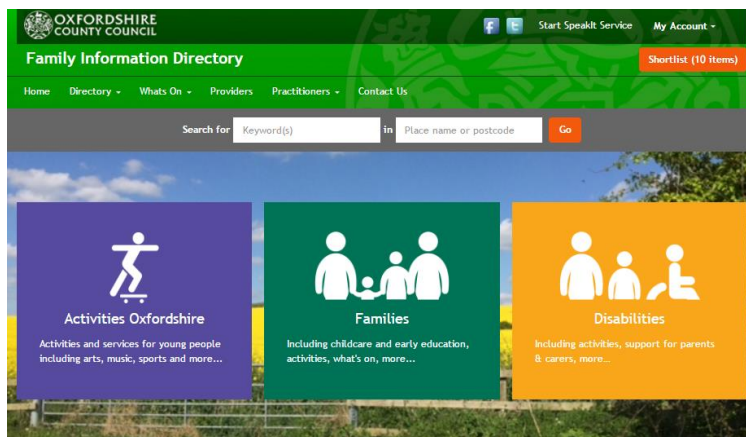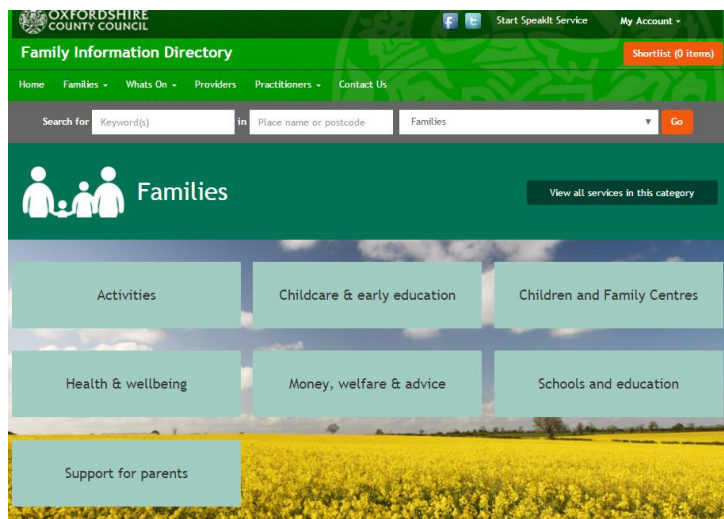# Guidance for using the Family Services Directory

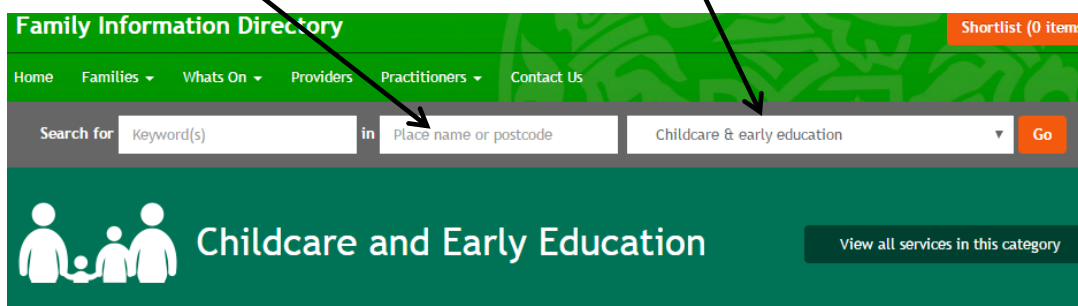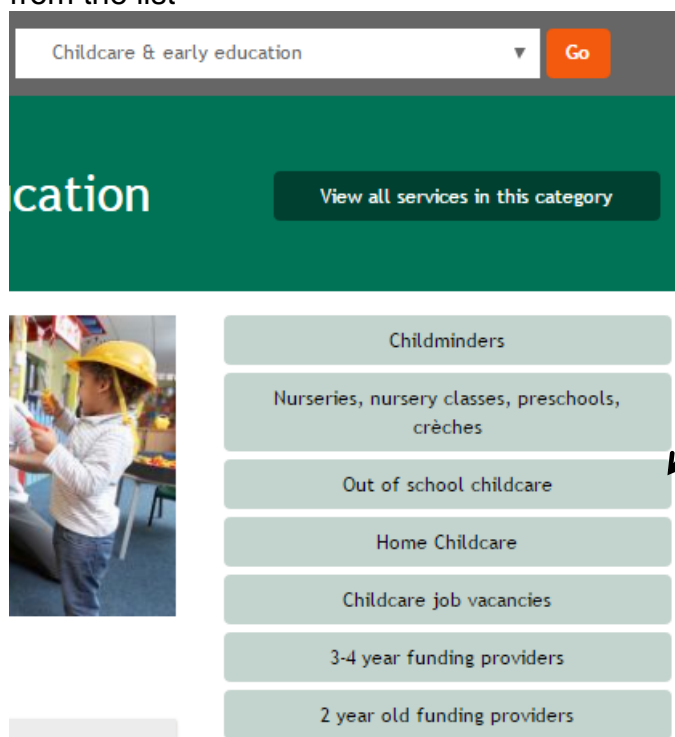Go to www.oxfordshire.gov.uk/familyinformation

Click on the "Families" or "Disabilities" buttons. [Activities Oxfordshire is information for young people.]
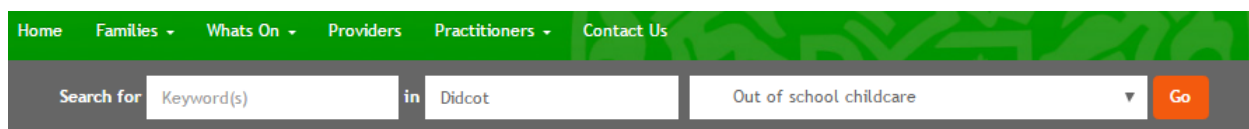

Click on the category you are interested in eg Childcare & Early Education. Then type in your location (town or postcode) and click Go.

You can then search the particular category (and then sub category) e.g. Out of school childcare from the list

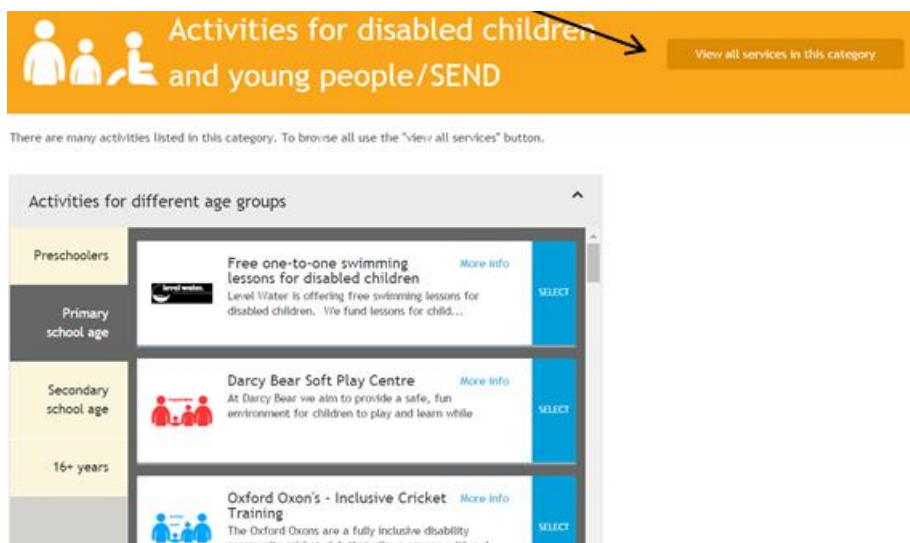(or from the drop down search bar at the top)

Depending on the category, there may be sub categories you can choose e.g. in this example you could choose holiday playschemes.

When you have the list it will be ordered with the closest to your location first. You can use any of the filters to further refine your search (always apply any filters **after** putting in your location).

You can also use a keyword search in the grey search box above the orange bar eg "football", "swimming" etc…and add your postcode or town name and hit the orange Go button. This will bring up a results page with the results closest to your postcode or the centre of your town at the top. Results on subsequent pages are further away distance-wise the further down the listing you go.
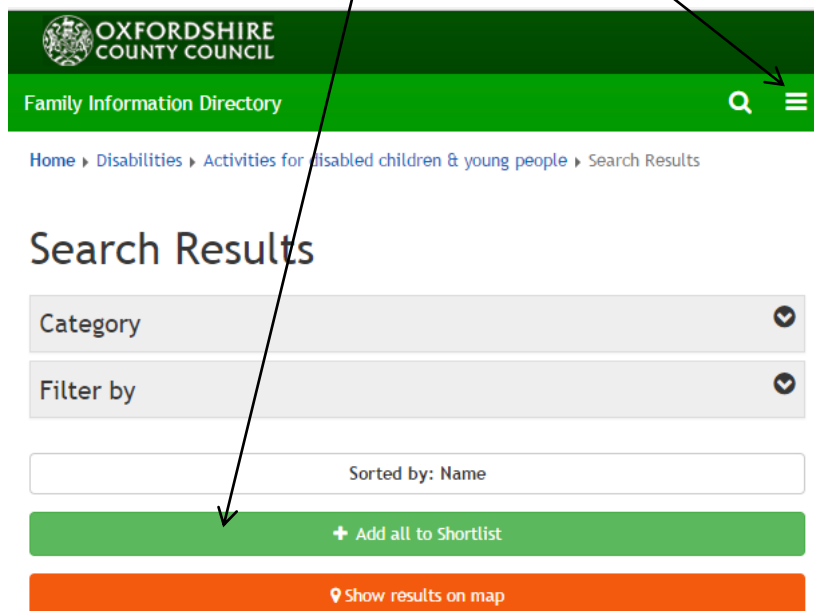
If you click on "view all services in this category", the results are alphabetical.
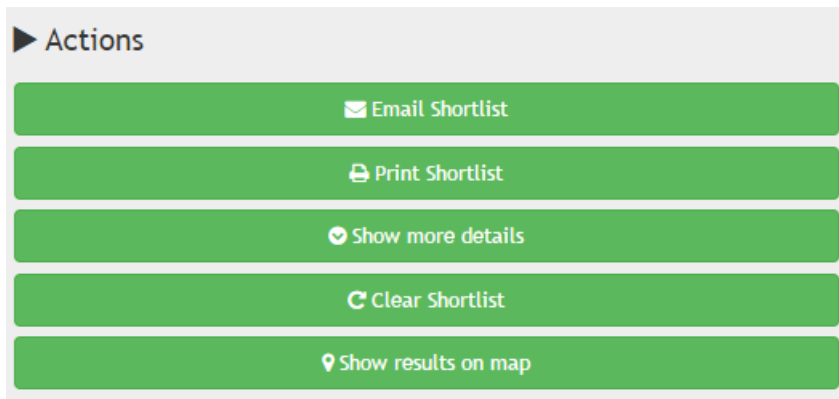

Shortlists

You can add records individually to a shortlist - from a list of results, click on the "Add to shortlist" on the bottom right of each record listed:-
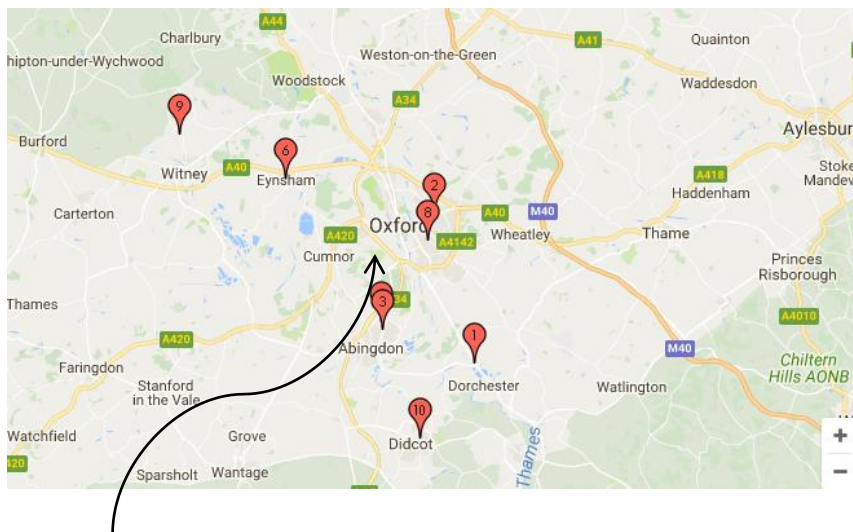
Alternatively you can use the green "+ Add all to shortlist" and this will add the 10 listed on that page. To add more, simply go on to the next page and click on the green button again. Your shortlist is accessed in the top right hand corner… (The actual view changes depending on your device - this is a mobile device screenshot)

Once you have created your shortlist, you can then print off the results or email yourself a link to the shortlist using the Actions buttons (on the right hand side in full view or at the bottom on a mobile device).

You can also see the results on a map by clicking on "Show results on a map"

This will now show each result with a numbered red marker.

You can also add your own marker i.e. your home address by clicking on the blue ""Add a marker to the map"

Add your postcode into the second box and this will now show up on the map with a green flag. This will help you see where the results are in relation to where you live.

Should you need more help, please email fis.enquiries@oxfordshire.gov.uk