How to Guide for Well Aware

Adding an Organisation, Activity, Event or Group to Well Aware

In order to create an organisation on Well Aware you will need a user account. If you do not already have one please click on **Register** at the top of the home page:

🔒 Register   **Registering on Well Aware**
Complete the simple registration form. We only require your name, email address, username and password. You will need to specify what sort of account you require: • If you want to create and save favourites lists and don't need to add information to Well Aware, please register as an **Individual**. • If you want to add an organisation to Well Aware please register as an **Organisation**. • If you only want to create activities, groups and/or events, please register as a **Community Event Organiser**. Please note: once you have created your Organisation listing, you will be able to create separate activities, groups and events linked to that Organisation. Once you have completed the format, click **Submit**.

🏢 Creating an Organisation entry on Well Aware	
My Well Aware Edit my profile My Favourites Add an organisation ⬅ Logout	• If you have registered as an Organisation you will be able to add an entry for your organisation to Well Aware. On the My Well Aware page simply click the **Add an organisation** button on the menu to the left of the screen. • Complete the 'My organisation' form, adding as much information as possible. Some fields require

	something to be entered in them, such as the type of service being offered and the area the organisation serves. Please make sure you include information about cost if applicable, and any accessibility information is always very helpful for people to see.
	• Please enter an address for the organisation's office or the venue it is based at in the 'Address' field, **and** enter a postcode in the 'Map pointer' field and then locate the address on the map below it. This will ensure that your organisation's location will be shown on the map which appears next to the list of search results.
	Please note: if your organisation doesn't have an office or venue which the public can access then you can leave the 'Address' field blank, but we'd recommend that you put an approximate postcode in the 'Map pointer' field so that your organisation will appear when users perform a search centred around a specific postcode. For example, you can enter BS1 as the postcode if your organisation primarily serves Bristol or BS37 if it primarily serves South Gloucestershire.

What happens next?

Once you have completed the form click on 'Update Organisation'. The Well Aware team will receive a notification that a new listing has been submitted and we will check whether it is appropriate for our website and if all the fields have been correctly completed. We will then either publish the listing or contact you for further information.

Adding Activities, Groups and Events

My Well Aware
Edit my profile
My Favourites
Edit my organisation
Add an activity, group or event
Add an additional project
Logout

When your Organisation listing has been approved, you will note that the menu options on your My Well Aware page will change (as shown on the left)

If your organisation runs activities, groups or events and you want to add them as separate listings on Well Aware, you can do so by clicking on **Add an activity, group or event**. This will take you to a 'Create Event' form which you will need to complete.

Please note the following:
- Please select the type of listing you wish to add in the 'Entry type' field:
  - An Activity is usually recurring and will be something like a coffee morning, exercise class, art and craft group, etc.
  - A Group will also usually be recurring but is likely to be a closed support group relating to a specific need, for example support groups for carers, people who have been bereaved or people suffering with poor mental health. People will usually need to contact the organiser to find out if any spaces are available.
  - An Event will be a one-off workshop, meeting, community show, etc
- You can choose between a one-off event or a recurring activity/group. If you select recurring you will be

	asked to enter the date of the next occurrence, how regularly it recurs and an end date. If the activity/group is open ended please enter an arbitrary end date.
	• You can choose whether the activity/group/event lasts all day or has a specific start and end time.
	• Please ensure you enter details about the venue and location. The address you enter in the 'Full street address & postcode' field will determine the position of the pointer on the map below.

When you have completed the form, please click on the **Create Event** button. As with Organisations, the Well Aware team will receive a notification that a new activity/group/event has been created and we will check it before publishing it on the website.
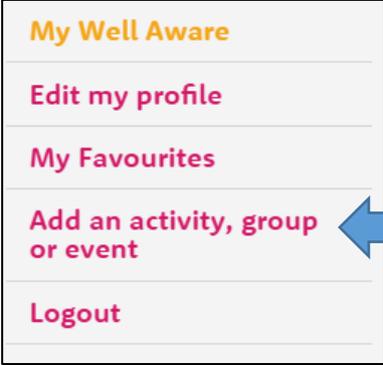
Adding a Project

	If your organisation runs a service which you believe warrants a separate entry on Well Aware, you can add this as a Project. This could be a befriending service, an advice service, a support service aimed at a specific client group, etc. Simply click on the 'Add an additional project' button the menu shown above. The form is identical to the 'My Organisation' form.

Editing existing listings

	If you want to update your main Organisation listing, click on the 'Edit my organisation' button on the My Well

	Aware menu. If you want to update an activity, group, event or project, you will find these listed under the 'Manage my Activities…' and 'Manage Additional Organisation…' lists – simply choose the entry you wish to update.

Adding an Activity, Group or Event as a Community Event Organiser	
My Well Aware Edit my profile My Favourites Add an activity, group or event Logout	If you have registered as a Community Event Organiser you will see a slightly different My Well Aware menu (as shown on the left) To add an activity, group or event to Well Aware, simply click on **Add an activity, group or event**. This will take you to the same form as described above. Simply complete this and click the **Create Event** button and the Well Aware team will check the listing for you. Once the listing has been created you can edit it by looking under 'Manage my Activities…'

Keeping your information up to date

It is important that the information on Well Aware is kept up to date. If any of the details about the services, activities, etc you provide change we'd be grateful if you could log in to your Well Aware account and update your listing(s) as soon as you can. You will also receive an email from us every three months asking you to check that the details about your listing(s) are still correct. The Well Aware website will show people how recently your listing has been updated.