



Living Well
North Tyneside
Supporting Health and Wellbeing

LIVING WELL NORTH TYNESIDE'S GUIDE FOR ORGANISATIONS



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WELCOME TO OUR GUIDE FOR ORGANISATIONS!

Welcome to LWNT! Our goal is to make the registration and profile creation process simple and easy to understand. To get started, we've put together a guide that offers practical advice to help you through the registration process, as well as important information about LWNT.

LWNT is a partnership of health, social care, and community organisations that are united in one place. Our mission is to provide residents of North Tyneside with reliable information about local services, activities, and events that can help improve well-being. We understand how difficult it can be to find information about community, health, and support services, so we aim to make LWNT an easily accessible platform for these services in North Tyneside. Our ultimate goal is for North Tyneside residents to rely on LWNT as their primary source of information about these services.

However, we can't achieve our goals without your help! It's essential for as many organisations as possible to participate, as our aim is to provide residents with as much information as possible about the excellent work being done throughout the borough. The more information we have, the more valuable LWNT will become.

HOW DOES IT WORK?

LWNT is not replacing your existing sites, we are simply offering you a space to create a public profile for your organisation and promote what it can offer. This is to make it easier for the residents of North Tyneside to access information in one place!

Our website is a directory of services for local activities, news, events and services where organisations and groups in North Tyneside can share and showcase what they can offer to residents.

Organisations will have visible profiles filled with information about them for users to search for and view at their convenience. There's no charge to take part as either a organisation or user, and it's a great way to promote community engagement.

WHO IS INVOLVED?

Whilst there's a whole host of brilliant organisations involved, our supporting partners in the LWNT Partnership are:

- North Tyneside VODA
- North Tyneside Council
- North Tyneside Clinical Commissioning Group
- The Community Healthcare Forum
- TyneHealth GP Federation
- Healthwatch North Tyneside
- North Tyneside Primary Care Networks



HOW TO REGISTER

To register your organisation you need to visit our website's registration page and complete the five-section registration form. You can always go back later to add or edit information once your profile is approved.

During registration, you'll provide information about your organisation, such as logo, photos and links to your website and social media channels. Our admin team will review your profile before uploading it, but it's up to you to create a friendly and welcoming tone that will appeal to users who view your profile.

Think about your organisation's offerings and target audience. What age range do you cater to? Which regions do you serve? Consider these questions to create a compelling profile that stands out.

If our admin team believes that your profile needs adjustments, we'll provide feedback and support to help you make the necessary changes. Keeping your profile updated is critical. It's crucial that LWNT remains current for North Tyneside residents.

REGISTRATION TIPS

Be clear and friendly

Attach relevant supporting links and documents for convenience

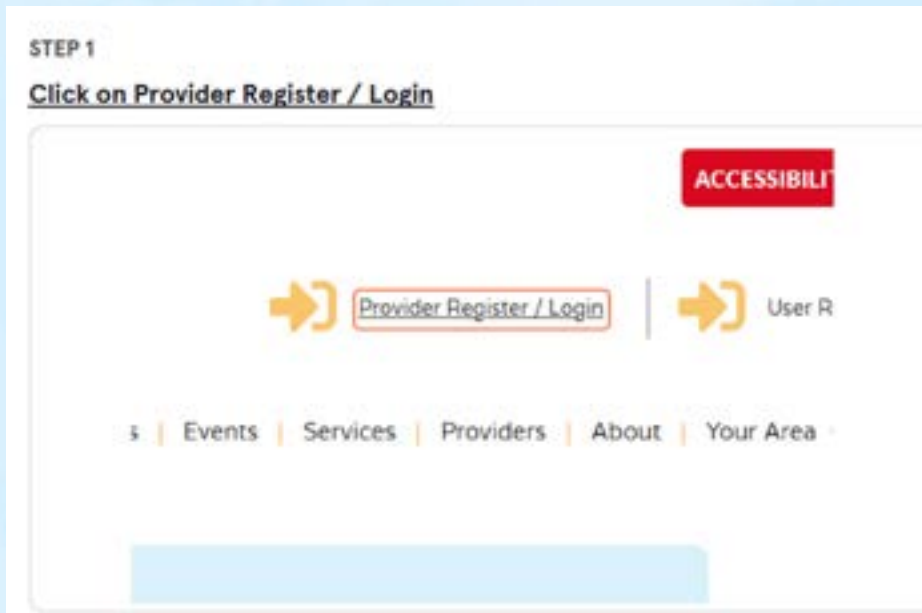
Avoid using jargon and acronyms

Use content you already have (e.g. information from your existing website)

Consider your target audience

REGISTRATION STEPS

STEP 1
Click on Provider Register / Login



STEP 3
Choose your Title

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

*denotes mandatory field

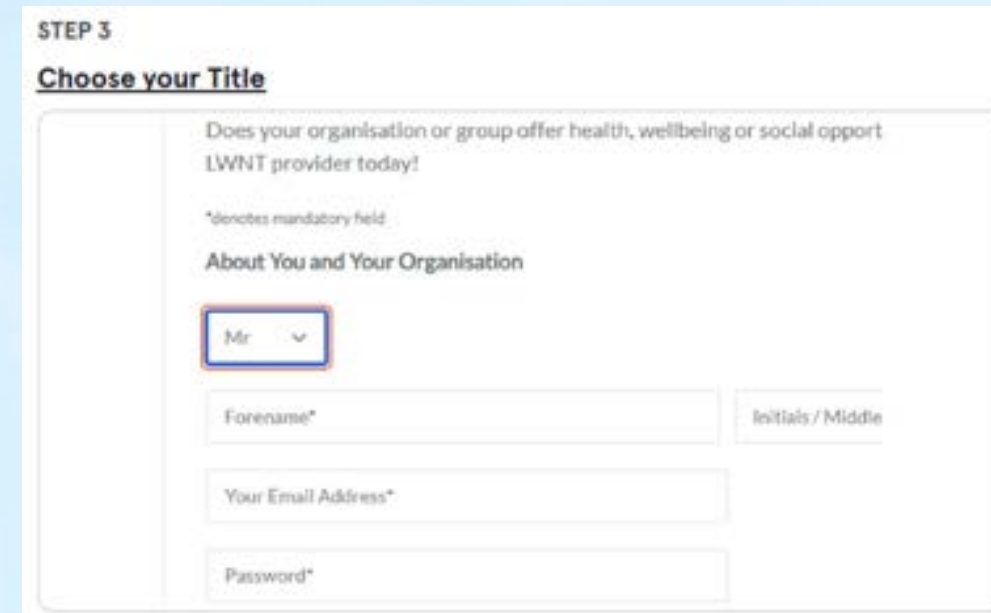
About You and Your Organisation

Mr

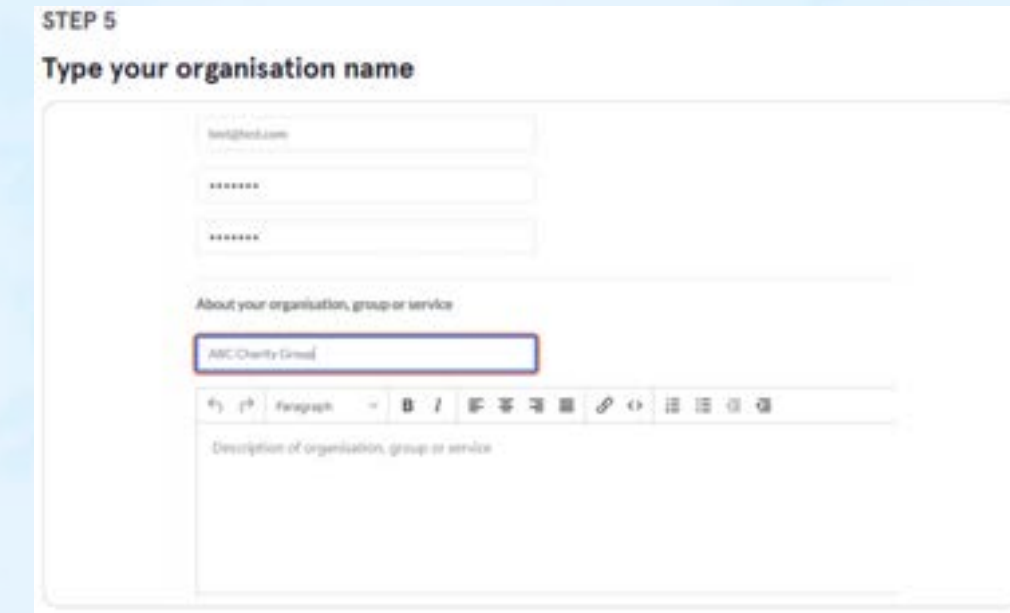
Forename* Initials / Middle

Your Email Address*

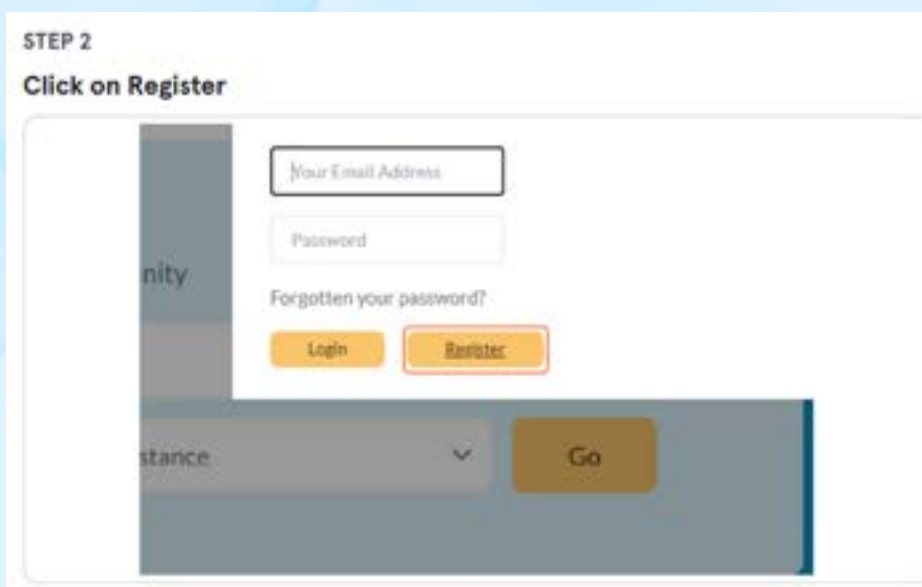
Password*



STEP 5
Type your organisation name



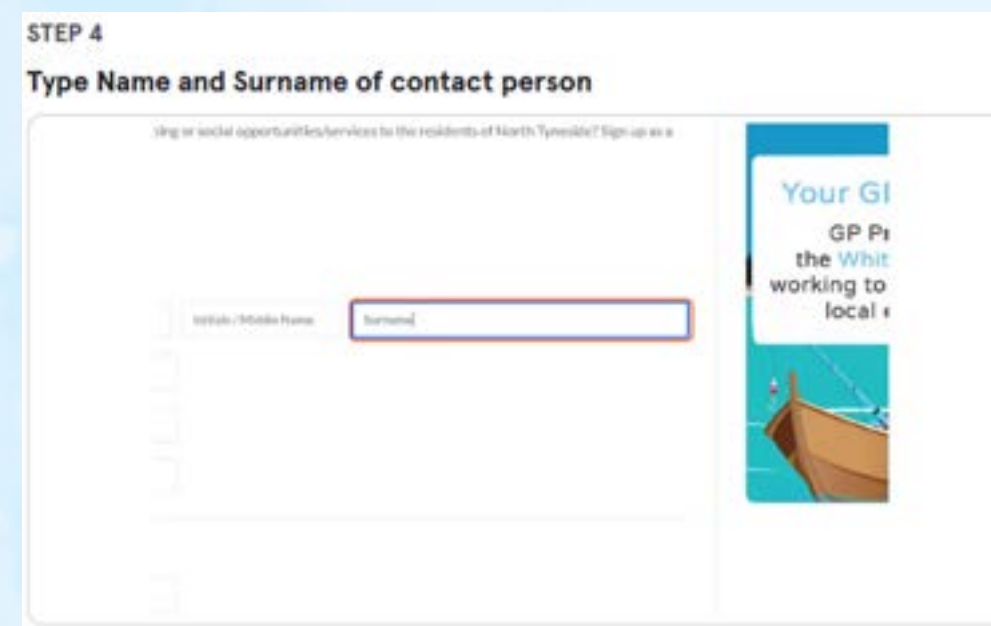
STEP 2
Click on Register



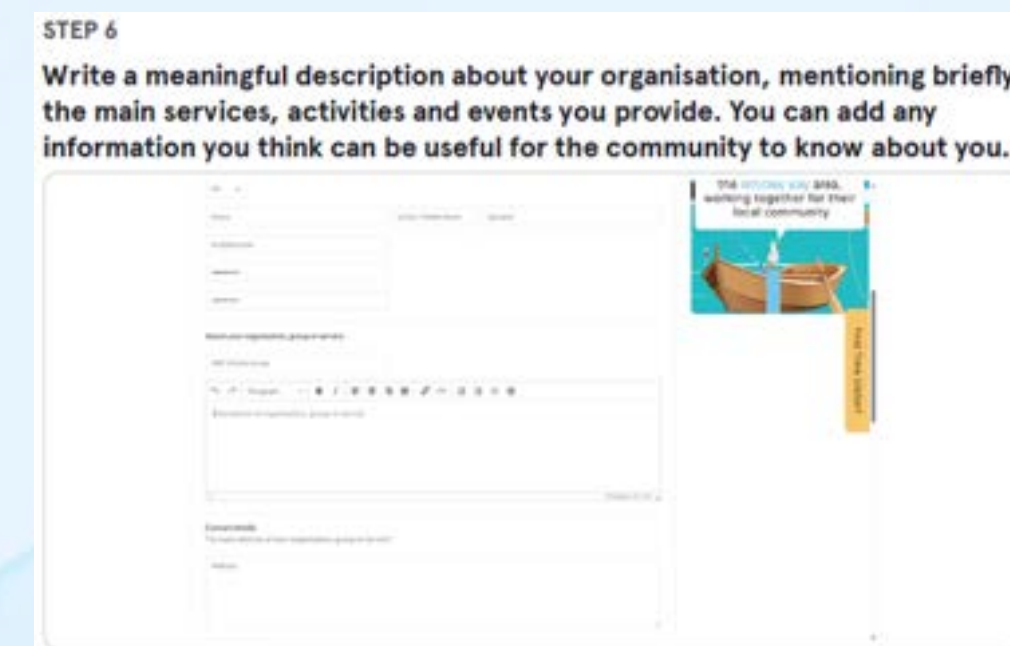
STEP 4
Type Name and Surname of contact person

...ing or social opportunities/services to the residents of North Tyneside? Sign up as a

Web / Mobile Name Surname



STEP 6
Write a meaningful description about your organisation, mentioning briefly the main services, activities and events you provide. You can add any information you think can be useful for the community to know about you.



REGISTRATION STEPS

STEP 7
Write your address and postcode

15 Street
Spw

Postcode*

Your Organisation's

Email address* Telephone

Website address

STEP 9
Write your website address

Phone*

Your Organisation's

Email address* Telephone Number*

Website address

Social Media Accounts

Twitter User name Instagram User name

Facebook User name YouTube User name

Profile tags
Add Tag

STEP 11
Add your main service

Twitter User name Instagram User name

Facebook User name YouTube User name

Profile tags
Add Tag

Coverages

Organisation, group or service logo Organisation, gr

STEP 3
Choose your Title

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

*denotes mandatory field

About You and Your Organisation

Mr

Forename* Initials / Middle

Your Email Address*

Password*

STEP 10
Click on Add Tag, to let the users find your organisation by what it does

Twitter User name Ins

Facebook User name Yoe

Profile tags
Add Tag

Coverages

Organisation, group or service logo Orga

STEP 12
Click on Add Tag again

Add Tag

Coverages

Organisation, group or service logo Orga

REGISTRATION STEPS

STEP 13

Add additional service

Tag description

Tag (e.g. walking)

Tag description

STEP 15

Choose your main coverage

Add tag

Coverages

Whitley Bay

New St. Dennis

North Wood

Wallend

Organisation, group or service video

Embed YouTube Video

YouTube Video URL

I confirm I have read the terms and conditions

I am human

STEP 17

Click on Embed YouTube Video to add a video about your organisation

Embed YouTube Video

STEP 14

Click on dropdown trigger

Add tag

Coverages

STEP 16

Click on Drop logo here to upload... to add your logo

Drop logo here to upload

STEP 18

Click on Captcha checkbox. Select in order to trigger the challenge, or to bypass it if you have an accessibility cookie.

I confirm I have read the terms and conditions

I am human

Register

REGISTRATION STEPS

STEP 19

Confirm you have read the Terms and Conditions and click on Register

I confirm I have read the terms and conditions

✓ I am human



Register



SERVICES

Once you've registered your organisation on the platform, you can begin adding services. These can range from larger projects that include smaller activities, sessions and even routine meetings. To ensure that users have a comprehensive understanding of what you offer, be sure to include information on the location of services, eligibility requirements, and any associated costs. To make your service more informative, consider including images, logos, and website links. Remember, the initial lines of your service summary will be most visible, so make sure they accurately reflect your service offering.



SERVICE CREATION STEPS

STEP 1
Click on Services

Provider Registration

Provider Registrat

Profile **Services** | Activities | E

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

*denotes mandatory field

STEP 3
Add your service name and brief description

Provider Registration

Profile Services Activities | Events | VODA-Membershi

Service details

Enter your service, activity or group *

Brief description of your service, activity or group *

STEP 5
Choose whether you are Ofsted registered

Service registrations

Are you registered with CQC? Yes No

Are you registered with Ofsted Yes No

STEP 2
Click on Add Service

VODA Membership | Logout

Your GP Practice
GP Practice
the White
working together
local community

STEP 4
Choose whether you are CQC registered

Service registrations

Are you registered with CQC? Yes No

Are you registered with Ofsted Yes No

Service tags

Coverages

STEP 6
Add Tag (main service description)

Service registrations

Are you registered with CQC? Yes No

Are you registered with Ofsted Yes No

Service tags

Coverages

Service specific information options

SERVICE CREATION STEPS

STEP 7

Add Tag (additional service description)

Form fields include: Add Tag, Cost per session, Coverages, and Service specific information options (Cost per week).

STEP 9

Choose Cost per session or per week if applicable

Form fields include: Cost per session and Cost per week.

STEP 11

Choose the age group

Form fields include: Service specific information options (Cost per session, Is there a cost, Service pre book, Age group, Face to Face / Online, Accessibility).

STEP 8

Choose the service coverage

Form fields include: Add Tag, Coverages, Service pre book, Age group, and Cost per week.

STEP 10

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

Form fields include: Cost per session, Is there a cost, Service pre book, Age group, and Face to Face / Online.

STEP 12

You can add several age groups

Form fields include: Service pre book (Drop in, Pre book), Age group, and Why and how is this service accessible?

SERVICE CREATION STEPS

STEP 13

Select Face to Face or Online options

Age group

50 and over 60 and over

Face to Face / Online

Face to Face Online Only

Accessibility

This service is accessible

Yes No

STEP 15

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

Contact details

Use provider contact details

STEP 17

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

or

Upload

Related Documents

I confirm I have read the terms and conditions

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 16

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

Service image

Drop service image here to upload

Service video

Embed Your Video

YouTube Video ID

Related Documents

I confirm I have read the terms and conditions

STEP 18

Check I confirm I have read the terms and conditions

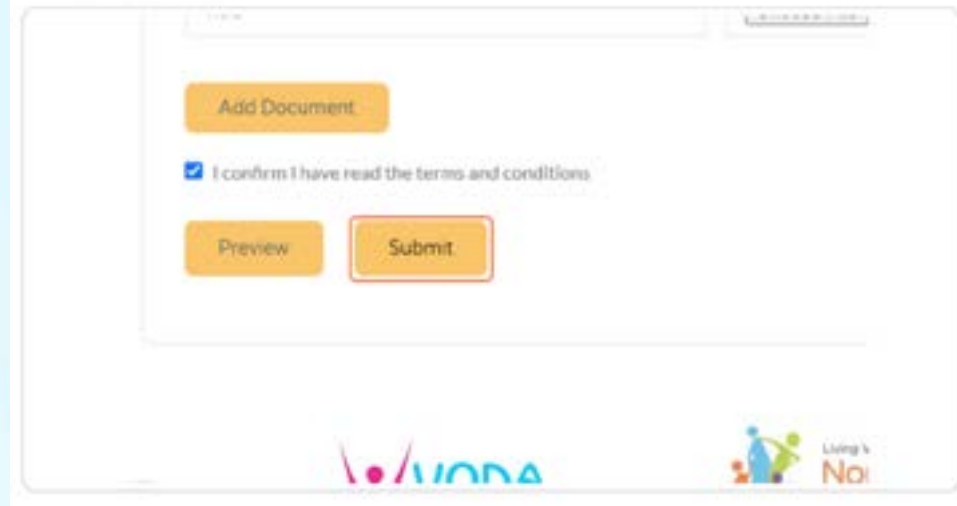
Title

I confirm I have read the terms and conditions

SERVICE CREATION STEPS

STEP 19

Click on Submit



The screenshot shows a web form interface for Step 19. At the top left, it says "STEP 19" and "Click on Submit". The form contains a document upload area with an "Add Document" button. Below this is a checkbox labeled "I confirm I have read the terms and conditions", which is checked. At the bottom of the form are two buttons: "Preview" and "Submit". The form is set against a light blue background. At the bottom of the form, there are two logos: "VONA" on the left and "Living Well North Tyneside" on the right.

ACTIVITIES

Activities are regularly scheduled sessions like a weekly coffee morning or a monthly book club. Just like in the services section, you need to provide details about your organisation's activity. You should write about the activity's accessibility, how much it costs (if it does), when and where it takes place and who it's for. Once again, remember to get straight to the point and include website links and any relevant logos or photographs that could draw users in.



ACTIVITY CREATION STEPS

STEP 1

Click on Activities

Provider Registration

Services | **Activities** | Events

... or organisation or group offer health, wellbeing or social opportunities/services ...
... provider today!

... mandatory field

STEP 2

Click on Add Activity

VODA Membership | Logout

Add Activity

Status		
Published	Edit	Delete
Published	Edit	Delete

Your GP ...
GP Pra ...
the Whitt ...
working tog ...
local c ...

STEP 3

Name your activity and add its brief description

Provider Registration

Profile | Services | **Activities** | Events | VODA Membership

*Mandatory field

Activity details

Name of your activity*

Brief description of your activity*

STEP 4

Add appropriate Tags

Tag (e.g. walking)

Tag description

Add Tag

Coverages

STEP 5

Choose the activity coverage

Add Tag

Coverages

Whitley Bay

North Shields

North West

Wallsend

Drop in Pre-book

Age groups

STEP 6

Choose everything applicable

Add Tag

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

ACTIVITY CREATION STEPS

STEP 7

Check Is there a cost

Add Tag

Coverages

North West

Is there a cost

Cost per session

Activity pre book

Drop in Pre book

STEP 9

Choose the age group or several groups

Age groups

18-24

25-34

35-44

45-54

55-64

65-74

75+

Why and how is this activity accessible?

STEP 11

Choose accessibility

Face to Face Online Only Face to Face & Online

Accessibility

This activity is accessible

Yes No

Paragraph **B** *I* [List icons]

Why and how is this activity accessible?

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 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 12

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

Why and how is this activity accessible?

Activity Dates

Start date: dd/mm/yyyy

End date: dd/mm/yyyy

Repeating Event

How often does it repeat?

ACTIVITY CREATION STEPS

STEP 13

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

dd/mm/yyyy --

End date
dd/mm/yyyy --

Repeating Event
How often does it repeat? ▾

Every

Contact details
How often does it repeat?
Daily
Weekly
Monthly

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 17

Click on Add Document to add additional materials if needed

or
Upload

Related Documents
Add Document

I confirm I have read the terms and conditions

Preview Submit

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 16

Add activity poster or logo

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

Activity image At

Drop activity image here to upload
or
Upload

STEP 18

Check I confirm I have read the terms and conditions

Title

Add Document

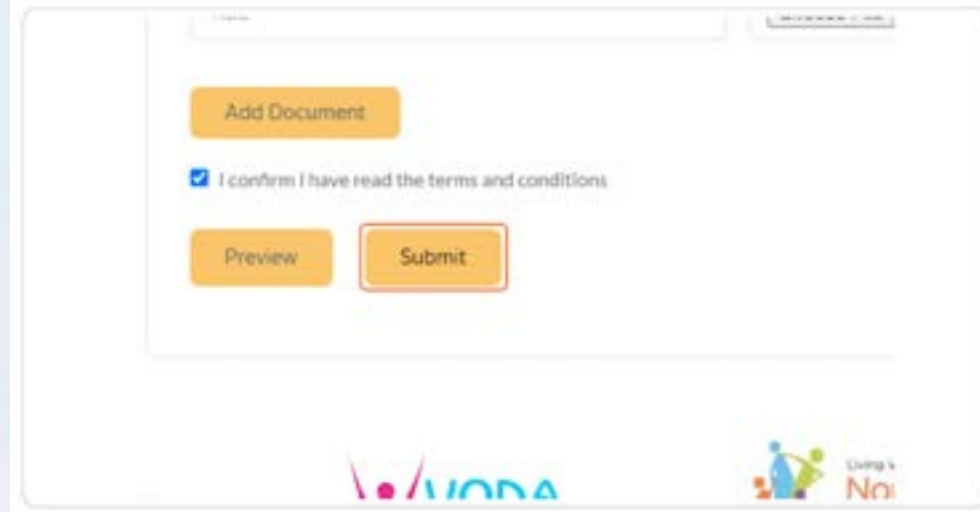
I confirm I have read the terms and conditions

Preview Submit

ACTIVITY CREATION STEPS

STEP 19

Click on Submit



The screenshot shows a web interface for the final step of activity creation. At the top, there is a header with the text 'STEP 19' and 'Click on Submit'. Below this is a form area containing an 'Add Document' button, a checked checkbox with the text 'I confirm I have read the terms and conditions', and two buttons labeled 'Preview' and 'Submit'. At the bottom of the form area, there are logos for 'VODA' and 'Living Well North Tyneside'.

EVENTS

Events are typically one-time occasions, like a job fair or a charity walk, that you can add to your profile whenever you want. When creating an event description, keep in mind that only the first few lines will be visible on the website, so make sure to highlight what's important and relevant. It's also helpful to include any supporting materials, such as photographs or event booking links, to make it easy for users to engage with your event.



EVENT CREATION STEPS

STEP 1

Click on Events

Registration

Activities | **Events** | VODA Membr

fer health, wellbeing or social opportunities/services to the residents of No

STEP 2

Click on Add Event

/ODA Membership | Logout

Add Event

Your GP
GP Pra
the Whitl
working tog
local c

ate and time (one off)

STEP 3

Name your event and add a brief description

Provider Registration

Profile | Services | Activities | **Events** | VODA Memberabi

Event details

Name of your event *

Brief description of your event *

STEP 4

Add Tags

tag description

Add Tag

Coverages

Is there a cost

STEP 5

Choose the coverage

Add Tag

Coverages

Whitley Bay

Fourth Shields

Fourth West

Wallend

Drop in Pre book

Amount

STEP 6

Check is there a cost

Add Tag

Coverages

Whitley Bay

Is there a cost

Cost per event

Event pre book

Drop in Pre book

EVENT CREATION STEPS

STEP 7
Choose Drop In or Pre Book options

Is there a cost

Cost per event

Event pre book

Drop in Pre book

Age group

Face to Face / Online

STEP 9
Choose the type of the event – Face to Face or Online and accessibility

Face to Face Online Only Face to Face & Online

Accessibility

This event is accessible

Yes No

Why and how is this event accessible?

STEP 11
Check Use provider contact details if the event takes place on the same address

End date

dd/mm/yyyy --:--

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 8
Choose the Age Group

Event pre book

Drop in Prebook

Age group

Under 18
Over 55
50 and over
60 and over
0-4
5-9

Why and how is this event accessible?

STEP 10
Add Start date and End Date if there are series of the events

Event timings

Start date

dd/mm/yyyy --:--

End date

dd/mm/yyyy --:--

Contact details

Use provider contact details

Address

STEP 12
Click on Drop event image here to upload your banner or logo

Event Image

Drop event image here to upload or

Event Video

Embed YouTube Video

YouTube Video URL

Related Documents

Add Document

I confirm I have read the terms and conditions

EVENT CREATION STEPS

STEP 13

Click on Add Document to add any supportive documents you have

Let us upload electronic images or click to our upload area
or

Related Documents

I confirm I have read the terms and conditions

STEP 14

Check I confirm I have read the terms and conditions



Title

I confirm I have read the terms and conditions

STEP 15

Click on Submit

I confirm I have read the terms and conditions

FAQ

Do I need to be a VODA member to register on the platform?

This is a completely optional for organisations. If you are not a VODA member and would like to be one, you can sign up via your LWNT profile.

Will my personal details be visible online in the 'profile' section?

No, only your organisation's contact information that you have provided will be visible on the LWNT website.

How is the coverage defined?

North Tyneside is split into four areas as illustrated on the map:

- Wallsend,
- North Shields,
- North West and
- Whitley Bay.



What if my service, activity or event isn't available for the entire area I am setting the coverage to?

The coverage section is simply to identify the locality your service or activity is within.

FAQ

Can I add hyperlinks?

Yes you can either add a hyperlink to another website or document using the 'insert/edit link' button on the toolbar, or you can the link detail in full.

Can I add recurring events and activities?

You can add as many activities and events as you like adding custom information how often they repeats.



Living Well
North Tyneside
Supporting Health and Wellbeing

THANK YOU FOR
YOUR ATTENTION!