

Updating your organisation's details on the Test Valley Charity, Health and Wellbeing Directory (CHAWD)

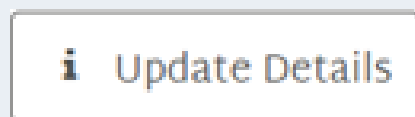
The Test Valley CHAWD enables residents to look up information about charities, community groups and healthcare organisations that serve the Test Valley. Providing a “shop window” to potential users of your organisation’s services, it is therefore important that your information is complete, accurate, and up-to-date.

It is easy to update the information about your organisation in the Directory, any changes you make take immediate effect. and Unity also receives a notification whenever the information is changed and review all changes made.

The steps for updating your organisation’s details are as follows:

Find and open your organisation's page on the Test Valley CHAWD (you can search for your organisation by name)

Scroll to the bottom of your organisation's page, and click:



In the window that pops up, enter your first name, last name and email address and then click:



If the email address you entered matches Unity's records for your organisation, an email will be sent to that address.

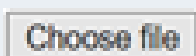
If you do not receive an email, please contact Unity.

When you have received the email from Unity, open it and click the link within it.

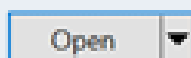
The **Update Organisation Info** page opens in your browser.

Enter and update the information about your organisation, bear in mind the following points:


To upload your **logo**, click:

A rectangular button with a light grey background and a thin border, containing the text "Choose file" in a dark grey font.

Select required .jpeg or .png file on your computer and click:

A rectangular button with a light grey background and a thin border, containing the text "Open" in a dark grey font and a small downward-pointing arrow icon on the right side.

Click

A dark grey rectangular button with rounded corners and a thin border, containing the text "Upload" in a white font.

The **Organisation Classification** is a way of giving users a high-level view of what type of organisation you are.

Please select the most appropriate entry from the drop-down list and you'll see it appear as "What we are" in the preview screen.

If you can't find one that you think suitable, please email us at digitalinclusion.unityonline.org.uk.

The **Description** of your organisation will be shown to users of the Directory exactly as you write it.

We recommend that you use simple, short sentences and focus on the services that are likely to be of most interest to Test Valley residents.

Please complete all sections of the form that are relevant to you, including the **Donation Link**, if appropriate.

This is the URL (address) of your Web page on which people can make donations.

For example: <https://www.unityonline.org.uk/donate/>

Select all **Tags** that are relevant to your organisation.

Please be mindful of the tags that you choose, these will determine how easy it is for users to find you.

If you think that additional tags are required to make it easier for users to find you, please email us at digitalinclusion@unityonline.org.uk.

When you have finished updating the information, scroll to the bottom of the page and click:

Preview

On the next page, carefully check all the information that you have entered is correct.

Scroll to the bottom of the page and do one of the following:

If you would like to change any of the information, click:

< Previous

If you are satisfied that the information is all correct, click:

Submit