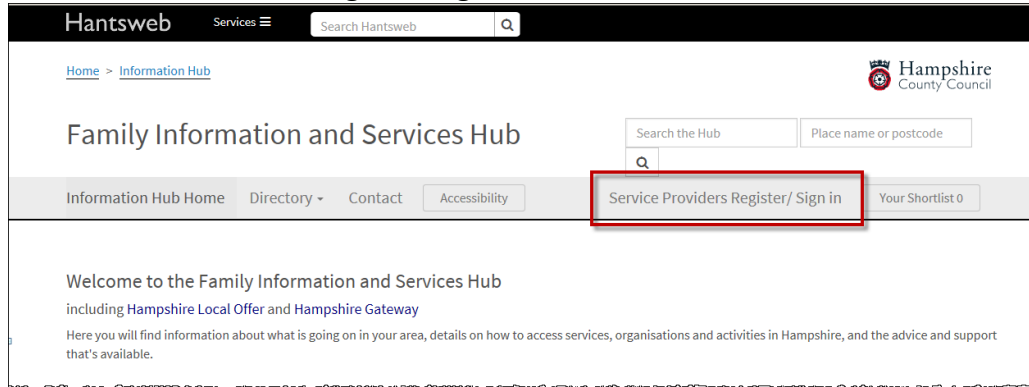
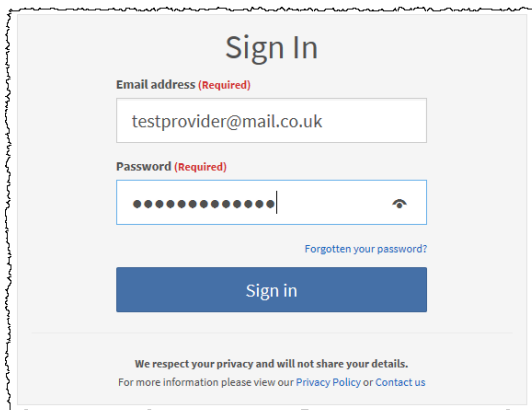


Submit a listing

1. Go to <https://fish.hants.gov.uk>
2. Click **Service Providers Register/Sign in**.

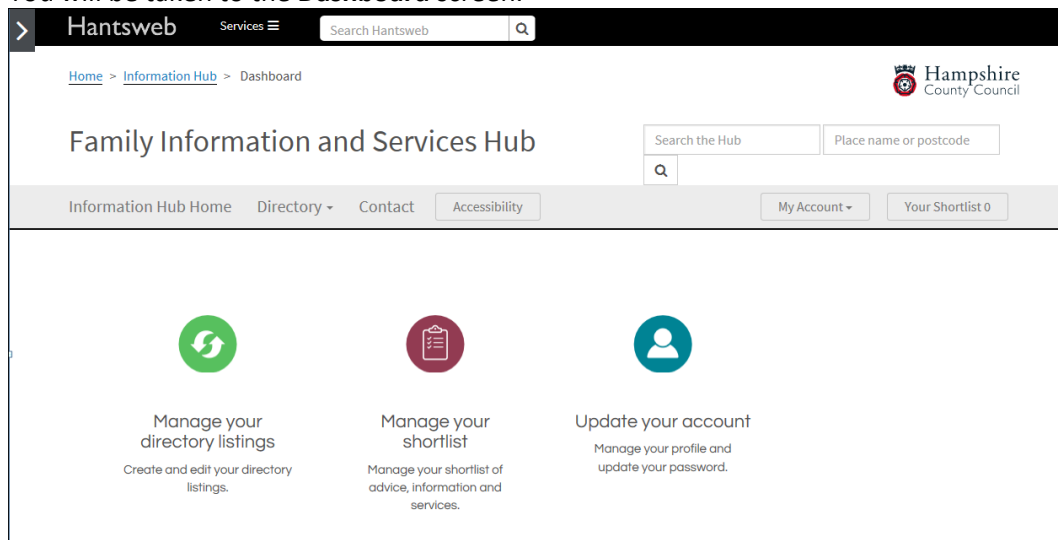


3. Enter the email address and password that you used to register.

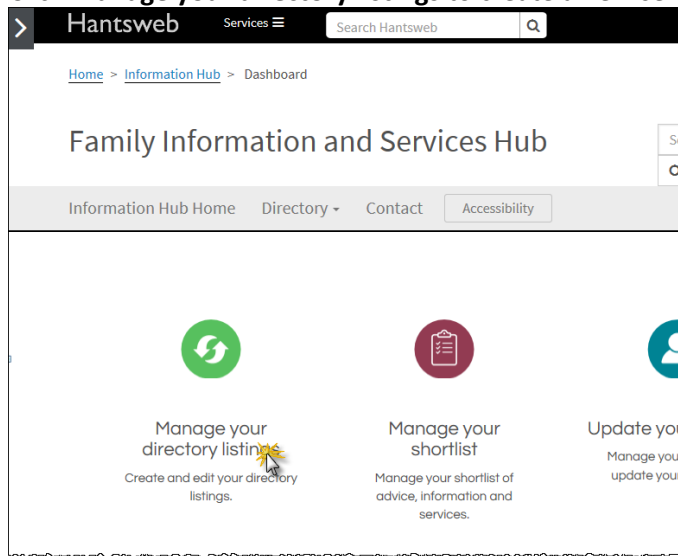


4. Click .

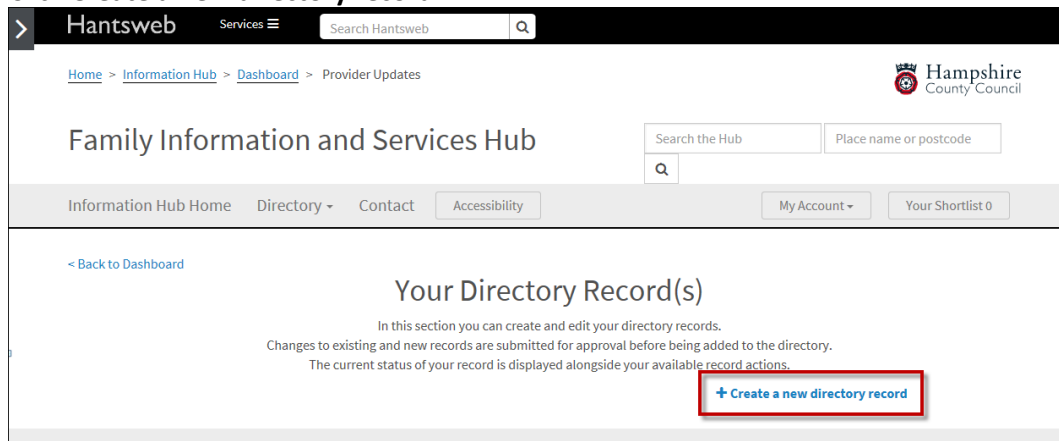
5. You will be taken to the **Dashboard** screen.



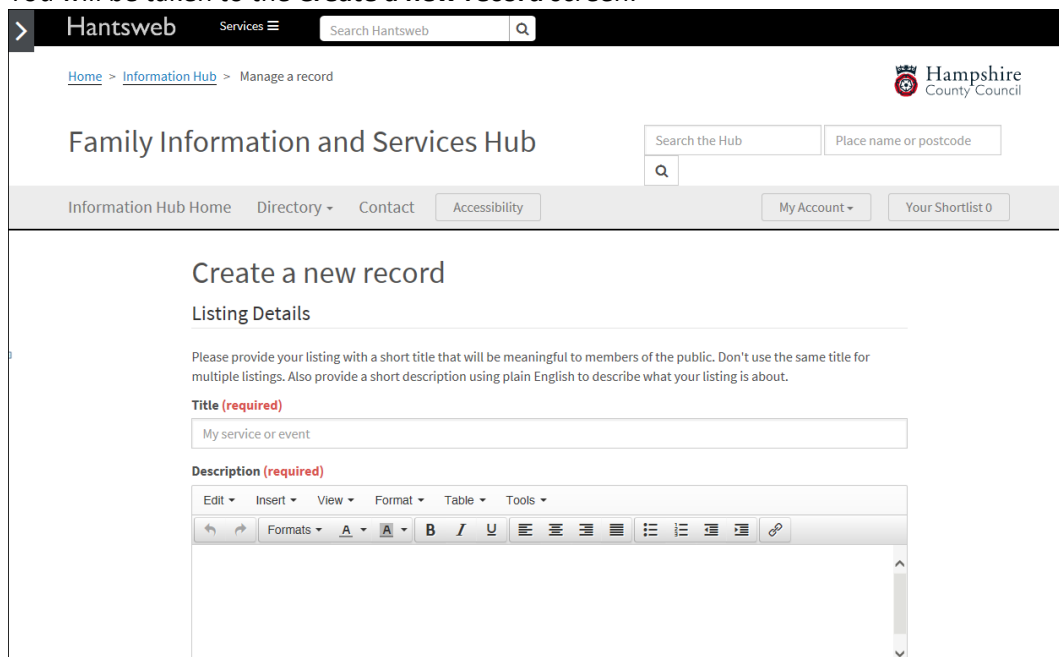
6. Click **Manage your directory listings** to create a new service record/directory listing.



7. Click **Create a new directory record**.



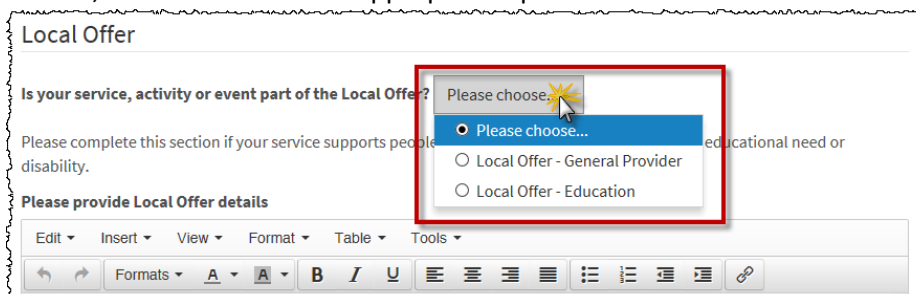
8. You will be taken to the **Create a new record** screen.



9. Complete each field as required.

- 💡 When completing the URL, be sure to prefix your website with **http://www**.
- 💡 Ensure that you enter a valid postcode.
- 💡 Try to keep to a maximum of 250 words in any text box.

10. To create a SEND Local Offer* you will need to complete the Local Offer section. Within this section, be sure to select the appropriate option where shown below:



The screenshot shows a web form titled "Local Offer". The main question is "Is your service, activity or event part of the Local Offer?". Below this, there is a dropdown menu with the text "Please choose...". A red box highlights the dropdown menu, and a mouse cursor is pointing at it. The dropdown menu is open, showing three options: "Please choose..." (selected), "Local Offer - General Provider", and "Local Offer - Education". Below the dropdown menu, there is a text area with a rich text editor toolbar. The text area contains the text "Please complete this section if your service supports people with a disability." and "Please provide Local Offer details".

- **Local Offer – Education** – for all providers receiving government funding to provide education services, e.g. Ofsted registered Early Years education providers in receipt of EYE funding, colleges etc.
If selecting this option, also complete the “Questions for education settings other than schools”. Please note that Schools do not need to complete this section as this will be contained within your SEN information report.
- **Local Offer – General Provider** – Organisations, agencies etc providing health services, leisure activities, Ofsted registered childcare providers **not** in receipt of EYE funding etc.
If selecting this option, also complete the “Questions for general provider”

*SEND Local Offer is information about how your service supports children or young people with Special Educational Needs and/or Disabilities.

11. Once the form is complete, click [Save Record](#) at the bottom of the screen. Your submission will then be “Queued for approval” and will be moderated before being published. You will receive an email notification when the information has been published to the directory.