



Living Well  
North Tyneside  
Supporting Health and Wellbeing

# MANAGING SERVICES AND ADDING TAGS



## L Adding Services to Living Well North Tyneside 19 Steps [↗](#)

### STEP 1

#### Click on Services

[🏠](#) > Provider Registration

# Provider Registrat

Profile | **Services** | Activities | E

Does your organisation or group offer health, wellbeing or social oppc  
LWNT provider today!

\*denotes mandatory field



STEP 2

Click on Add Service

VODA Membership | Logout

Your GP

GP Pra  
the **Whitl**  
working tog  
local c





### STEP 3

## Add you service name and brief description

# Provider Registration

Profile | Services | Activities | Events | VODA Membershi

\*denotes mandatory field

Service details

← → Paragraph **B** *I* [List icons] [Link icon] [Code icon] [More icons]

Brief description of your service, activity or group \*



## STEP 4

### Choose whether you are CQC registered

p

Service registrations

Are you registered with CQC?

Yes  No

Are you registered with CQC?

Yes  No

Service tags

[Add Tag](#)

Coverages



## STEP 5

### Choose whether you are Ofsted registered

Registrations

Registered with CQC?

Yes

Are you registered with Ofsted



Yes



No





## STEP 6

### Add Tag (main service description)

P

Service registrations

Are you registered with CQC?  Yes  No

Are you registered with Ofsted  Yes  No

Service tags

**Add Tag**

Coverages

Service specific information options

Categories



## STEP 7

### Add Tag (additional service description)

	<input type="button" value="Add Tag"/>
	Coverages
	<input type="text"/>
	Service specific information options
	<input type="text" value="Cost per session"/> <input type="checkbox"/>







## STEP 9

### Choose Cost per session or per week if applicable

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	<input type="text" value="Cost per week"/>
<input type="text"/>	



## STEP 10

### Choose the type of the service - Drop in or Pre book

Cost per session

Is there a cost

Service pre book

Drop in  Pre book

Age group

Face to Face / Online



## STEP 11

### Choose the age group

Service specific information options:

Cost per session  Cost per week

Is there a cost

Service pre book

Drop in  Pre book

Age group

Face to Face / Online

Face to Face  Online Only

Accessibility

This service is accessible

Yes  No



## STEP 12

### You can add several age groups

SERVICE PRE BOOK

Drop in  Pre book

Age group

✕ 50 and over

Under 18

Over 18

50 and over

**60 and over**

0-4

5-9

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Why and how is this service accessible?







## STEP 13

### Select Face to Face or Online options

Age group

|

Face to Face / Online

Face to Face  Online Only

Accessibility

This service is accessible

Yes  No



## STEP 14

### Select the accessibility of the service

Face to Face  Online Only

Accessibility

This service is accessible

Yes  No



Paragraph



**B**

*I*

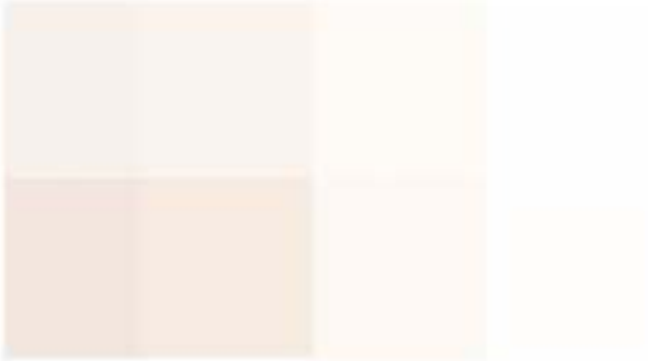


Why and how is this service accessible?



## STEP 15

**If the service has the same address, you can Use provider contact details**


	P
	Contact details
	<input checked="" type="checkbox"/> Use provider contact details
	



## STEP 16

**Click on Drop service image here to upload your logo or service image**


Service image



Drop service image here to upload  
or

[Upload](#)

Service video



Embed YouTube Video

Related Documents

[Add Document](#)

I confirm I have read the terms and conditions

[Previous](#) [Submit](#)





## STEP 17

**Add any related file (banner, poster, etc) if you have one**

Drop service 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



.....

.....

Add Document

I confirm I have read the terms and conditions

Preview Submit

THANK YOU FOR YOUR  
ATTENTION!



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