

Setting up your free SearchChildcare account



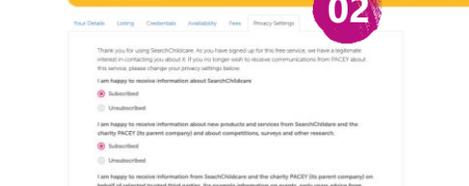
1 Register a provider's account

Go to searchchildcare.org.uk and register as a provider. You will receive an email confirming your account has been set up with a link to the website.



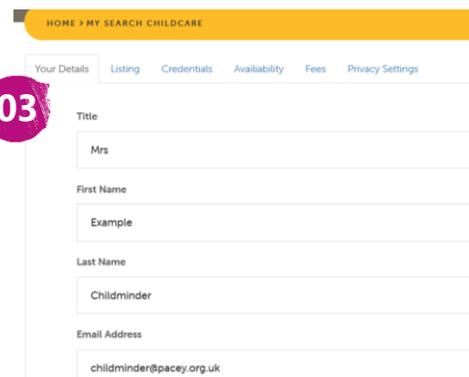
2 Update your 'Privacy Settings'

If you aren't a PACEY member, ensure we can stay in touch with you by saying you are happy to receive information.



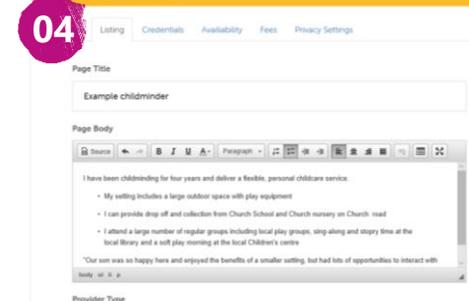
3 Update the 'Your Details' section

Add your name, email address, **PACEY membership** number, **Ofsted** or **CIW** registration details.



4 Update the 'Your Listing' section

- ★ Add the **name of your setting** in the Page Title box. This is the name anyone searching for you will see
- ★ Choose **provider type**
- ★ Add a **website** if you have one
- ★ Make sure you tick the box if you want to allow **parents to message you**, and ensure 'hide from search' is not ticked
- ★ ***NEW*** Chose to add a **ratings bar** so that parents can rate you out of 5
- ★ Choose if you want to link to your **Ofsted/CIW report**
- ★ ***NEW*** If you want to **add a map** to your page which shows your postcode area, make sure the 'display my address on Google Maps' option is ticked
- ★ Click all the **features that are relevant** to your setting
- ★ **Upload images.** PACEY members can upload up to five images, non-PACEY members up to two
- ★ **Click save**
- ★ **View listing and see how it looks!**



HOME > MY SEARCH CHILDCARE

05

Your Details Listing Credentials Availability Fees Privacy Settings

Please tick the box to show parents when you have current availability

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Before School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Morning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Afternoon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
After School	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Evening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Overnight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Please provide any additional information about vacancies and working hours.
Please note you do not have to provide details of vacancies

5

NEW Update the 'Availability' tab

You can provide as much or as little information about your availability as you would like. Tick specific days/times you have spaces, or add a paragraph or two. If you leave it blank there will be no reference made to your availability on your listing.

HOME > MY SEARCH CHILDCARE

06

Your Details Listing Credentials Fees Privacy Settings

Please provide any details you would like to share about your fees

Please contact me to find out more about my fees. I charge an hourly rate and that includes everything from food to nappies. I offer funded places, accept childcare vouchers and tax free childcare

Save

6

NEW Update the 'Fees' tab

If you want to add details of the fees that you charge, or the types of funding you accept, you can add text here, but this is completely optional.

SearchChildcare
Powered by pacey

About Parents Providers Choosing childcare

Welcome to Searchchildcare.
Please update your details below

07

View Listing

HOME > MY SEARCH CHILDCARE

Your Details Listing Credentials Availability Fees Privacy Settings

7

View your listing

Double check how your listing looks. Check for typos, that images are clear, information is up to date and accurate.

Important information about photos:

Your images are public so anyone can view them, which makes it possible for anyone to be able to obtain a copy of them. It is therefore important that you have full permission before you upload images. It's also wise to only upload images in which people and locations are not identifiable. For example, consider only choosing photos of children playing where you can't see the child's face or any other identifiable features.

Most importantly...

- ★ Don't forget to press **Save**, this ensures that your progress isn't lost!
- ★ Regularly updating your profile will mean parents see the most up-to-date information regarding your setting