Change your listing details

1. Go to https://fish.hants.gov.uk

2. Click **Service Providers Register/Sign in**.
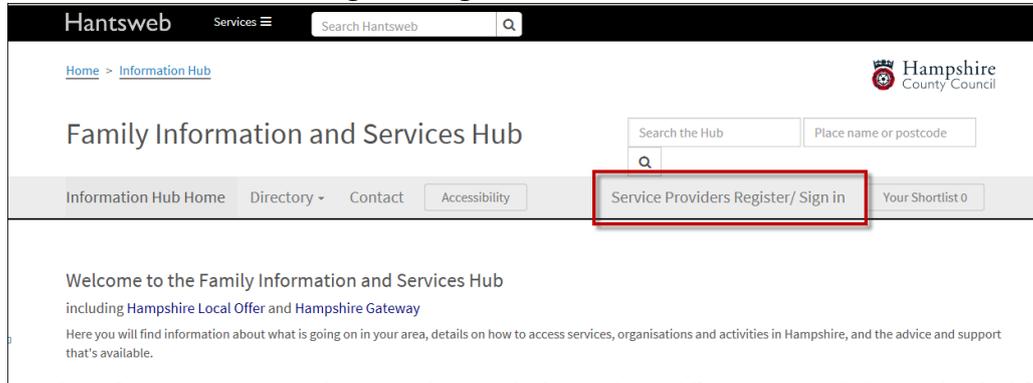
3. Enter the email address and password that you used to register.
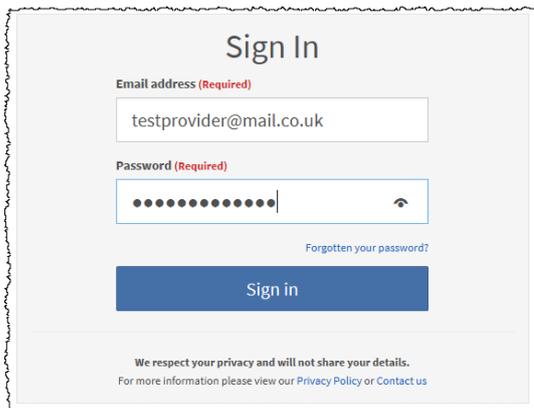
4. Click .

5.   Click **Manage your directory listings**.
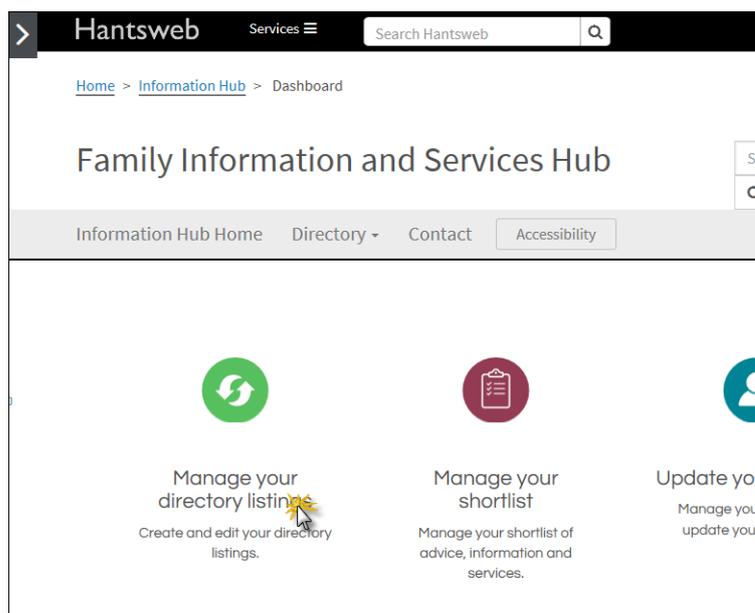
6.   Your directory listings will be displayed.
      If you cannot see the listing that you want to change, try using the search facility in the top right corner of the screen.
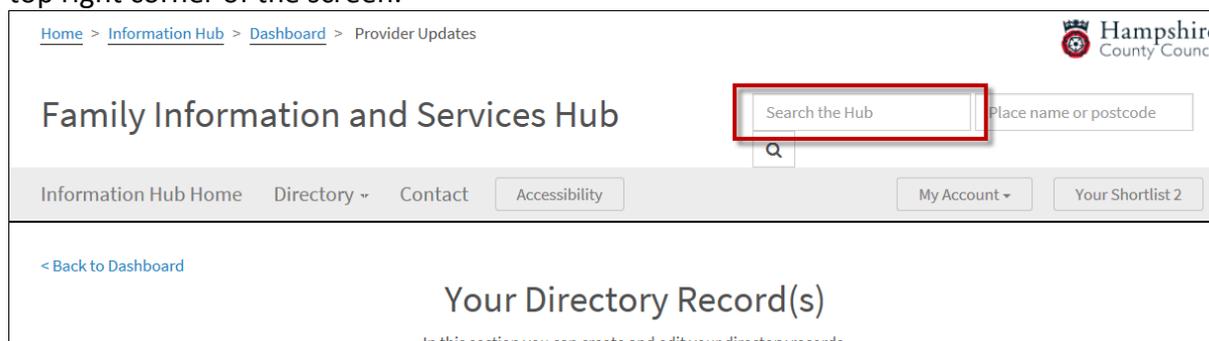
Once you have located the record you want to change, look to the bottom of the page.
If you do not currently have the ability to change the record, you may see the following :
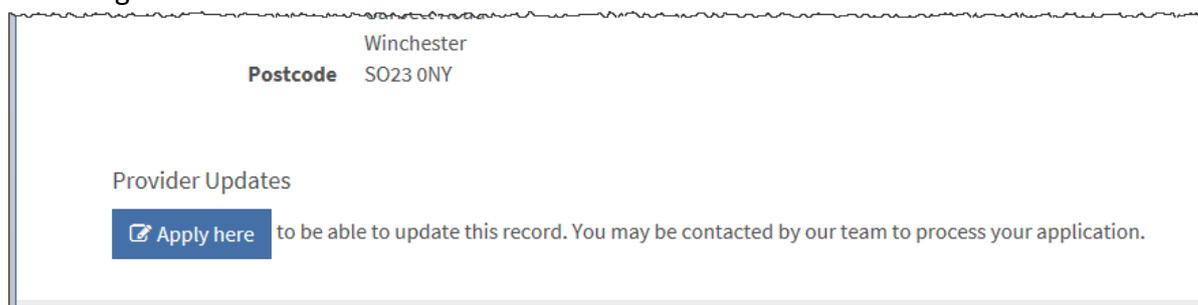
Click the **Apply here** button. Clicking this will send a request for the listing to be assigned to your email address. Once approved, you will then be able to manage the listing from your dashboard.
If you do not have the **Apply here** button and you need to make changes to the listing but can't, please contact us.

7. If you do have the ability to change the listing, you will see the following from your Dashboard screen:

< 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
Test Title Wirth 2	Public	Choose your action ▾

+ **Create a new directory record**

Against each listing you will see the current **Status** and **Actions**.

8. From the **Actions** drop down menu, select **Update record** to change the details on your listing, or **Delete record** to delete it.

Actions

Choose your action

Update record
Update Local Offer
View record
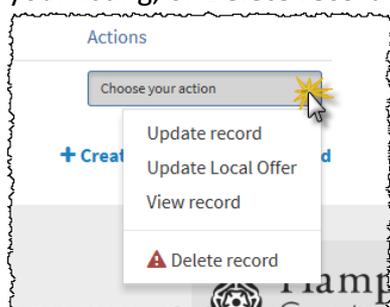
⚠ Delete record

Note: You will **not** be prompted to confirm that you want to delete the listing, so only click **Delete record** if you are sure that you do want to delete it.

9. If changing your listing, make your changes then click [Save Record].

10. The **Status** of the listing will change to either or **Queued for approval** or **Pending Deletion** as appropriate. Once your changes have been approved, the Status will change to **Public**.

11. Your changes or deletion will need to be verified by an administrator before being reflected in the website. Updates are checked daily, but if you have an urgent change or deletion, please contact us.