

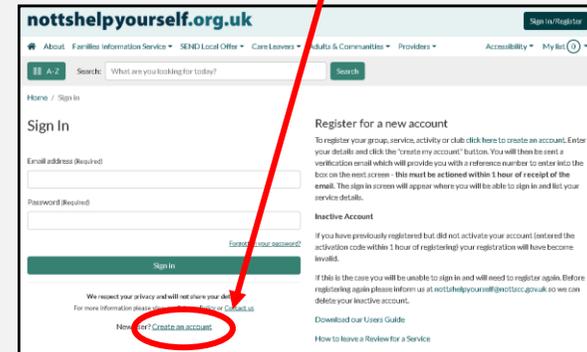
# Updating your Childcare Listing on Notts Help Yourself go to [www.nottshelptoyourself.org.uk](http://www.nottshelptoyourself.org.uk)

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.

A screenshot of the 'Create your account' form. The form has several sections: 'First name (Required)', 'Surname (Required)', 'Email address (Required)', 'Choose password (Required)', and 'Confirm password (Required)'. There is also a 'Why register?' section and a 'How to register' section. At the bottom of the form, there is a 'Create account' button, which is circled in red.

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**.

A screenshot of the 'Activate account' page. The page has a header with the site name and navigation links. Below the header is a 'Activate account' section with a message: 'We have sent you an email. Do not close this window. You will need it to enter your activation code.' There is a field for 'Enter activation code (Required)' and an 'Activate account' button, which is circled in red.

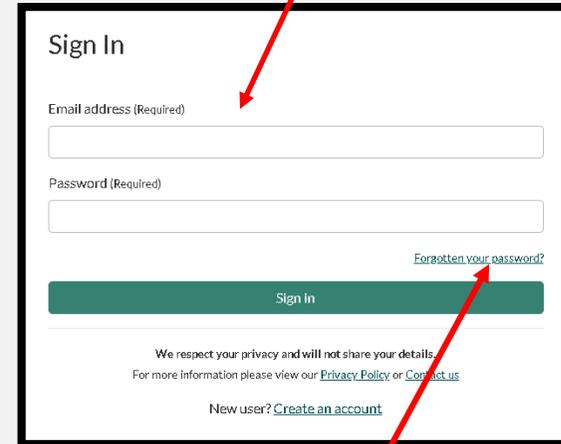
5. Once you have clicked **Activate account** you will be taken to the 'sign in' page where you can then sign in to start updating your details

A screenshot of the 'Sign In' page. The page has a header with the site name and navigation links. Below the header is a 'Sign In' section with a message: 'Account activated. Your account has been activated. Please sign in with your email address and password.' There is a field for 'Email address (Required)' and a field for 'Password (Required)'. At the bottom of the page, there is a 'Sign in' button, which is circled in red.

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

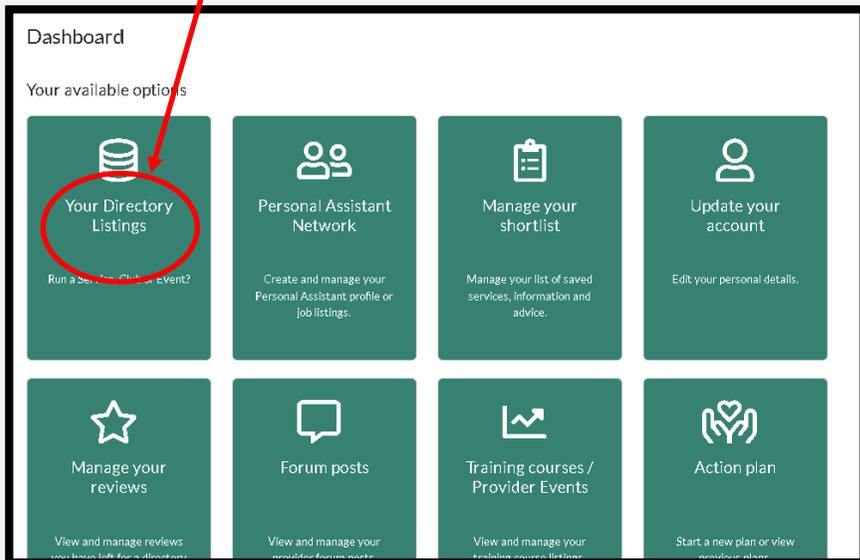


2. Sign in using the email address and password you used to register with.



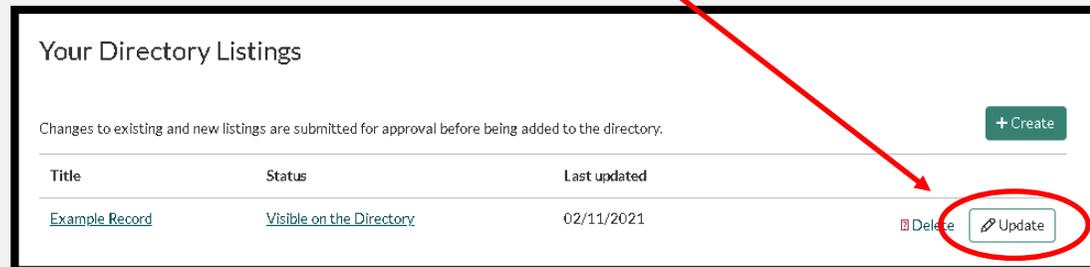
**Please note: Follow the *Forgotten Your Password* link to request a password reset.**

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.



Changes to existing and new listings are submitted for approval before being added to the directory.

Title	Status	Last updated	
<a href="#">Example Record</a>	<a href="#">Visible on the Directory</a>	02/11/2021	<a href="#">Delete</a> <a href="#">Update</a>

+ Create

[Delete](#) [Update](#)

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.

Cost Information

Please indicate how much you charge per hour, per day, per week, per session, one off costs, holiday clubs, breakfast Club, After School Club etc.?

Please complete this section because the information is used to report locally and nationally on the costs of childcare in Nottinghamshire - you can opt for these details not to appear publicly on the website.

Amount	Cost Type	Remove
£4.70	Per Hour	£ X
£45.00	Per Day	£ X
£9.00	After School	£ X
£10.00	Before School	£ X
£5.99	Please choose...	£ X

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.