THE BURY DIRECTORY

THE HOW TO **D**O **I**T **Y**OURSELF GUIDE

This guide it designed to help you register your service, organisation or activity and update it yourself.

To get started you will need to visit:
www.theburydirectory.co.uk

How do I register?

1. On the home page please click on the 'My Account ' button on the dark blue Toolbar at the top of the page.

2. The my account button will then direct you to the page on the left.

3. It will ask for an email address and password to sign in. However you will not be able to do this until you have created an account.

4. Underneath the 'Sign in' button there is a link that says 'create an account', click this to start the registration process.

Create your account

First name (Required)

Surname (Required)

Email address (Required)

Create your password (Required)

Confirm password (Required)

By clicking 'Register your account' I agree that:

- I accept the Terms & Conditions
- I give consent to the processing of my data
- I may receive communications

Register your account

5. The page on the left will then appear asking you to fill out some details to create an account. Fill out the form with the following details:

- First name
- Surname
- Email address
Create a password
- Confirm password.

Then click the 'register your account' button.

From: Open Objects [no-reply@oohubmail.com]   Sent: Thu 09/10/2014 1
To: Customer Advice & Liaison Team - CALTeam
Cc:
Subject: Welcome to Bury

Customer Task Force Bury Council,

Welcome to Bury. We now require you to validate your email address before your account is activated. Please click here or paste the fol... into the address bar of your web browser to complete the registration process.

https://staging.openobjects.com/kb5/bury/directory/verify_account.page?key=7jsRV7vUh2Q

KB5 Wireframe by *Open Objects*

open objects

6. An email will be sent to the address you provided asking you to verify your email address via a link that is in the email.

7. Follow the instructions on the email either clicking the link or copy and paste the web link into your web browser to verify.

8. Your account will now be active and you will receive a further email to confirm this.

9. Return to the home page and click on the 'My Account button on the dark blue tool bar at the top of the page.

10. The 'My Account' button will then direct you to a page with this box.

11. Fill in the email address and password you set up in Step 5.

12. Click the dark blue 'Sign In' button below the form.

Please note: If you forget your password you can set up a new one by clicking the 'Forgot your password' link below the sign in box and following the emailed instructions.

13. You will now be signed into your account and have been redirected back to the Home Page.
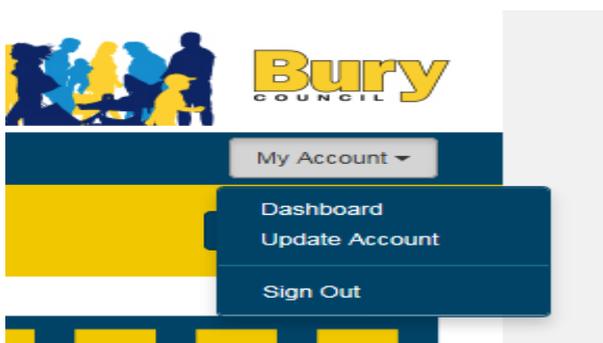
14. Click the 'My Account' button, this will then provide you a drop down option. Click 'Dashboard' here you can add entries or update/amend entries you already have.

15. Click 'Update Account' to update your account details or 'sign out' to log out of the website.

*Please note: If your service, organisation or activity is already listed on The Bury Directory and we have an email address for you, you may already be pre-registered. This means you will not need to add an entry and will be able to start editing straight away. Your service title will appear above 'create a new service' shown in the picture below. To update the information that has been pre populated follow **Steps 35—38**.*
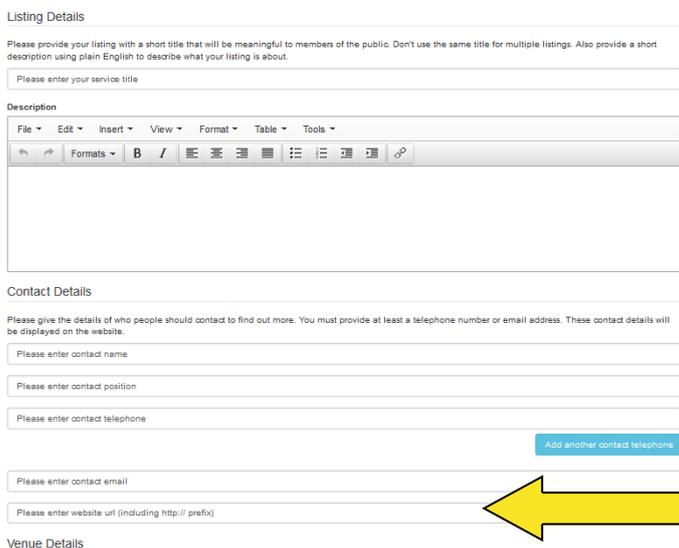*However, if you want to add a different or new entry please follow **Steps 15 - 30**.*
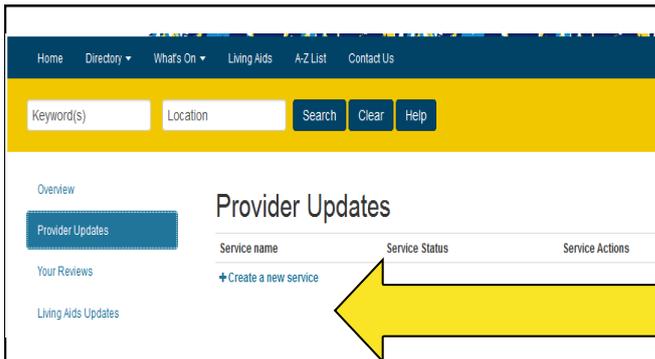
15. When you are signed in to your account locate the 'Provider Updates' section from the list on the left hand side of your 'Dashboard'

    Click the 'Create a new service' link.

    This link will direct you to the form below.

17. Complete the 'Create a new record' form by filling out the service details:

    - Title (mandatory)
    - Description (mandatory)
    - Contact details
    - Venue details
    - Date & Time
    - Other Details
    - Additional Information

18. You can cancel and return to your 'Dashboard' at any time by clicking the red 'Cancel changes and go back' button or bottom of the form.

Logo

Upload a logo

[Upload logo]

Additional images

[Upload image]

19. Add a photograph or logo by clicking the dark blue 'Select image' button in the 'Logo' section of the form. You can also add additional images to your page.

Upload

Select a file

[Browse...] No file selected.

Give your file a description

[Upload] [Close]

20. You will then be prompted to choose your image from your files. Click the 'Browse' button, search your files and select your chosen picture.

21. Once selected type what the image is into the 'description' box.

22. Click upload and wait for it to finish uploading.

23. This will then be saved to your entry.

Documents

Description	Download	R

[Add a new document]

Contact Bury Council

24. Add a document by clicking the dark Blue 'Add a new document' button in the 'Documents' section of the form.

Upload

Select a file

[Browse...] No file selected.

Give your file a description

[Upload] [Close]

25. You will then be prompted to choose your document from your files. Click the 'Browse' button, search your files and select your chosen picture.

26. Once selected click upload and wait for it to finish uploading. Give the file a description to explain to the viewer what it is.
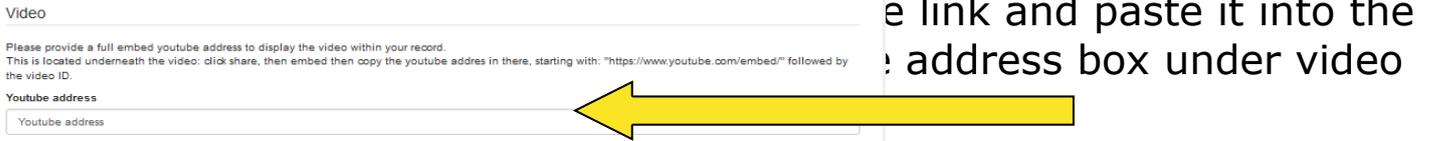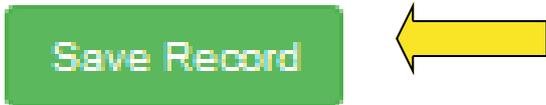
27. This will then be saved to your
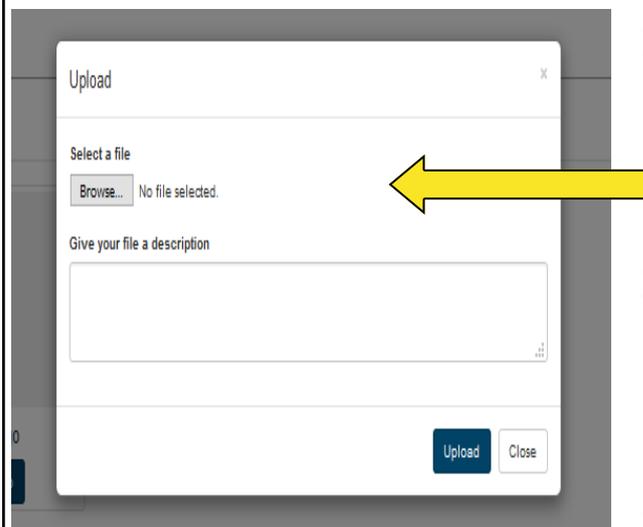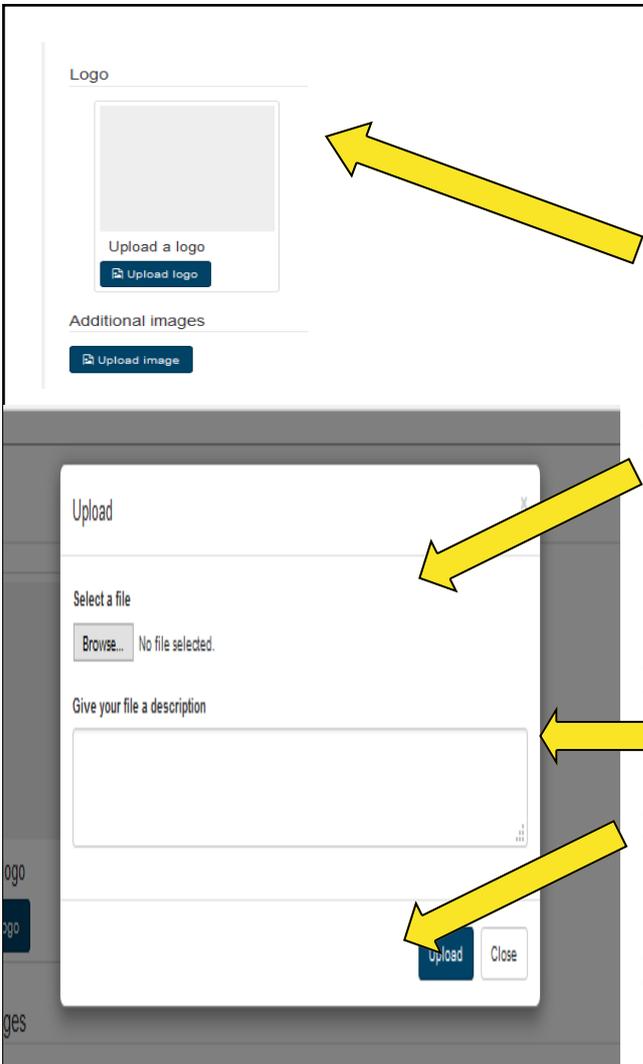
Upload

28. To add a video you will need to use Youtube. For instructions on how to upload videos to Youtube visit www.youtube.com and click the 'Upload' button.

Share

29. Once your video has been uploaded you will need to locate the embedded link. This will be under the video in the share option.

Video

Please provide a full embed youtube address to display the video within your record.
This is located underneath the video: click share, then embed then copy the youtube addres in there, starting with: "https://www.youtube.com/embed/" followed by the video ID.

Youtube address

Youtube address

~~29~~ Copy the link and paste it into the ~~Youtube~~ address box under video

Save Record

29. When you are happy with your entry and have completed the form click the dark blue 'Save Service' button at the bottom of the form. This will take you back to your 'Dashboard'.
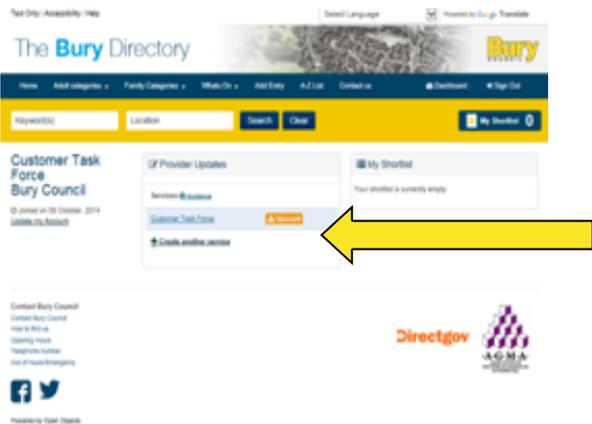
30. Your new entry request will now be sent to The Bury Directory Team for authorisation. Until this is done there will be an orange box next to your entry that says queued.
Once it has been accepted this will change to live and editing options will be allowed.

Please note: you can repeat this process (Steps 15 - 29) as many times as required, dependent on how many service, organisations or activities you are responsible for.

How do I add an activity or event?

31. Activities and events are added in the same way as a service entry. **Please follow steps 15 - 30.**

32. Once you have completed your entry return to the home page and click the 'Contact Us' button on the dark blue tool bar.

33. Complete the Contact Us form by filling out your name, email, telephone number and then please tell us the name of the entry you have made and ask us to categorise it as an activity/event. Click send and someone from The Bury Directory Team will action your request.

How do I categorise my entry and add keywords

34. Complete step 33 and tell us where you would like to be categorised and any key words you want to be associated with. Click send and someone from The Bury Directory Team will action your request.

How do I update my entry?
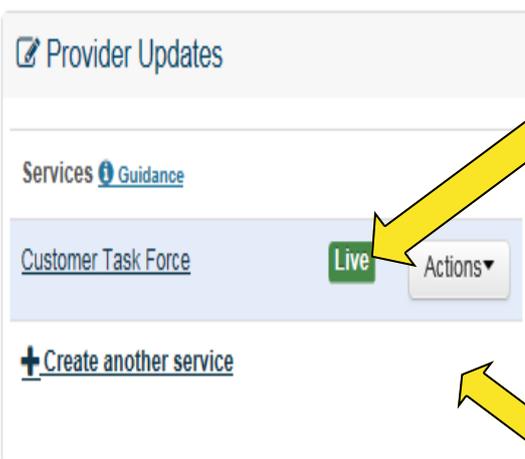
35. When you are signed in to your account locate the 'Provider Updates' section in the centre of your 'Dashboard' this is where your entries will sit. Pages which are live will have a green Live box next to them.

36. Chose the entry which you want to edit and click the 'Actions' Drop down list.

37. Click the 'Update' option on the drop down list.
    This will take you to the 'Edit Service Listing' form which is the same as the 'Add Service Listing' form but will already have your information in it.
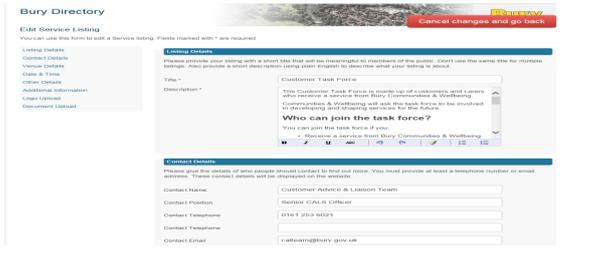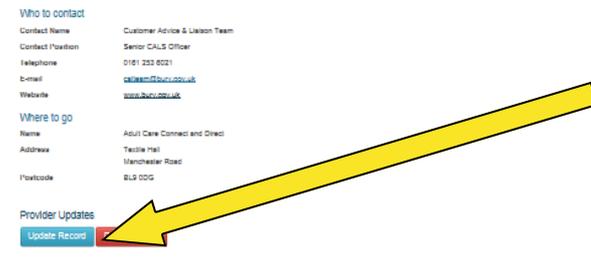
38. Edit your information, upload pictures and documents and save as in **Steps 17 - 30.**

Please note: you can update your pages as many times as required via the same method.

39. To see how your entry looks you can view the live page by clicking the 'View Live Record' option on the drop down list. This will take you to your page.
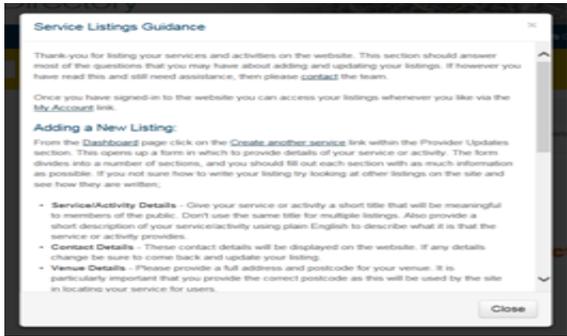
40. To update your page from here click on the blue 'Update record' button at the bottom of the page and complete **Steps 17 - 30** again.

41. To delete a entry click the 'Delete' option on the drop down list.

Please note: all edits and deletions will be sent to The Bury Directory Team for authorisation before they change the live website.

42. For further guidance on creating and editing pages there is a document situated in the 'Provider Updates' area of your 'Dashboard'.
    Please click the link to read.

How do I update my account details?
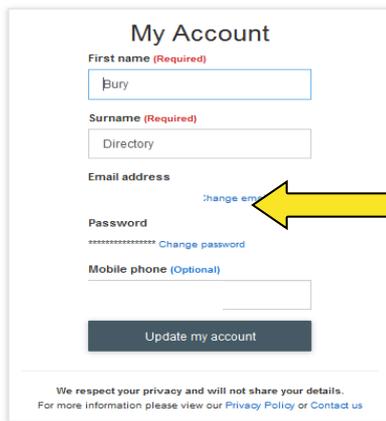
My Account

First name (Required)

Bury

Surname (Required)

Directory

Email address

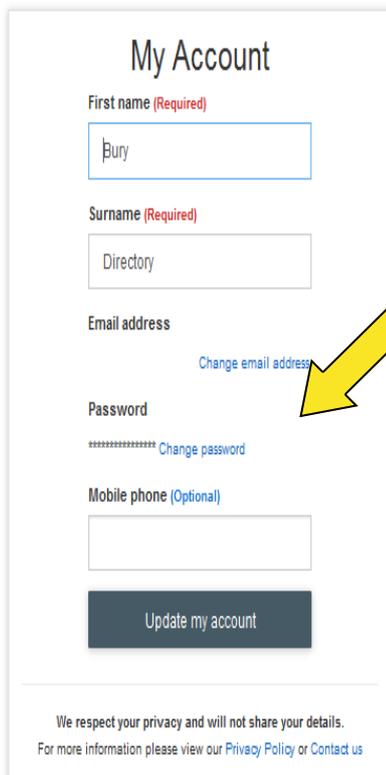Change email

Password

***************** Change password

Mobile phone (Optional)

Update my account

We respect your privacy and will not share your details.
For more information please view our Privacy Policy or Contact us

43. On the drop down list from the 'My Account' button, select 'Update Account'.

44. This will then take you to the page shown on the left.

My Account

First name (Required)

Bury

Surname (Required)

Directory

Email address

Change email address

Password

***************** Change password

Mobile phone (Optional)

Update my account

We respect your privacy and will not share your details.
For more information please view our Privacy Policy or Contact us

45. To change you password click the link under heading 'Password'. This will take you to a separate form where you can enter a new pass word and confirm it.

46. You can change your:
- First Name
- Surname
- Telephone
- Email
  by filing out the sections on the form.

47. When you are happy with your details and have completed the form click the dark blue 'Update my ac count' button at the bottom of the form. This will let you know whether or not your account has been successfully updated or not.

How do I sign out?

My Account ▾
Dashboard
Update Account
Sign Out
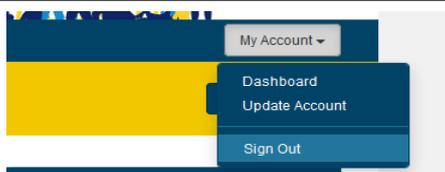
48. Click on the 'Sign Out' option from the 'my account' button on the dark blue tool bar at the top of the page.

If you need further support with your account or using the directory please contact The Bury Directory Team at:
theburydirectory@bury.gov.uk