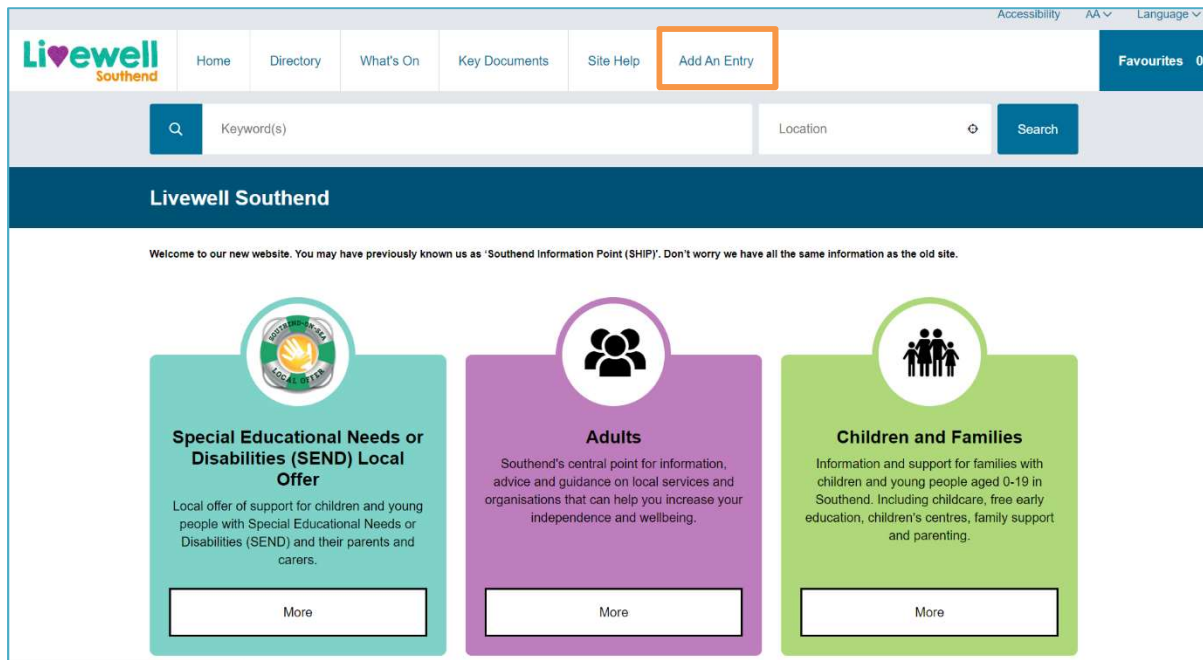


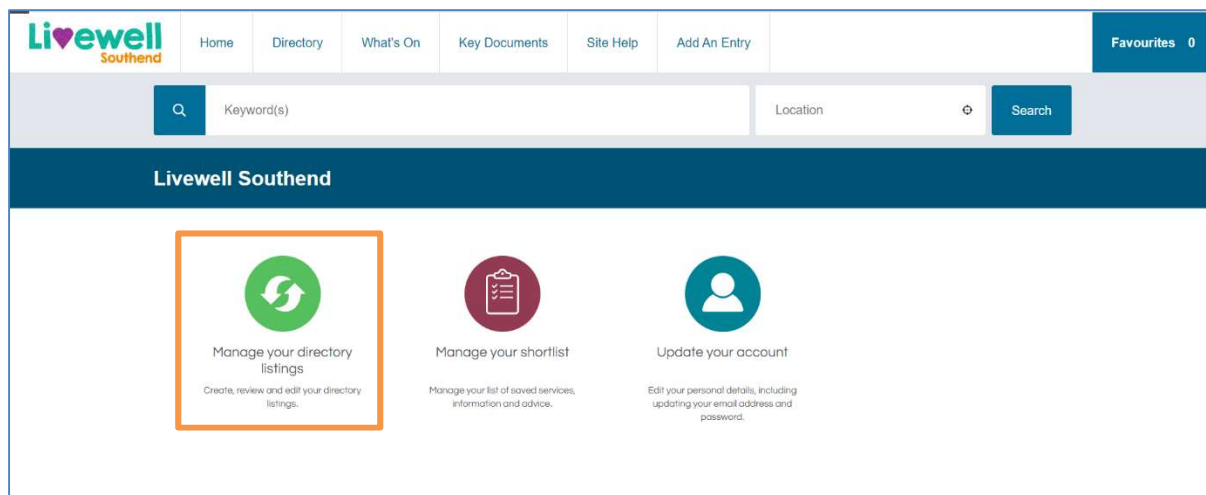
## Livewell Southend – How to update your record.

This is a step by step guide that can be used to assist you when you need to update your record. Your record could be an event/activity taking place locally or a service you provide.

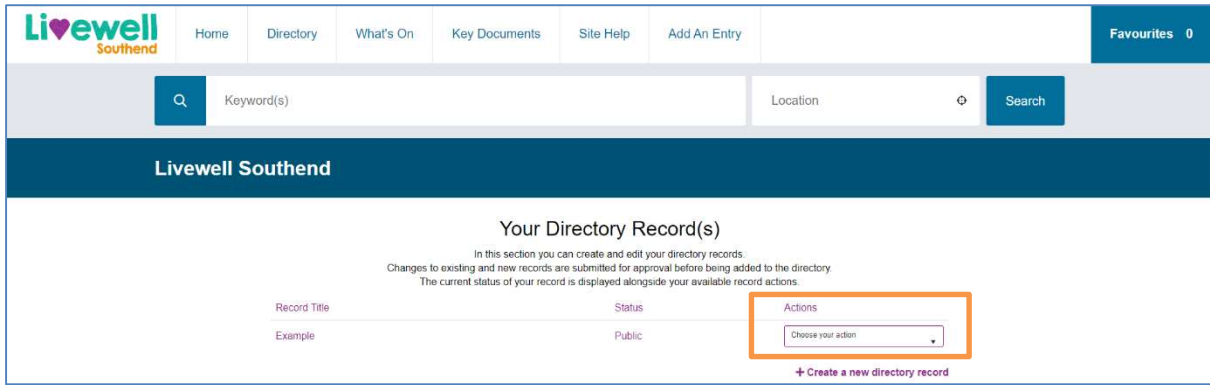
1. Log into your account on Livewell Southend by going to [www.livewellsouthend.com](http://www.livewellsouthend.com) and click 'Add an Entry'. This is highlighted in the **orange box** below.



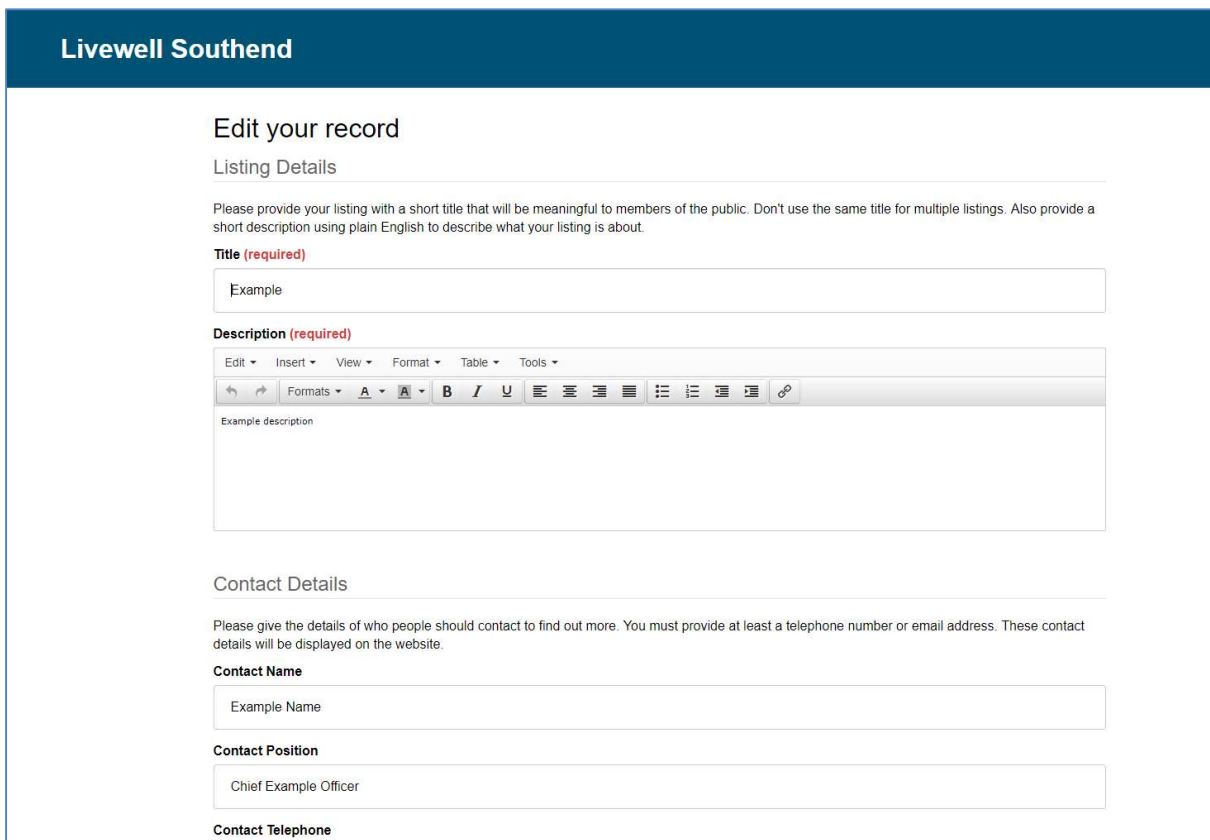
When you log into your Livewell Southend account you will see the screen below.



2. To update your record you need to click 'Manage your directory listings' which can be seen in the screenshot above in the **orange box**. This will take you to the records you can update. Your screen should look similar to the below.



- On the right of the photo you have a drop down box where you can select 'Update' or 'Delete'. I have highlighted this in an orange box. As you want to update your record you need to select 'Update'. You will be directed to the original form that was completed. Any details within this form can be removed and/or edited. The form should look like the below screenshot.



- Once you have finished updating your record, scroll down to the bottom of the page and select 'Save Service'.

**Please note: All updates to records have to be approved by the admin team therefore updates will not show on your record straight away.**

**For any more information on how to update your record please contact us by email at ShipAdmin@southend.gov.uk**