



ACTIVITIES OXFORDSHIRE

Get involved, get active and be creative



Provider Guide: how to register, claim and update your record on www.activitiesoxfordshire.info

Activities Oxfordshire lists all activities for young people in Oxfordshire. This includes everything from small parish youth clubs to sports clubs, to summer and after school activities, large leisure providers, and everything in between. Young people means anyone aged 13-19, or up to 24 if they have learning difficulties or disabilities.

Register

Click on **Register** at the top right and follow the instructions to create your account. You will be sent an activation email, clicking on this will create your account.

You can use a generic email like info@myyouthclub.com or an individual email like tim.example@bigclub.org – the important thing is that you have access and it is checked regularly.

- What if... it says I already have an account?
That's great! Reset your password, and you're good to go!
- What if... the activation email doesn't turn up?
Check your spam or junk mail!
- What if... it just isn't working!
You can always email activitiesoxfordshire@oxfordshire.gov.uk

Claim your record

If your record is already assigned to you, you can find it by signing in, clicking on **My Account** and then **Dashboard**. Your record will be under **Provider Updates**.

- What if... I can't find the sign in button?
Click on Register – there is a sign in button under the “create account” form.
- What if ... my service isn't listed yet?
Search on the database. If it's there, email fis.enquiries@oxfordshire.gov.uk to ask for access to update it.
If it's not listed, click on **+ Create another service** under Provider updates, and fill in the “Create a new record” form.

Update your listing

Sign in, access your dashboard, then select **Provider Updates**. Click on **Actions** and then **Update record** to open the update form. All changes have to be confirmed by staff, so allow three working days for your changes to go live (though it will often be much faster!)

- What if... my update doesn't seem to have gone through?
Check the FAQ at www.oxfordshire.gov.uk/servicedirectory or email activitiesoxfordshire@oxfordshire.gov.uk for more help.