



Living Well
North Tyneside
Supporting Health and Wellbeing

MANAGING ACTIVITIES: ADDING, TAGGING AND SUBMITTING



L Living Well North Tyneside - Provider Area -... 19 Steps [↗](#)

STEP 1

Click on Activities

Provider Registration

Provider Registration

Services | **Activities** | Events |

If your organisation or group offer health, wellbeing or social opportunities/services
register as a provider today!

* Mandatory field

... - . ..



STEP 2

Click on Add Activity

VODA Membership | Logout

[Add Activity](#)

	Status		
	Published	Edit	Delete
	Published	Edit	Delete

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STEP 3

Name your activity and add its brief description

Provider Registration

Profile | Services | **Activities** | Events | VODA Membershi

*denotes mandatory field

Activity details

Paragraph **B** *I* [List icons] [Link icon] [Code icon] [Table icon] [Table icon]

Brief description of your activity *



STEP 4

Add appropriate Tags

Coverages



STEP 5

Choose the activity coverage

Coverages

Is there a cost

Activity pre book

Drop in Pre book

Age groups



STEP 6

Choose everything applicable

Coverages

Whitley Bay

North Shields

North West

Wallsend

Drop in Pre book

Age groups

Face to Face / Online

Face to Face Online Only Face to Face & Online



STEP 7

Check Is there a cost

Add Tag

Coverages

Is there a cost

Activity pre book

Drop in Pre book



STEP 8

Select Drop in or Pre book

Is there a cost

Cost per session

Activity pre book

Drop in Pre book

Age groups

Face to Face / Online

- - -



STEP 9

Choose the age group or several groups

The screenshot shows a form editor interface with the following elements:

- Location:** A dropdown menu with "North West" selected.
- Is there a cost:** A checked checkbox.
- Cost per session:** An input field.
- Activity pre-book:** Radio buttons for "Drop In" (selected) and "Pre-book".
- Age groups:** A dropdown menu with "Under 18" selected. Other options include "Over 18", "50 and over", "60 and over", "0-4", and "5-9".
- Rich text editor:** A toolbar with icons for undo, redo, paragraph, bold, italic, bulleted list, numbered list, link, unlink, and image. Below the toolbar is a text area with the placeholder text "Why and how is this activity accessible?".
- Activity timings:** A section with a "Start date" field.
- Vertical bar:** A vertical bar on the right side of the form with a yellow button labeled "First Time Visitor?".



STEP 10

Select Face to Face or Online options

Age groups

Face to Face / Online

Face to Face Online Only Face to Face & Online

Accessibility

This activity is accessible

Yes No



STEP 11

Choose accessibility

Face to Face Online Only Face to Face & Online

Accessibility

This activity is accessible

Yes No



Paragraph



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Why and how is this activity accessible?



STEP 12

Choose activity Start Date and End Date if there are several activities

Why and how is this activity accessible?

P

Activity timings

Start date

dd/mm/yyyy --:--

End date

dd/mm/yyyy --:--

Repeating Event

How often does it repeat? ▾



STEP 13

Choose whether the event is repeating and add how often it repeats

dd/mm/yyyy --:--

End date

dd/mm/yyyy --:--

Repeating Event

▾

Every


Content details

- How often does it repeat?
- Daily
- Weekly
- Monthly





STEP 14

You can add custom information about repeating

dd/mm/yyyy --:-- 

Repeating Event

How often does it repeat? 

Every 

Contact details

Use provider contact details

Address*



STEP 15

Check Use provider contact details if the activity will be at the same address

Every

Contact details

Use provider contact details

North Tyneside Voluntary Organisations Development Agency (VOD)
Spirit of North Tyneside Wing
2nd Floor, Wallsend Customer First Centre
16 The Forum
Wallsend




STEP 16

Add activity poster or logo

<https://voda.org.uk/discoverme/>

Activity image Ac



Drop activity image here to upload
or

[Upload](#)



STEP 17

Click on Add Document to add additional materials if needed

Drop activity image here to upload
or
[Upload](#)

Related Documents

[Add Document](#)

I confirm I have read the terms and conditions

[Preview](#) [Submit](#)



STEP 18

Check I confirm I have read the terms and conditions

Title

I confirm I have read the terms and conditions



STEP 19

Click on Submit

Form interface showing submission options:

- Buttons: Add Document, Preview, Submit
- Checkbox: I confirm I have read the terms and conditions

Logos at the bottom: WODA and Living & No!

THANK YOU FOR YOUR
ATTENTION!



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