Updating your Childcare Listing on Notts Help Yourself go to www.nottshelpyourself.org.uk

To update your childcare listing on Notts Help Yourself you need to have an account on the website. If you already have an account then go to **Page 2**. If you don't have an account then follow these steps first to register

1. From the Homepage click on **Sign In/Register** on the top right hand corner of the home page.

2. Click on **Create an account** towards the bottom of the page.
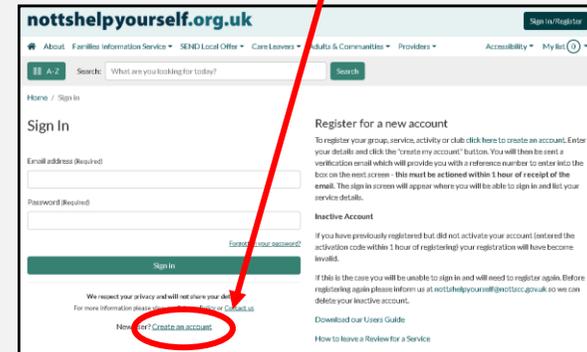
3. Enter your details, email address and a password of your choice. **Please note:** *The password must have a minimum of 8 characters and besides letters, include at least a number or symbol (!@#$%^*-_+=) then click the* **Create Account** *button.*

4. You will now have been sent an **Activation code**, check your email inbox/Spam to find the activation code and then enter it on the website. Then click **Activate account.**

5. Once you have clicked **Activate account** you will be taken to the '**sign in** page where you can then sign in to start updating your details

1. To update your listing '*sign in*'. From the home page.

2. Sign in using the email address and password you used to register with.
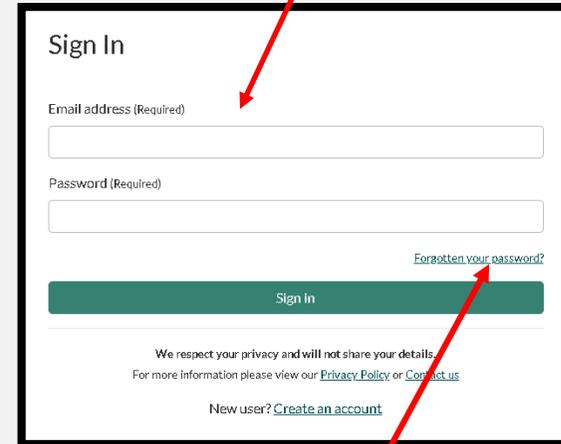
Please note*: Follow the **Forgotten Your Password** link to request a password reset.*

3. Once signed in you will see the **Dashboard**, from here you can click on **Your Directory Listings**.
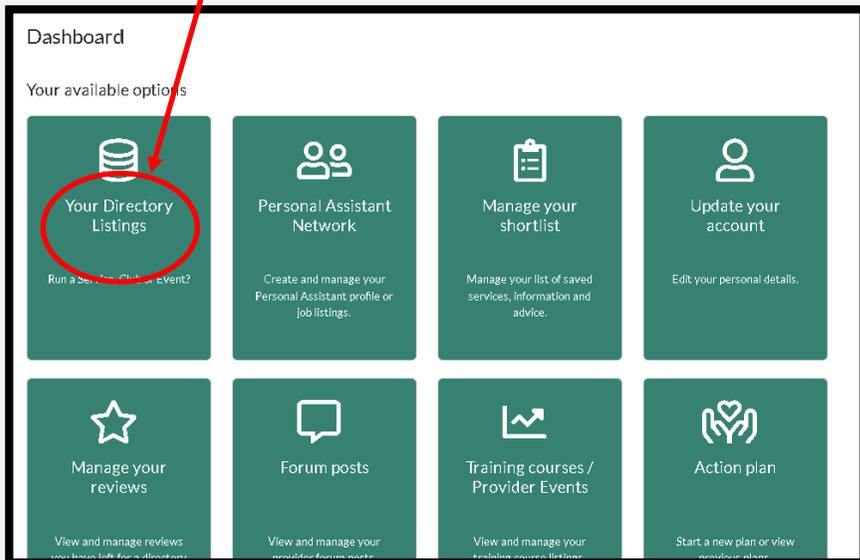
4. You will see your service listed, click on **update.**
Note: If this is the first time you have tried to update your listing you may need to select **Accept Record Ownership** first before you can update it.
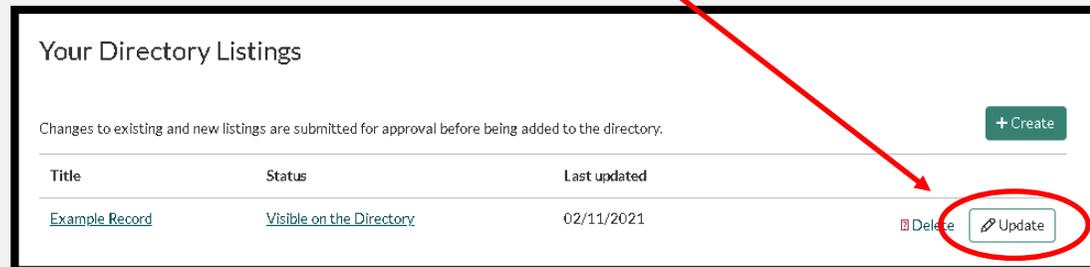
5. From here you can see all the different details of your listing. You may see different sections depending on your type of listing. You can now go through each section by clicking on the title and updating your details. Once you are happy with a section click the **Next** button and it will move onto the next section or you can click **Previous** to go back .

6. Please tell us what your childcare charges are; you can choose for these not to be displayed on the website but this is important information for us to know because we report locally and nationally on the costs of childcare in Nottinghamshire.

7. When you have finished making changes, or if you just wish to confirm that all the details are up to date, then tick the **confirm** box and click the **Save and Send** button to submit your update.

8. Finally you will then be taken back to the listings page where a message will now be showing

You can now sign out.