

GUIDE TO SETTING UP AN ONLINE PROFILE WITH YOUNG PEOPLE'S FOUNDATIONS

INTRODUCTION:

We now have a new interactive platform for our local networks to upload details about their organisation and specific projects in borough – making your project or organisation easier to find and access.

The type of offers you can upload on the site, include:

- [Programmes for young people](#) (0-25yrs – for SEN) delivered within the community
- [School based projects](#) (for young people, or staff) – *these will be directly promoted to local schools
- [Parent programmes](#)
- [Support for charity organisations](#) / community groups – e.g. training, taster sessions, partnership opportunities, etc.

You can also use the website to support your recruitment efforts – if you upload any [vacancies](#) you have (paid or voluntary). We will then support this by promoting the offers within the local community and in any of the YPF boroughs with the platform.

In this pack you will find a guide to getting your organisation set up and started.

BENEFITS:

- Young people, parents and schools have been consulting with us on the need for a one-stop-shop that makes local support easier to find and access. ***This will help get your projects to the people that need them the most.***
- If you are struggling to get schools to take up your programme or training offer (paid or free), or if you want to extend your school network, ***we are actively promoting the offers on the site to schools*** and education teams within Harrow Council.
- We are ensuring visibility for the programmes across local Council teams, including ***Commissioning*** team; ***Health*** team; ***Early Support*** team;
- We are working with stakeholders in the health sector to promote the programmes – e.g. local ***GPs; NHS; CAMHS; CCG***
- ***Metropolitan Police*** are using the website to refer young people and their families, and to source new partnership opportunities
- We are using the website regularly to promote local projects to ***funders and local businesses***. This is also an area we will be developing over the next 12 months.

IF YOUR SERVICES RUN IN MULTIPLE BOROUGHS:

A number of the Young People Foundations are now operating this system. Please check with your local delivery boroughs.

You do have to sign up individually to the boroughs you are working in. But the information you have uploaded in your organisation section on the first one, will transfer across the boroughs, as will any vacancies you upload.

You will use the same log-in for multiple sites, once you have activated your account with them. Note if you change your password for one borough – this change will be applied when you log in to other boroughs.

We believe your projects are local and may vary between the boroughs, so you will have to add projects individually within boroughs – adding any local context or location details.

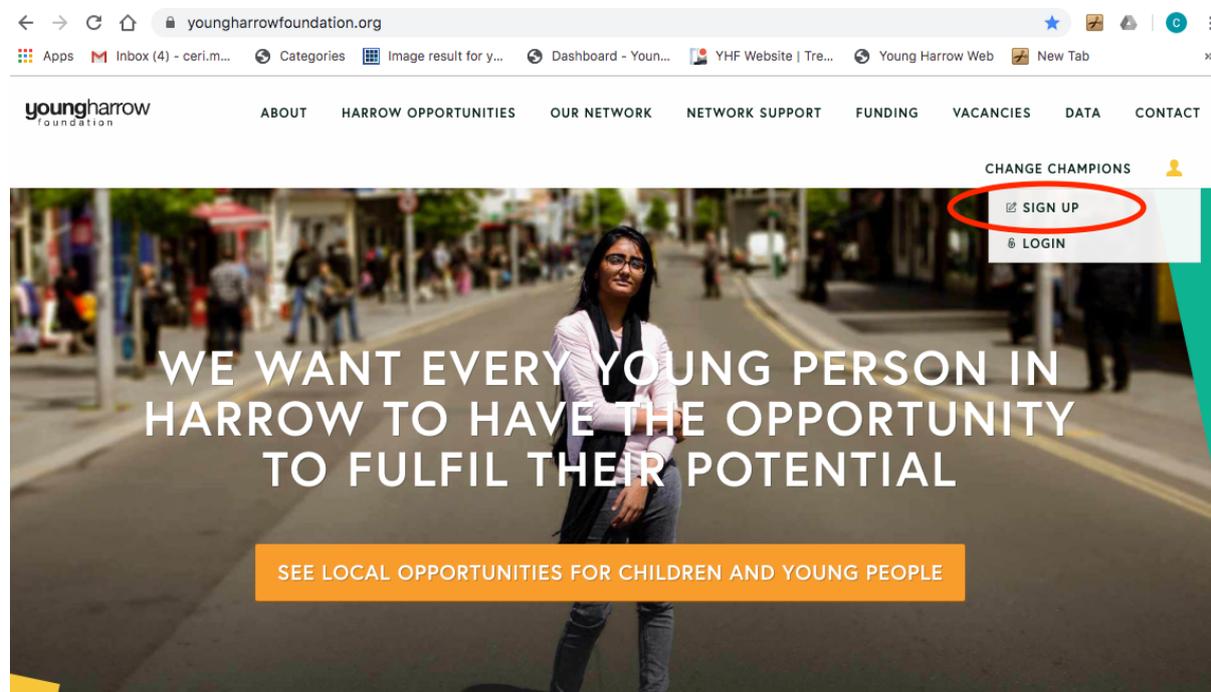
FOR MORE SUPPORT:

For Harrow, please get in touch with dan.burke@youngharrow.org // [0208 429 8592](tel:02084298592) if you require one-to-one support or if you have any difficulties setting up your projects.

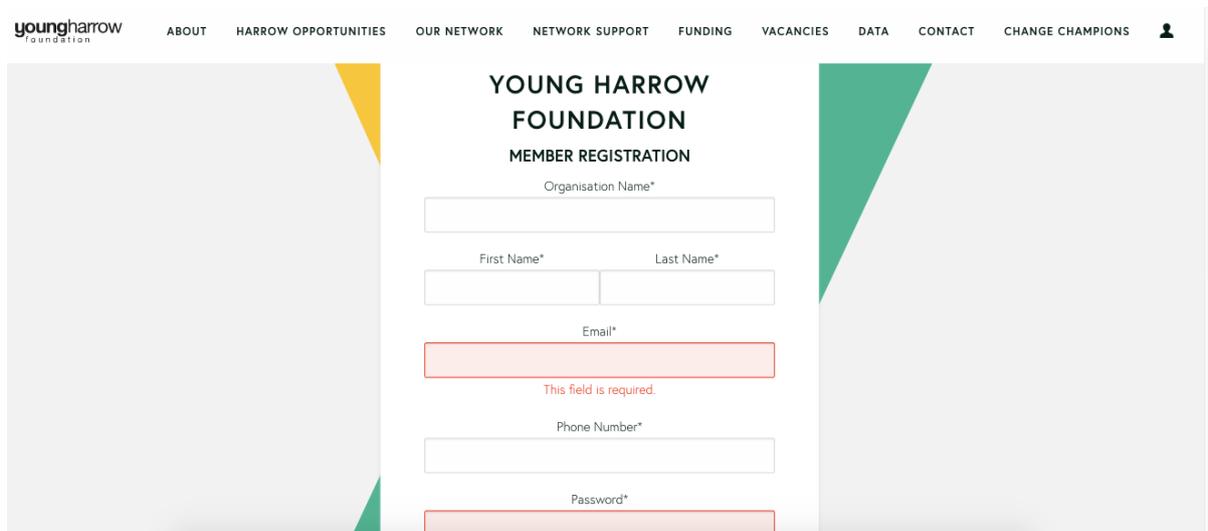
GETTING STARTED (HARROW):

Go to the homepage: <https://youngharrowfoundation.org/>

In the top right hand corner there is a little button with a drop down that says 'Sign Up or Log in'. Click 'SIGN UP'.



Then you will be directed to the website 'REGISTRATION' page which you need to complete with your details. It looks like this:

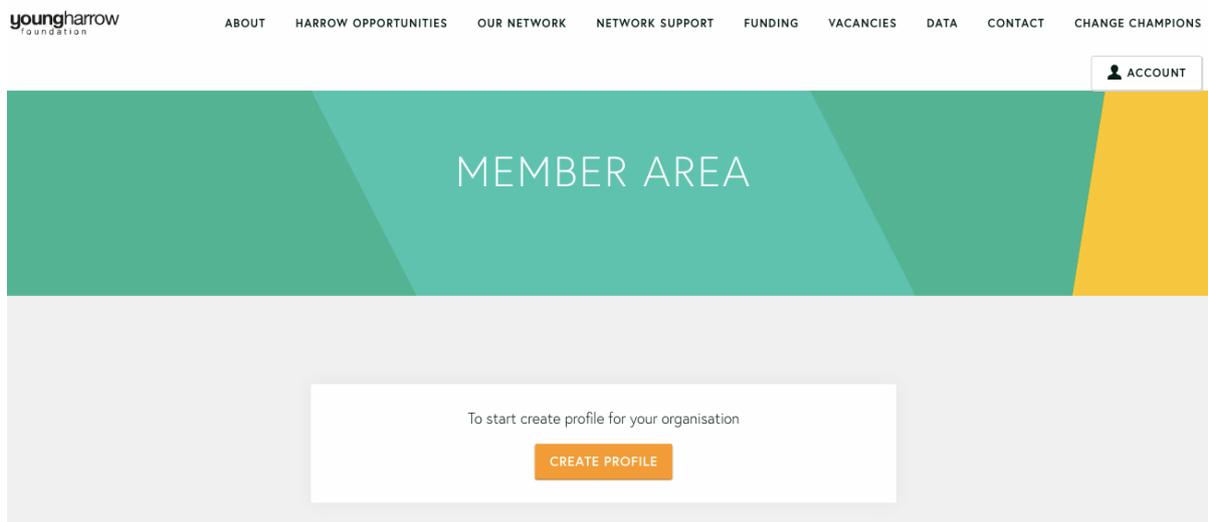


The screenshot shows the 'MEMBER REGISTRATION' page of the Young Harrow Foundation website. The navigation menu at the top includes: youngharrow Foundation, ABOUT, HARROW OPPORTUNITIES, OUR NETWORK, NETWORK SUPPORT, FUNDING, VACANCIES, DATA, CONTACT, CHANGE CHAMPIONS, and a user icon. The registration form contains the following fields:

- Organisation Name* (text input)
- First Name* (text input)
- Last Name* (text input)
- Email* (text input, highlighted in red with the message "This field is required.")
- Phone Number* (text input)
- Password* (text input, highlighted in red)

After you have submitted your details you will receive an automated email confirming your submission. Then you will receive a further email from YHF when your account has been confirmed by one of the team. This will be within three working days.

Once you receive the activation email, follow the link in the email to this page on the YHF website and click 'CREATE PROFILE'



The screenshot shows the 'MEMBER AREA' page of the Young Harrow Foundation website. The navigation menu at the top includes: youngharrow Foundation, ABOUT, HARROW OPPORTUNITIES, OUR NETWORK, NETWORK SUPPORT, FUNDING, VACANCIES, DATA, CONTACT, CHANGE CHAMPIONS, and an ACCOUNT button with a user icon. The main content area features a large teal and yellow header with the text 'MEMBER AREA'. Below this, a white box contains the text 'To start create profile for your organisation' and a prominent orange 'CREATE PROFILE' button.

You will be directed to the page: 'EDIT YOUR ORGANISATION PROFILE' (see image below), where you need to complete the required information about your organisation.

Please remember the more information you add about your organisation in this section, the easier it will be for people to find your services. You also have the opportunity in this section upload up to three images representing your organisation or service, we recommend you try to use good quality images here that really bring to life your offer.

EDIT YOUR ORGANISATION PROFILE

Logo
+

Organisation Name*

Website URL

Twitter Name

Description*

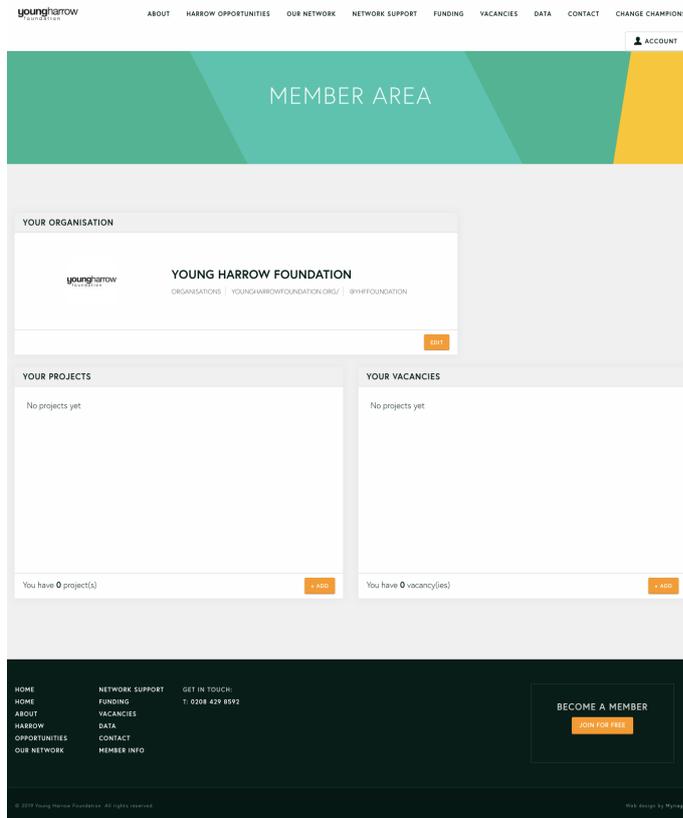
Support Needs [+ Select & Add](#)

KEY:

Support Needs: in this section are situations / needs that your service can make a positive impact on. *E.g. mental health, youth violence, etc.* Select as many situations that apply to your organisation, as it will help end users find you via the website.

Style of Service: in this section you need to add the style of service that a young person can expect to participate in. *E.g. football / counselling service / creative arts programme, etc.* Make sure you add in all of the styles you deliver through your organisation so you will be more searchable.

Once you have filled out all of the required information and images on this page press 'SAVE' and you will see this page with your organisation now listed:



SETTING UP YOUR PROJECTS / SERVICES:

The next stage is to add specific projects or services your organisation is offering. You can set up as many projects and services as you like, just click the orange 'ADD' button on the 'Your Projects' section (shown above).

Then you will be taken to a PROJECT page to fill out more information about your particular project or service. It should look like this:

ADD NEW PROJECT...

Project Name*

Participants:

Young People
Parents
Charities
Teaching Staff

Child age from:

Child age to:

The participant you select ensures that the project appears in a dedicated section on the website and is promoted to the right audience.

2. **SCHOOL/OUT OF SCHOOL:** You must select if the programme is a community or school based offer: see image below:

Participants:

Child age from:

Child age to:

Out Of School School

Funders:

This will also ensure that your project is visible and promoted to schools if it is a school offer.

3. **REFERRAL ROUTE:** You have three options for how you would like the participant to be referred / get in touch with you. See drop down:

Enquiry Form

No form
YPF Form
External Form

If you select '**no form**' – this will mean the participant is able to 'drop in' to a session and not need to get in touch with your organisation in advance. If you select '**YPF form**' the participant will be required to fill out basic information about themselves or the young person which will go directly to an email address you provide. The YPF does not receive or

store any of this information. If you select '**External Form**' you have the opportunity to link to a pre-existing referral form online that you would prefer participants to sign up via.

4. **TIMINGS:** You have a range of options to show the timing and length of the sessions. See drop-down below:

WHEN

Frequency

On Specific Dates

On Specific Dates

Daily

Weekly

Monthly

Other

da/mm/yyyy

hh:mm

If you have a regular session (e.g. weekly as shown below), you are required to fill in times and days of the week that the session repeats on. You should also use the sliders (shown below) to clarify whether the sessions are term-time only, or include school holidays and bank holidays. You also have a box to add in any additional information you would like participants to know about the timings.

WHEN

Frequency

Weekly

Day of the week

Saturday

Start

13:20

End

14:00

ADD DATE

REPEAT OPTIONS

Available from*

26/10/2019

Available to*

26/10/2020

School Term

Yes

School Holidays

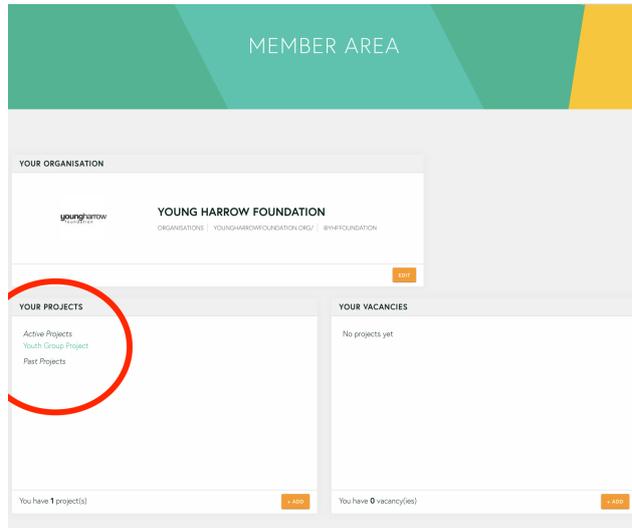
No

Bank Holidays

No

Additional time information

Once you are happy with all of the information on your project page, you can hit 'Save' and your project should now appear as an 'active' project on your dashboard. See image below:



You can add as many projects as you like!