

Adding a record to the Families First Portal

1. To add a record of your service you must first create an account. You can do so by [clicking here](#), and filling in the form.

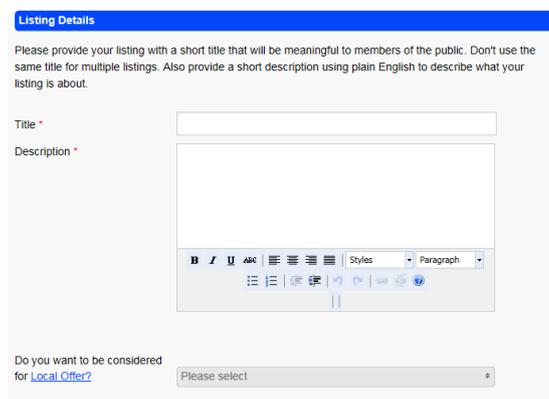
Make sure to use a password that you would be willing to share with colleagues, and if possible, a shared email address. This makes updating your service's record easier in future should you need to hand that responsibility to somebody else.

2. Once you've created your account and you are logged in, you can create a record by clicking '[Add Record](#)'. At this point it may ask you to sign in again. If so, just re-enter your newly created log in details.



3. This should take you through to a page that looks like the screenshot below. Here are a few tips and tricks for filling this page out:

- **Using short sentences and language that everybody can understand helps your record be accessible to all. Acronyms should be avoided where possible.**
- **Some fields are compulsory, but not all. Don't feel obliged to fill out every part of the form if it isn't relevant to your service.**
- **Adding a logo helps your record stand out, making it easier for families to find your service.**

The screenshot shows a form titled 'Listing Details'. At the top, there is a blue header with the text 'Listing Details'. Below this is a paragraph of instructions: '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.' The form has two main input fields: 'Title *' and 'Description *'. Below the 'Description *' field is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a 'Paragraph' dropdown menu. At the bottom of the form, there is a question: 'Do you want to be considered for Local Offer?' with a dropdown menu currently set to 'Please select'.

4. Once you've filled out the necessary fields, click 'Save Service' at the bottom of the page. After this, it may take a few days for your record to appear while it is moderated.

