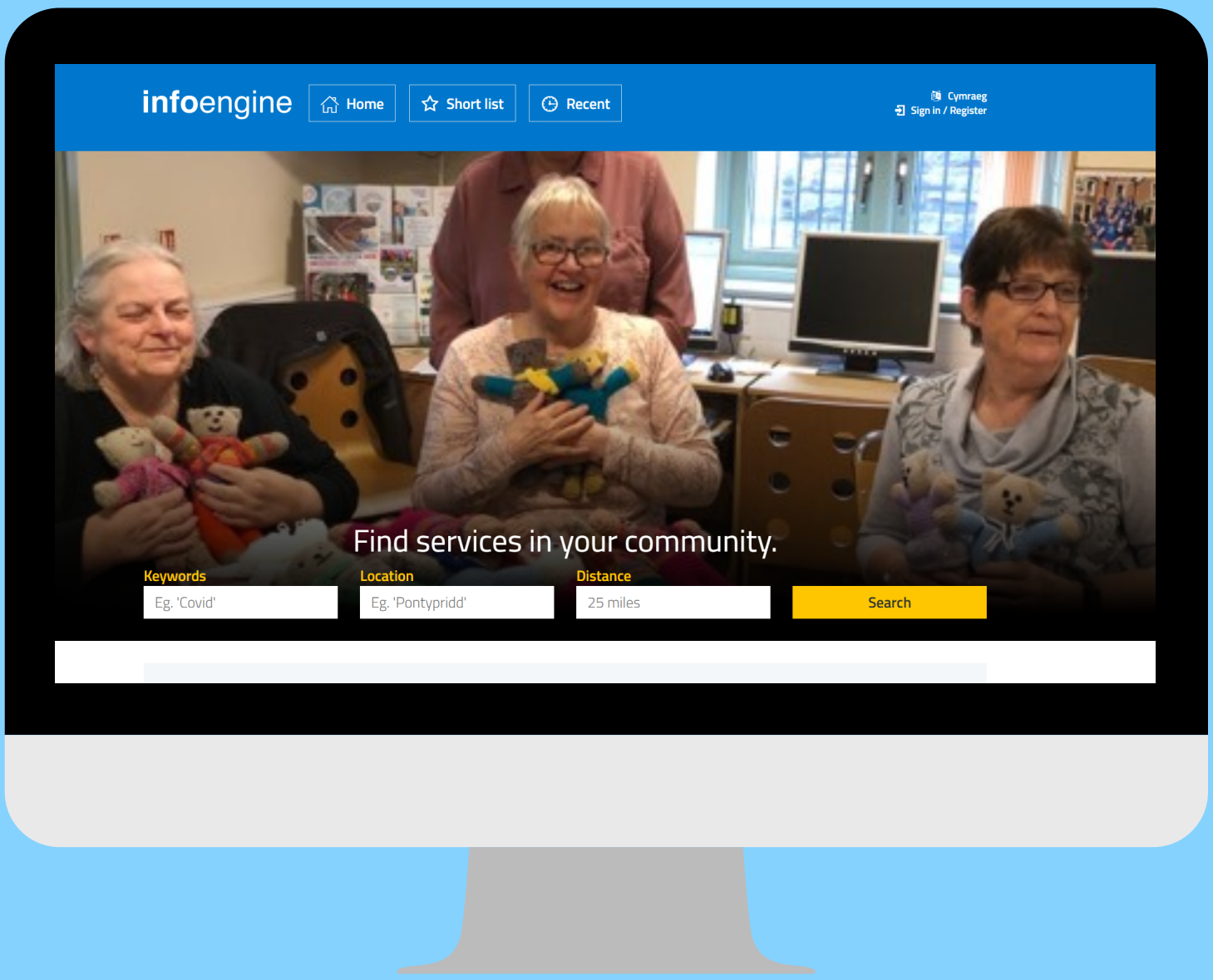
infoengine

Have you registered on infoengine, Wales' online directory of Third Sector services?

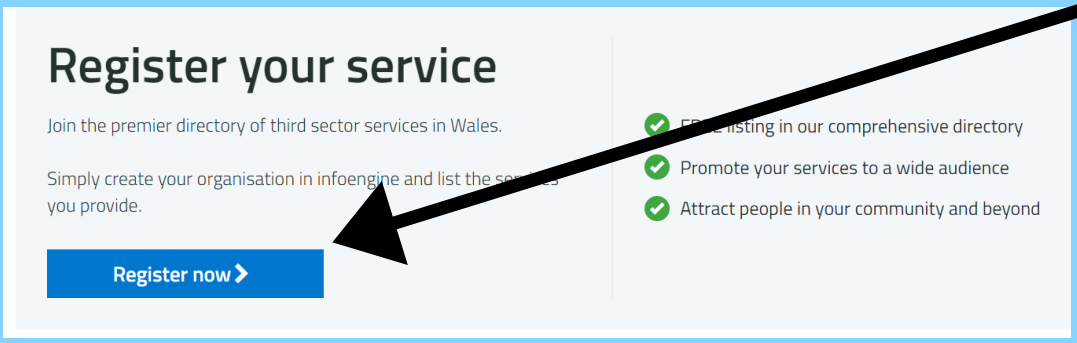


Registering takes no more than 10 minutes and can make a huge difference to someone's life.

Join thousands of others and register today in three simple steps...

1 Create an account

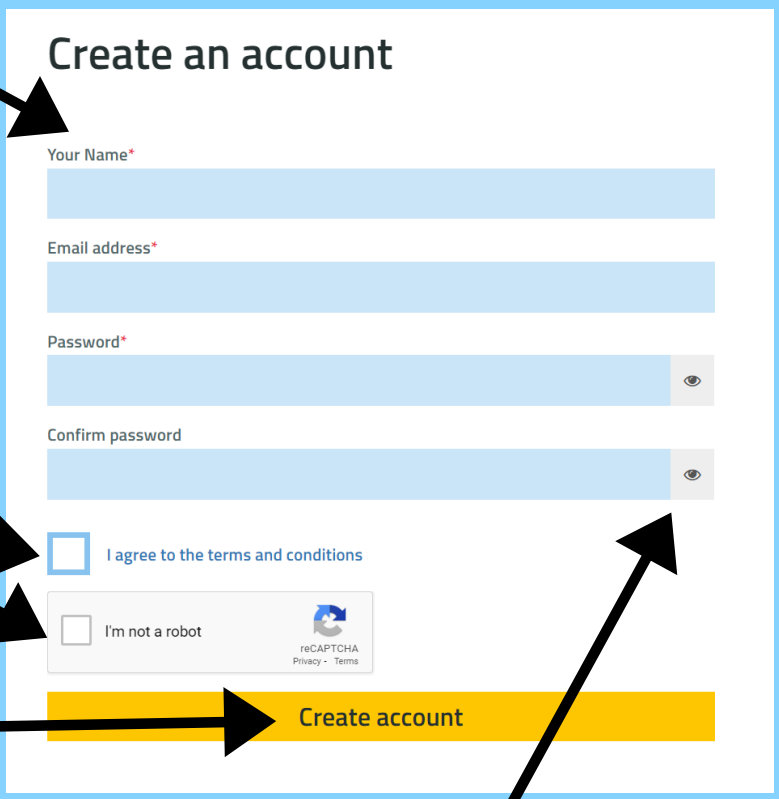
Go to: www.infoengine.wales and click Register now



Add your name, email address and re-memorable password

Don't forget to agree to the terms and conditions & to tick the recaptcha box

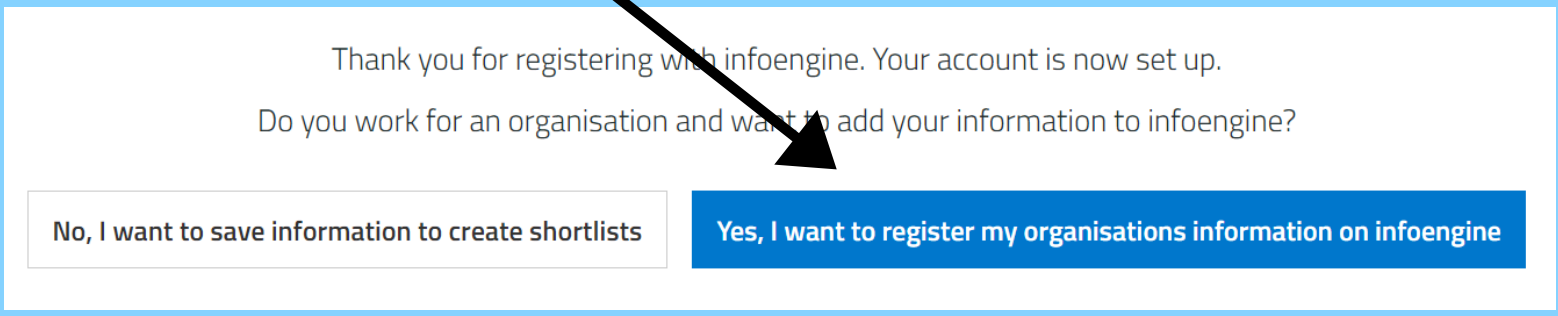
Then click; Create account

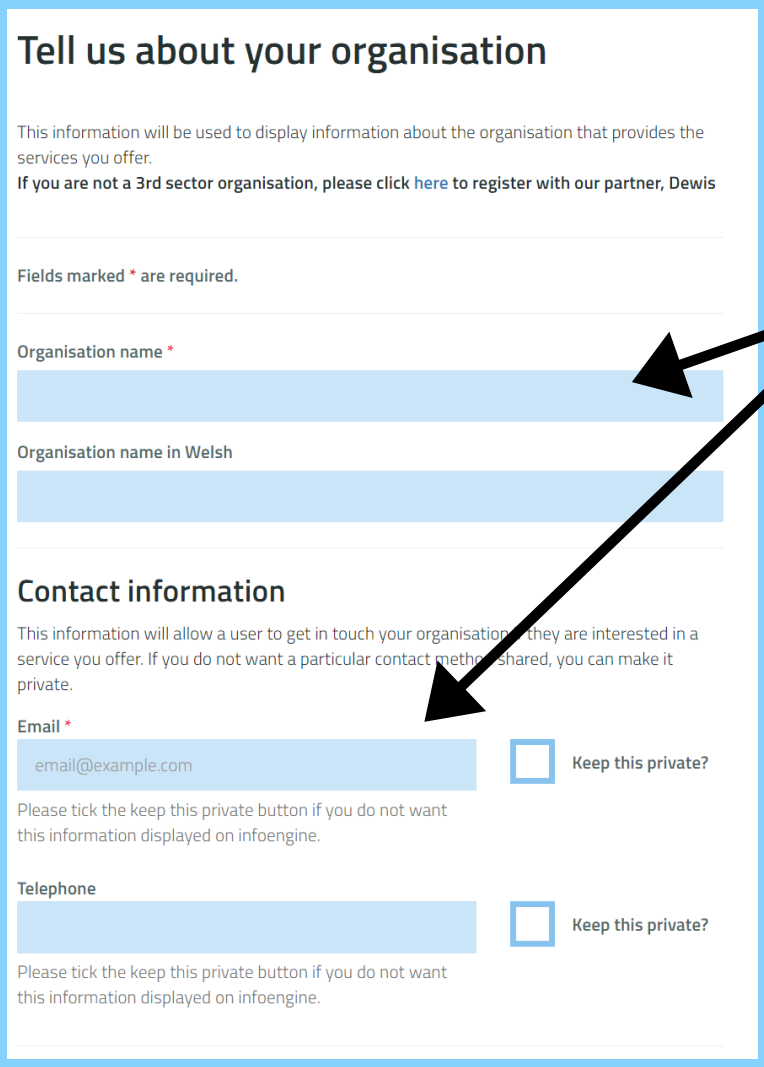


Tip: Click on the eye symbol to check your passwords match

2 Add your organisation

Once you click create account, you will be asked what type of account you require. To add your organisation details, select the yes option

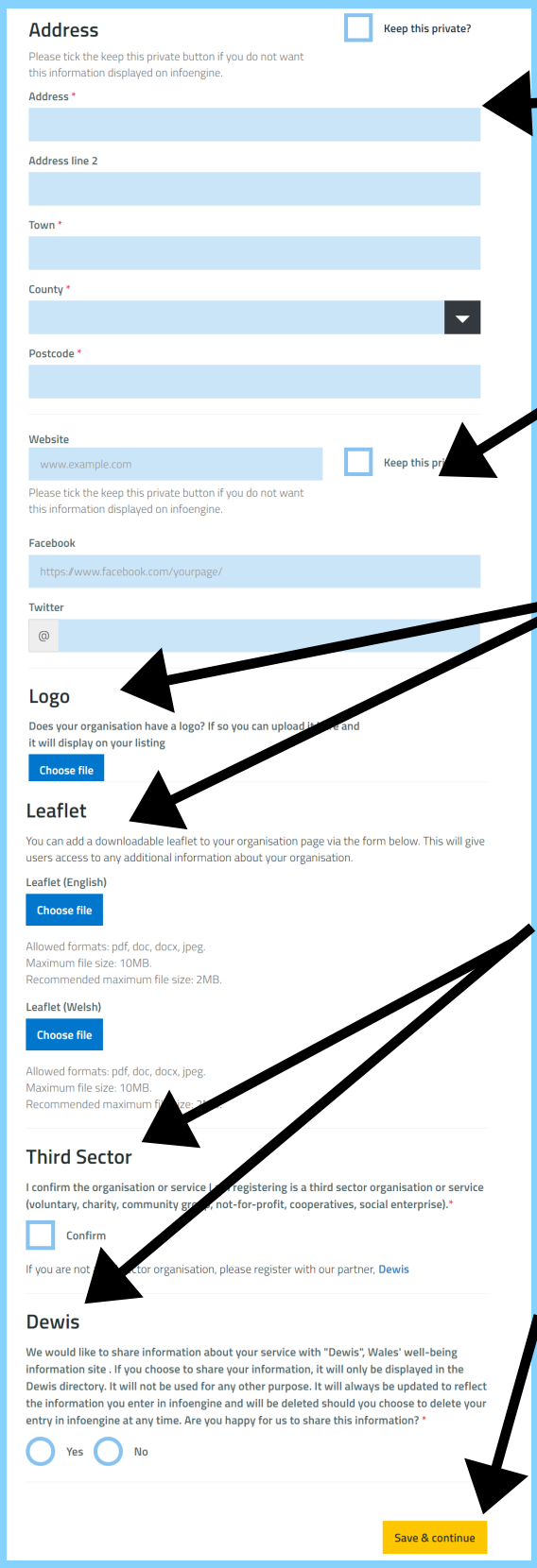




Add your organisation name and contact information

Tip: Tick the keep this private box if you do not want details displayed on infoengine

2 Add your organisation continued



Add your address (remember you can keep this private)

Website, Facebook and Twitter information can be added here

You can then add a logo and/or leaflet

Confirm you are a Third Sector organisation and if you would also like your information to be registered on Dewis.

(Dewis is Wales' well-being information site which also displays private and public sector organisations and services.)

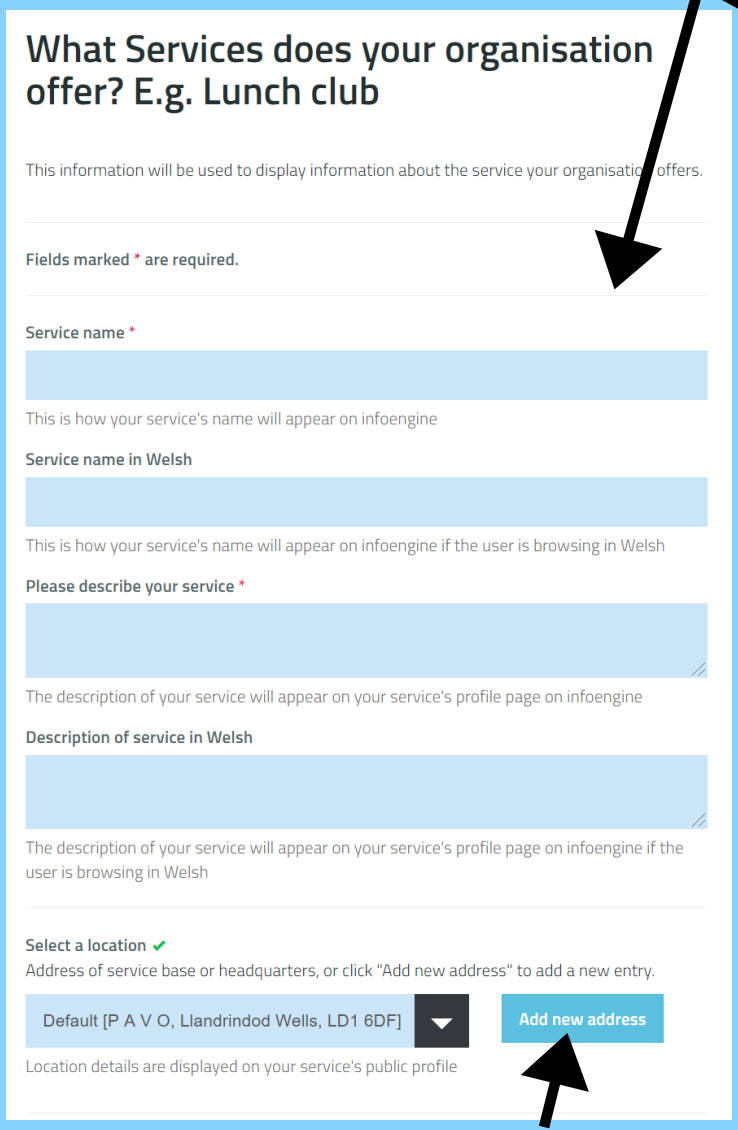
Click save and continue

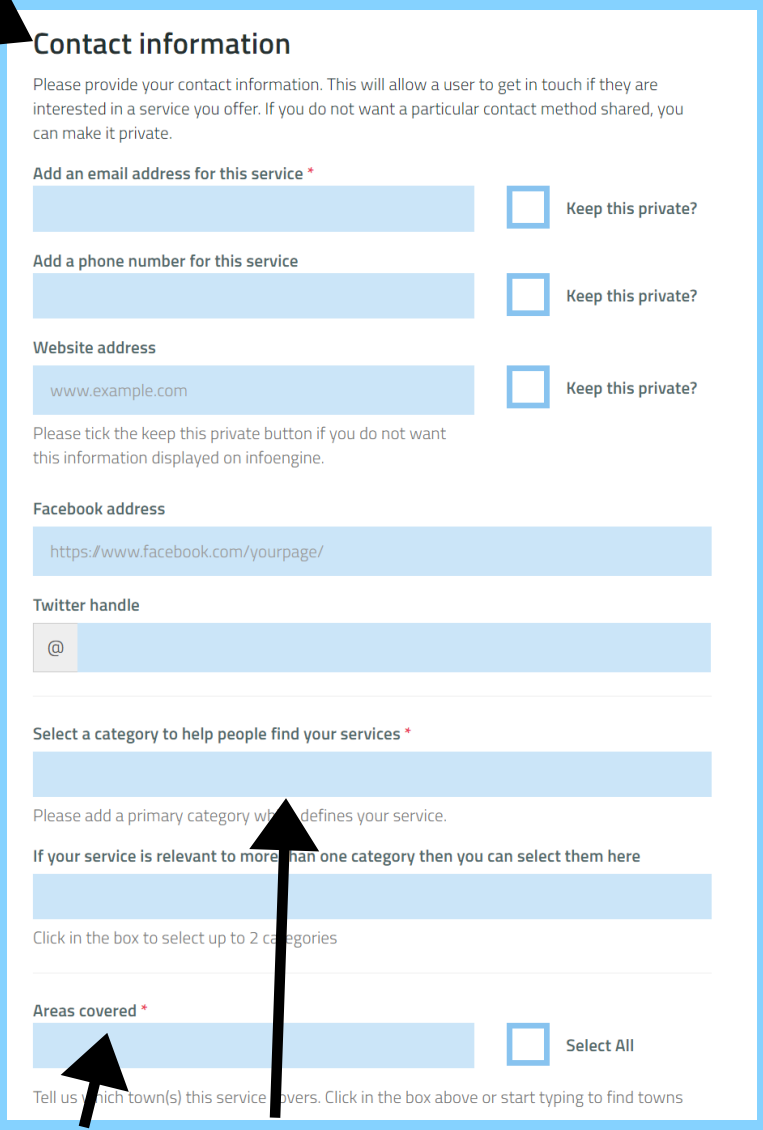
Tip: If you have a Facebook group instead of a page, you can add it like you would a page by copying the link

3 Add your service

You need to add at least one service to your organisations account for it to appear on infoengine, if your service is the same as your organisation you can copy the information across.

Just like for creating an organisation you can add the details of the service you offer; service name, description and contact details



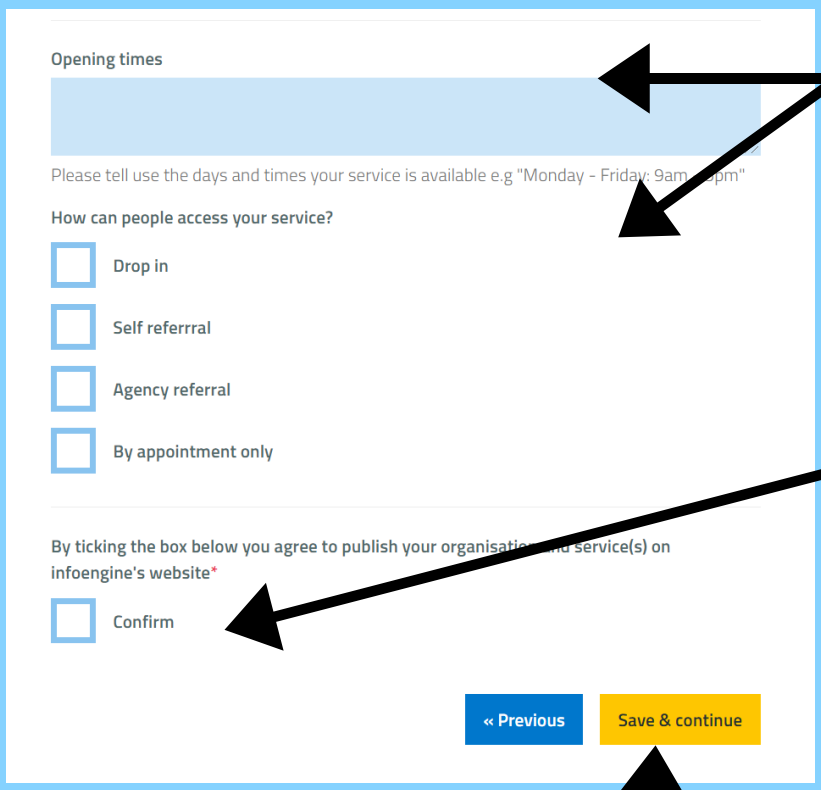


You can add a different address if your service is in a different location

Don't forget to add your primary category and the areas/locations you cover

Tip: If your organisation has different social media accounts for services, you can add them per service!

3 Add your service continued



Add your opening times and let us know how individuals can access your service

Tick to confirm you are happy for the information to be published

Click the save and continue button to review your information

If you are happy with the information on the review page, scroll down to the bottom and click publish on infoengine to complete your registration!

Publish on infoengine

Tip: After publishing you can click the view page button to see what your page looks like on infoengine.

View page

infoengine

www.infoengine.cymru

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