

How to Register on the Reading Services Guide (RSG)

Groups and Childcare Providers already listed on the RSG

If you are a group or a childcare provider already known by the Family Information Service you will have been sent an email from the 'Reading Services Guide' inbox asking you to register. If you have received an email then that email address has been assigned to your records. **Please use the email address that received the request to register on the site - if you use a different email address then the system will not recognise this and you will be setting up a new account which could result in duplication.**

Groups and Childcare Providers who are not listed on the RSG

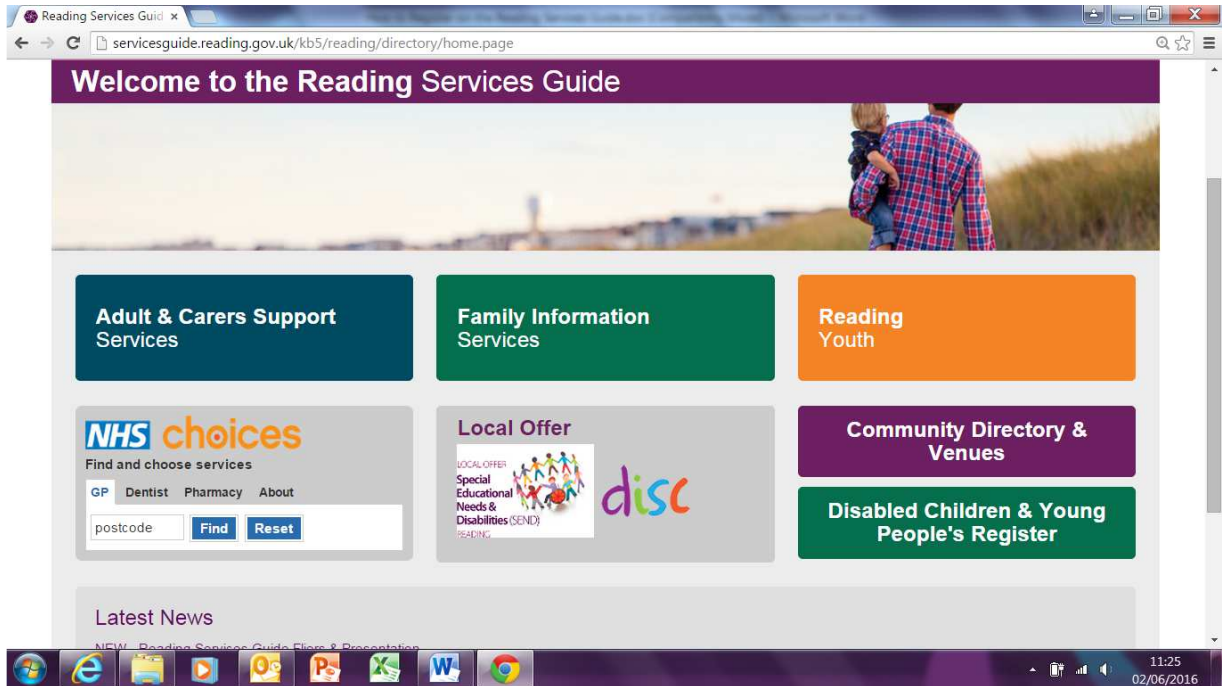
If you are a group not listed in the directory and would like to display your services or activity then you will need to register, once you have completed the registration questions, a verification email will be sent to the email address **(you must verify the account otherwise the system will not allow you to sign in)** you have now registered and can sign in and create a record. Once completed 'save changes' this information will then come through to the FIS team who will check the information before allowing it to be displayed on the RSG (we will contact you directly with any queries)

If you are a childcare provider and have not been sent a request by the Reading Services Guide to register - then contact the Family Information Service

Key Points:-

- All request to update/register will be sent from the Reading Services Guide inbox (please check your spam/junk just in case)
- All updates are checked and verified by the FIS before allowing the information to be displayed on the RSG
- Check on the website before creating a new record on the Reading Services Guide to make sure your service isn't already listed, if you are listed and would like to access your record contact us on 0118 9373777 - Option 2

Reading Services Guide – www.reading.gov.uk/fis

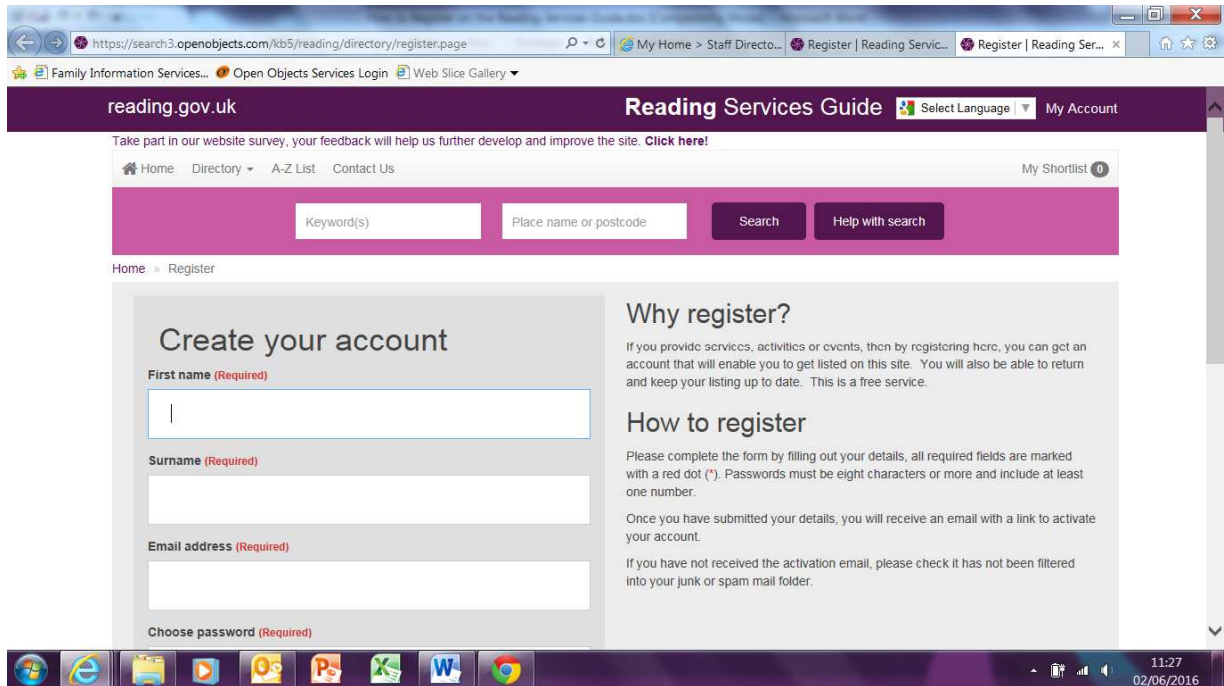


How to Register?

Click on the 'My Account' button top right of the screen

Once you have entered the register page you will see the screen below -

<https://search3.openobjects.com/kb5/reading/directory/register.page>



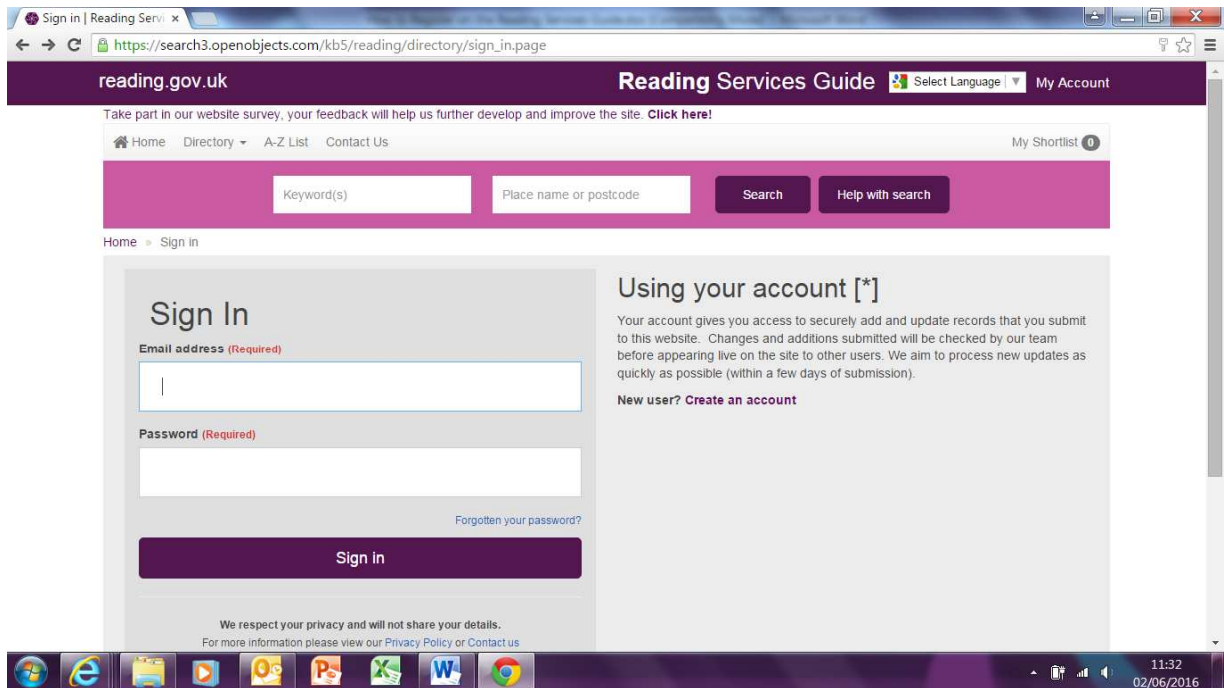
Complete the registration account details, making sure you add information on all fields marked with *

Please also remember to read the terms and conditions, before creating the account

Once you have registered a 'validation email' will be sent to your inbox from the 'Reading Services Guide' there will be a link within the email to the following page - **YOU MUST VALIDATE YOUR EMAIL otherwise the system will not let you sign in**

https://search3.openobjects.com/kb5/reading/directory/sign_in.page

Once validated you will be sent a welcome email which confirms you are now registered.



You can now sign in using your email address and password created in the registration. Please keep your password safe, if you do forget it request a new one from the sign in page.

If you are an existing group or childcare provider then you will be able to view your record, ready for you to update etc. If you are a new group then you will be given the option to 'create a record' there are no limits to the number of records you can create i.e. if you run two groups in Reading, with different venues then we would suggest creating two separate records.

If you need assistance please do not hesitate to contact the FIS - 0118 9373777 - Option 2 or email us fis@reading.gov.uk