'my account' button on the dark blue tool bar at the top of the page.

If you need further support with your account or using the directory please contact The Bury Directory Team at:

theburydirectory@bury.gov.uk