

Dear Provider

New easy to use web site helps providers promote their services to the people who need them

Are you a provider of care and support services in Nottinghamshire? Then promote your business for free on www.nottshelpyourself.org.uk

A large scale publicity campaign has begun promoting the website to all residents within Nottinghamshire. Now is the time to make sure you are registered on this new web site so that people can find your services.

The County Council aims to provide a wide range of information and advice to the residents of Nottinghamshire. Information about provider organisations is an important element of providing information that is comprehensive, relevant and current.

www.nottshelpyourself.org.uk will be the first place people in Nottinghamshire will look for support services and information about

- Adults
- Families
- Communities; and
- Children and young people with a disability.

It is easy to add information about your business to the directory. You can:

- input your own text, images and quality kite marks
- describe your services and products
- offer quotes
- respond to enquiries

The provider information on www.nottshelpyourself.org.uk will be shared with the Family Services Directory (FSD), Community Directory (library service) and the SEND local offer. For providers, this means that registering and keeping your details up to date is centralised, making life easier by having to update only one record.

Registering on www.nottshelpyourself.org.uk is simple and should take only a few minutes.

Don't miss out – complete your registration today!

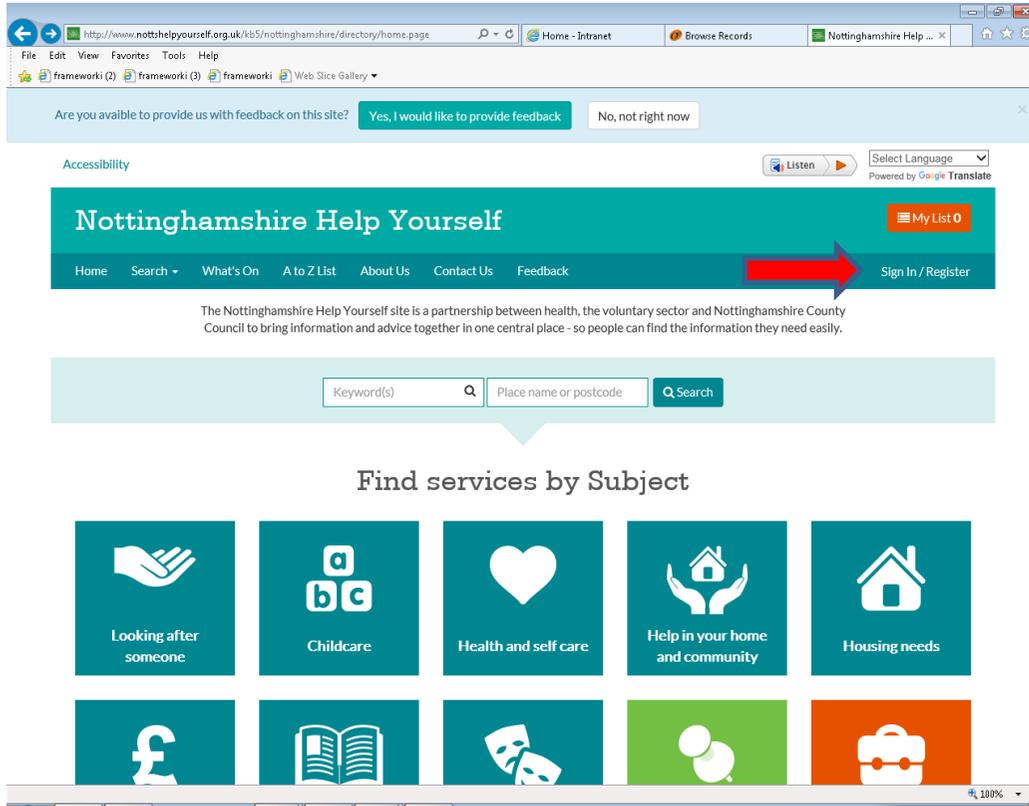


Nottinghamshire County Council

If you have any questions, please email: nottshelpyourself@nottscc.gov.uk or
telephone 0300 500 80 80

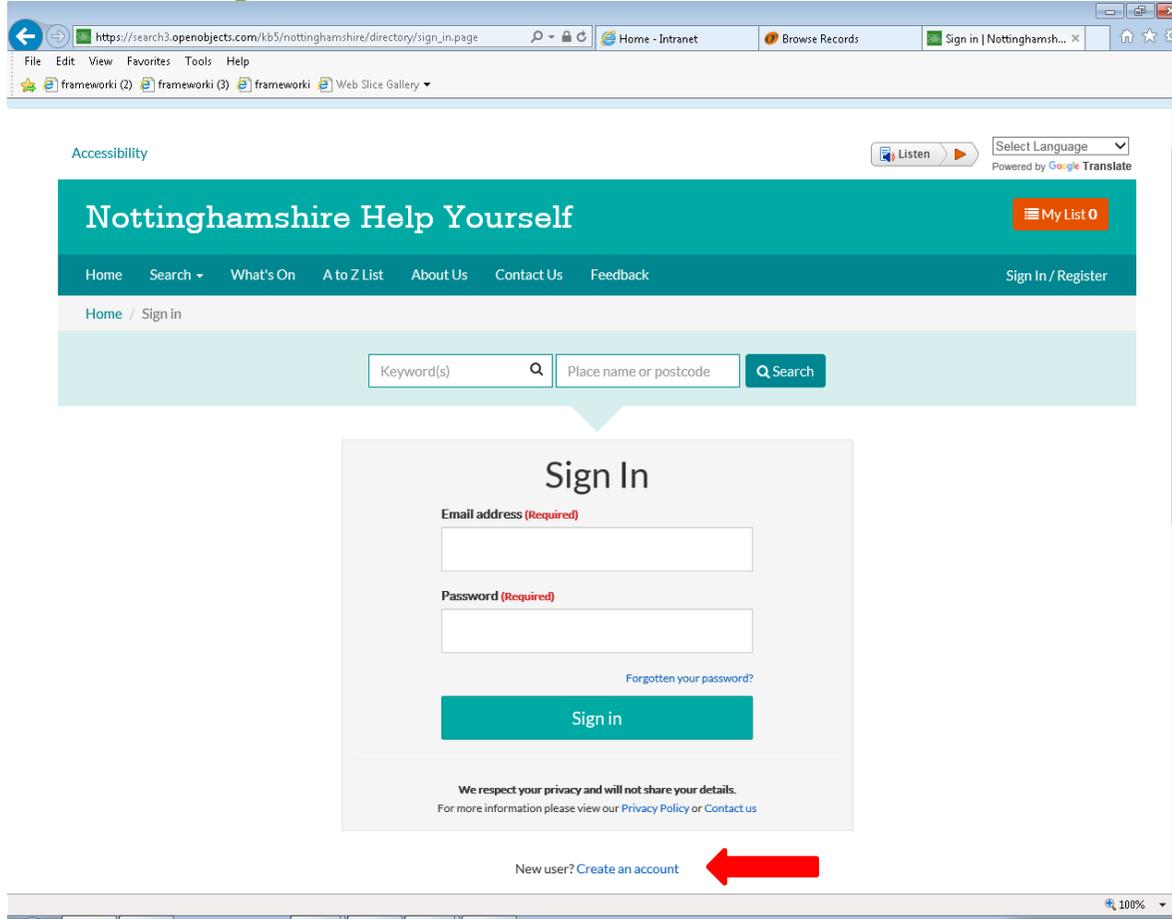
Registering your service

1. **Registration:** To register, click on the 'sign in /register' link in to the top right-hand corner of the site.



The screenshot shows a web browser window displaying the Nottinghamshire Help Yourself website. The browser's address bar shows the URL: <http://www.nottshelpyourself.org.uk/kb5/nottinghamshire/directory/home.page>. The page features a teal header with the text "Nottinghamshire Help Yourself" and a "My List 0" button. Below the header is a navigation menu with links for Home, Search, What's On, A to Z List, About Us, Contact Us, Feedback, and Sign In / Register. A red arrow points to the "Sign In / Register" link. Below the navigation menu is a search bar with fields for "Keyword(s)", "Place name or postcode", and a "Search" button. Underneath the search bar is the heading "Find services by Subject" followed by a grid of ten service category icons: Looking after someone, Childcare, Health and self care, Help in your home and community, Housing needs, Financial help, Education, Debt advice, Mental health, and First aid.

2. Click on the create an account



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Nottinghamshire Help Yourself

[Home](#) [Search](#) [What's On](#) [A to Z List](#) [About Us](#) [Contact Us](#) [Feedback](#) [Sign In / Register](#) [My List 0](#)

Home / Sign in

Keyword(s) Place name or postcode

Sign In

Email address (Required)

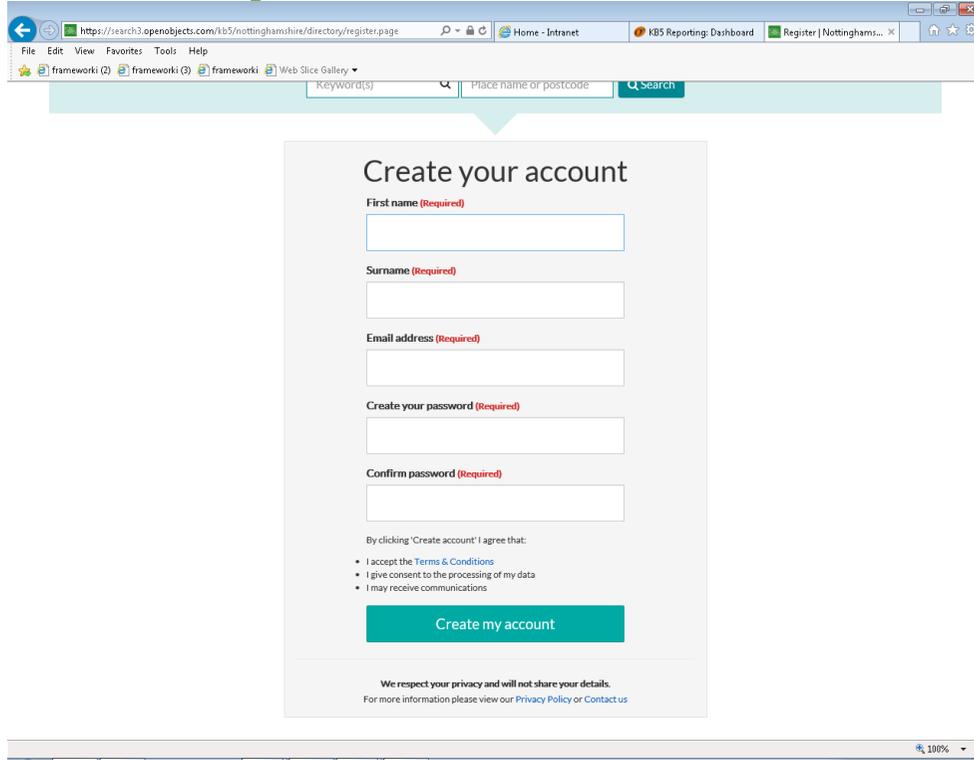
Password (Required)

[Forgotten your password?](#)

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](#) 

3. Enter your details and the click the create my account button. You will then be sent a verification email which will provide you with a reference number which you will need to enter into the box on the next screen. The sign in screen above will then be brought up where you will be able to sign in and then create your service details as well access the Provider corner which is an information resource and Forum for all organisations and individuals who provide a service within Nottinghamshire including Personal Assistants.



https://search3.openobjects.com/kb5/nottinghamshire/directory/register.page

Home - Intranet

KBS Reporting: Dashboard

Register | Nottinghamshire...

File Edit View Favorites Tools Help

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Keyword(s) Place name or postcode Search

Create your account

First name (Required)

Surname (Required)

Email address (Required)

Create your 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 my account

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

100%

The 'Create a new record' form needs to be completed

This asks that you provide details about your service or offer including some basic information about the setting/service or provision will be required; name, address etc

There are then 3 more specific sections:

"Cost Information" asks for information about cost

“Date and Time” asks for information about availability of the service

“Other Details” asks for information around referral and how people can access the service.

We would ask that if you have current vacancies that you tick the “have immediate vacancies” box.

Once you have entered your details click the Save Record button at the bottom of the page. The service will then be visible in the provider updates section of your account.

This is a screen shot of fields within the provider template.



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.

Description

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

← → Formats **B** *I* [List icons] [Link icon]

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.

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

Nottinghamshire Help Yourself Home Search What's On A-Z List About Us Contact Us Account Home Sign Out

Enter Keyword Location OR Postcode **Search** **Clear**  My List **0**

Your profile has been updated successfully.

Overview

[Provider Updates](#)

[Update your profile](#)

[Change your password](#)

Welcome back Anna.

From here you can use the left hand menu to access all of the services available to you on the hub.

working in partnership



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For childcare or family support information, please contact Nottinghamshire County Council on 0300 500 80 80.

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Select Language ▼

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1. You can update your details and add new information at any time
2. Sign in to the site to access the account home page and apply changes to any listings assigned to you or to add any new listings.
3. Updates will feed through to Notts Help Yourself team before changes feed through to the live site
4. You will receive email reminders to prompt you to check your details regularly
5. Email us at nottshelpyourself@nottsc.gov.uk if you have any questions