

# Partner sign up guide – Local Offer

The screenshot displays the 'mycity Directory' website interface. At the top left is the logo, and at the top right are 'LOG IN' and 'SIGN UP' buttons. A navigation menu includes 'HOME', 'LOCAL OFFER', 'WHAT'S ON', 'CONTACT US', 'HELP', and 'SHORTLIST 0'. Below the menu is a search bar with a dropdown menu set to 'Local Offer', a 'Keywords' input field, a 'Location' dropdown, and a 'SEARCH' button. The main content area is titled 'Local Offer' and includes a sub-header: 'Please find below the local support that is available for children and young people with special educational needs or disabilities'. The content is organized into eight categories, each with an icon and a title: 'Support and Advice' (phone icon), 'Early Years, Schools and Education' (school icon), 'Health' (heart with pulse icon), 'Special Educational Needs and Disabilities' (star icon), 'Things to Do' (park bench and tree icon), 'Getting involved and having your say' (speech bubbles icon), 'Preparing for Adult Life' (two people icon), and 'Travel and Transport' (car and bus icon).

mycity Directory

LOG IN SIGN UP

EN

HOME LOCAL OFFER WHAT'S ON CONTACT US HELP SHORTLIST 0

A - Z Local Offer Keywords Location SEARCH

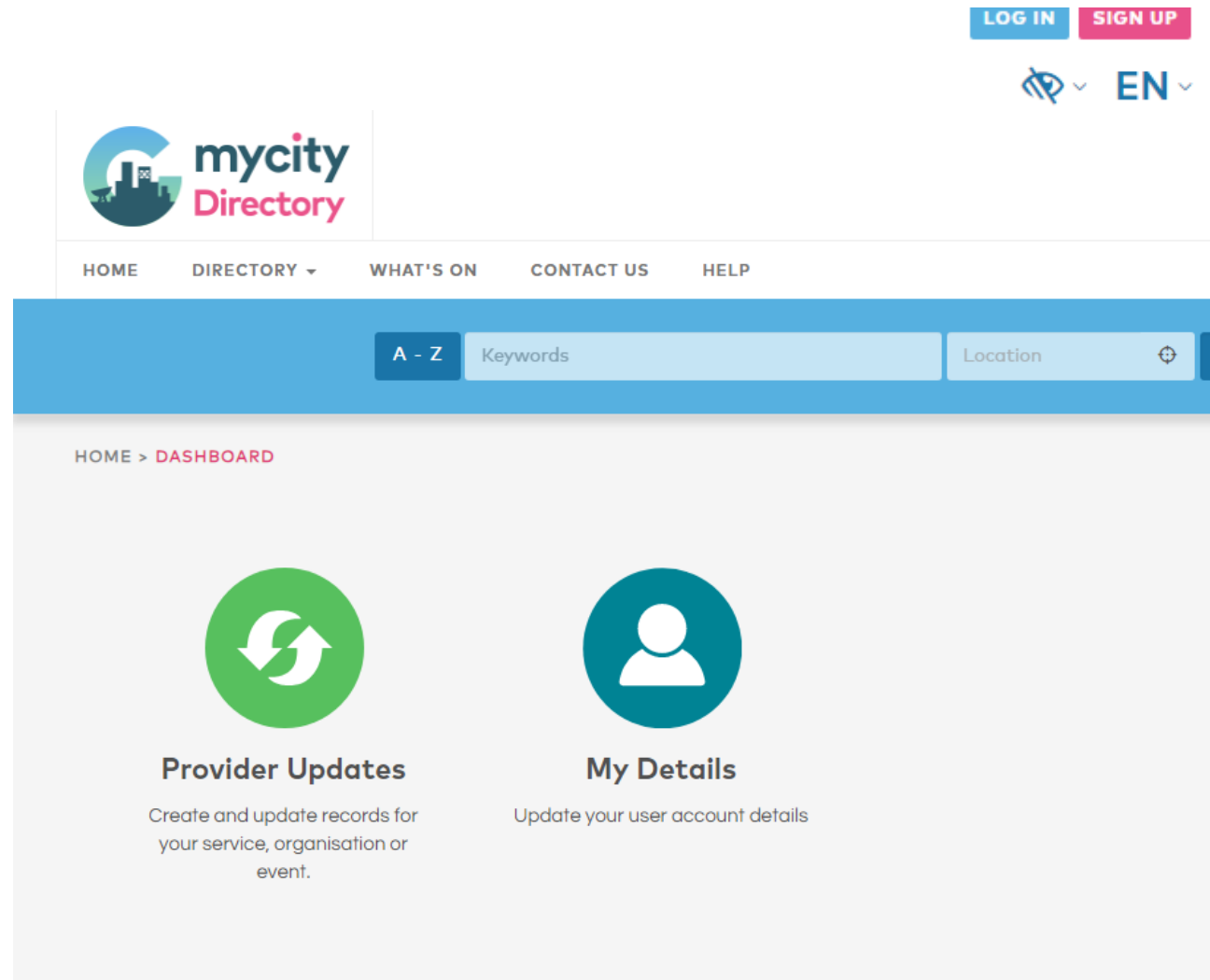
HOME > LOCAL OFFER

## Local Offer

Please find below the local support that is available for children and young people with special educational needs or disabilities

- Support and Advice
- Early Years, Schools and Education
- Health
- Special Educational Needs and Disabilities
- Things to Do
- Getting involved and having your say
- Preparing for Adult Life
- Travel and Transport

1. Click Sign Up and you will be presented with this screen.
2. Select Provider Updates



**3. View existing records already associated with the your email address (as an existing provider) or Create a New Directory Record for new record entry.**

**mycity Directory**

MY ACCOUNT ▾

EN ▾

HOME DIRECTORY ▾ WHAT'S ON CONTACT US HELP SHORTLIST 0

A - Z Keywords Location SEARCH

HOME > DASHBOARD > PROVIDER UPDATES < BACK TO DASHBOARD

## Your Directory Record(s)

In this section you can create and edit your directory records.  
Changes to existing and new records are submitted for approval before being added to the directory.  
The current status of your record is displayed alongside your available record actions.

Record Title	Status	Actions
Bury Tandem Club for Blind and Partially Sighted People	Public	CHOOSE YOUR ACTION ▾

+ CREATE A NEW DIRECTORY RECORD

4. To create a new record, complete the details in the fields on screen with as much detail as necessary

The screenshot shows the 'mycity Directory' website interface. At the top left is the logo, and at the top right are links for 'MY ACCOUNT', a language selector set to 'EN', and a 'SHORTLIST 0' button. A navigation bar contains 'HOME', 'DIRECTORY', 'WHAT'S ON', 'CONTACT US', and 'HELP'. Below this is a search bar with 'A - Z' and 'Keywords' filters, a 'Location' field, and a 'SEARCH' button. The main content area is titled 'HOME > MANAGE A RECORD' and features a 'Create a new record' section. Under 'Listing Details', there is a text box for a title (with 'Title (required)' in red) containing the placeholder 'My service or event', and a larger text box for a description (with 'Description (required)' in red) containing a rich text editor toolbar with options like Edit, Insert, View, Format, Table, and Tools, along with icons for undo, redo, bold, italic, underline, and list creation.

**5. Continue to complete the details in the fields on screen with as much detail as necessary and save**

**Please note that web addresses (URL) must be entered with the full https:// or http:// and not simply www.**

## Contact Details

Please give the details of who people should contact to find out more. You must provide at least a telephone number or email address. These contact details will be displayed on the website.

Contact Name

Contact Position

Contact Telephone

[ADD ANOTHER CONTACT TELEPHONE](#)

Contact Email

URL

Label

Notes

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ Formats ▾ A ▾ **A** ▾ **B** *I* U [List Icons] [Link Icon]

## 6. Enter the venue details ensuring the post code is completed.

### Venue Details

Please provide a full address and postcode for your venue. It is particularly important that you provide the correct postcode as this will be used by the site in locating your venue for users

Venue Name

House name / number

Street

Village


Town / City

County

Venue Postcode

Please write any additional details about the venue

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ Formats ▾ A ▾ A ▾ **B** / I U         

**7. Enter any costs info, dates and times and any other relevant information. If your service requires a referral from another service please ensure this is specified.**

### Cost Information

Amount	Cost Type	Remove
<input type="text" value="£5.99"/>	<input type="text" value="Please choose..."/>	<input type="button" value="X"/>

[ADD ANOTHER COST](#)

Please enter any details about your costs

### Date & Time

Please provide a brief sentence on when your service/activity takes place or is open, such as; 'Open Monday to Friday from 9am until 6pm' or 'Tuesday evenings from 7pm -9pm' or 'Wednesday, 11th April 2012'.

Date Time

Time of Day

Session Information

[ADD EXTRA SESSION INFORMATION](#)

### Other Details

Please provide brief details in all of the applicable boxes. If there is nothing to say, then just leave that box blank.

Referral required?

Referral and availability notes

Edit	Insert	View	Format	Table	Tools							
		Formats	A	A	B	I	U					

**8. Enter any additional relevant information, upload a logo and any associated images.**

**Click to SAVE the record.**

*(If greyed out, please ensure that any web addresses include the full address i.e. http://www)*

#### Additional Information


Please provide additional information in support of your service listing. This can include: whether you are able to cater for additional needs, if you cater for a specific audience, or cover specific locations.

Please provide any additional information

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

↶ ↷ Formats ▾ A ▾ A ▾ B / U ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

#### Logo



Upload a logo

UPLOAD LOGO

#### Additional images

UPLOAD IMAGE

#### Documents

ADD A NEW DOCUMENT

SAVE RECORD

CANCEL CHANGES



## 5. Choose Update record to amend existing records

Apps Records Personal homecare - SRFT intranet Imported From IE Open Objects - Synd Learning Assistant - T SKILLS CO learning as \* Settings | Trello

mycity Directory MY ACCOUNT

HOME DIRECTORY WHAT'S ON CONTACT US HELP SHORTLIST 0

A - Z Keywords Location SEARCH

HOME > DASHBOARD > PROVIDER UPDATES BACK TO DASHBOARD

### Your Directory Record(s)

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Record Title	Status	Actions
Bury Tandem Club for Blind and Partially Sighted People	Public	CHOOSE YOUR ACTION

+ CREATE A NEW DIRECTORY RECORD

- Update record
- View record
- Share record
- Delete record

4. To update a record, change the appropriate details in the fields on screen and save

Please note that web addresses must be entered with the full https:// or http:// and not simply www.

mycity Directory

MY ACCOUNT ▾

EN ▾

HOME DIRECTORY ▾ WHAT'S ON CONTACT US HELP

SHORTLIST 0

A - Z Keywords Location SEARCH

HOME > MANAGE A RECORD

### Edit your record

#### Listing Details

Please provide your listing with a short title that will be meaningful to members of the public. Don't use the same title for multiple listings. Also provide a short description using plain English to describe what your listing is about.

**Title (required)**

**Description (required)**

Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾

Formats ▾ A ▾ A ▾ B / U

We ride between 30 and 60 miles every Sunday on high quality... We stop for lunch at a cafe and there are usually five or six tandems. We are organised like a cycling club. You don't need to be super-fit or experienced. We have men and women of all shapes and sizes. It's great fun and a good way to get out.

#### Contact Details

Please give the details of who people should contact to find out more. You must provide at least a telephone number or email address. These contact details will be displayed on the website.

**Contact Name**

**Contact Position**

**Contact Telephone**

ADD ANOTHER CONTACT TELEPHONE