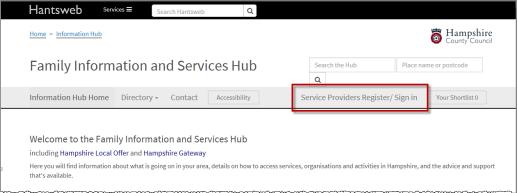
Submit a listing

- 1. Go to <u>https://fish.hants.gov.uk</u>
- 2. Click Service Providers Register/Sign in.

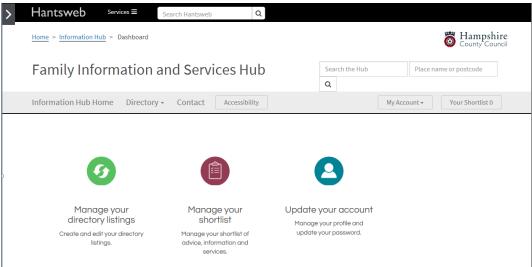


3. Enter the email address and password that you used to register.

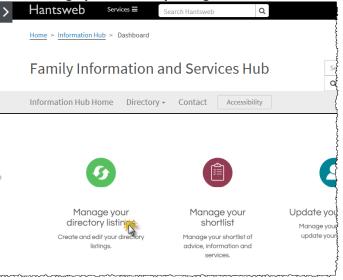


- 4. Click
- 5. You will be taken to the **Dashboard** screen.

Sign in



6. <u>Click Manage your directory listings to create a new service record/directory listing.</u>



7. Click Create a new directory record.

>	Hantsweb Services ≡ Search Hantsweb Q		
	Home > Information Hub > Dashboard > Provider Updates		County Council
	Family Information and Services Hub	Search the Hub	Place name or postcode
		Q	
	Information Hub Home Directory - Contact Accessibility	My Acc	Your Shortlist 0
	< 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. + Create a new directory record		
1			

8. You will be taken to the **Create a new record** screen.

> Hantsweb	Services E Search Hantsweb Q				
Home > Information	on Hub > Manage a record	Ounty Council			
Family Ir	formation and Services Hub	Search the Hub Place name or postcode			
Information Hu	Information Hub Home Directory - Contact Accessibility My Account - Your Shortlist 0				
	Create a new record Listing Details Please provide your listing with a short title that will be meaningful to member multiple listings. Also provide a short description using plain English to descrip Title (required) My service or event Description (required) Edit ← Insert ← View ← Format ← Table ← Tools ← ♠ ♠ Formats ← A ← B I U E E E E				

- 9. Complete each field as required.
 - When completing the URL, be sure to prefix your website with **http://www**.
 - Ensure that you enter a valid postcode.
 - Try to keep to a maximum of 250 words in any text box.
- 10. To create a SEND Local Offer* you will need to complete the Local Offer section. Within this section, be sure to select the appropriate option where shown below:

Local Offer		
Is your service, activity or event part of the Local Offe	? Please choose	
Please complete this section if your service supports peo disability.	Please choose ed ucational need or C Local Offer - General Provider	
Please provide Local Offer details	O Local Offer - Education	
Edit - Insert - View - Format - Table - Tools -		
← ← Formats • <u>A</u> • <u>A</u> • <u>B</u> <u>I</u> <u>U</u>		

 Local Offer – Education – for all providers receiving government funding to provide education services, e.g. Ofsted registered Early Years education providers in receipt of EYE funding, colleges etc.

If selecting this option, also complete the "Questions for education settings other than schools". Please note that Schools do not need to complete this section as this will be contained within your SEN information report.

 Local Offer – General Provider – Organisations, agencies etc providing health services, leisure activities, Ofsted registered childcare providers not in receipt of EYE funding etc.

If selecting this option, also complete the "Questions for general provider"

*SEND Local Offer is information about how your service supports children or young people with Special Educational Needs and/or Disabilities.

11. Once the form is complete, click Save Record at the bottom of the screen. Your submission will then be "Queued for approval" and will be moderated before being published. You will receive an email notification when the information has been published to the directory.