

# Your Guide to Bracknell Forest Borough Council's Community and Events Directory

## What is the community and events directory?

The community and events directory allows people to search for organisations, events and activities in and around the local area.

Any member of the public can register with the directory and advertise their club, event or activity.



## Benefits of the new directory:

- Promote your organisation, events and activities using the one directory.
- Manage and edit your organisations, events and activities using one login.
- Add images to your events and activities.

## First you will need to register your contact details

An email will then be sent from the Web Team at Bracknell Forest Borough Council to the email account specified in the registration. It will ask you to activate your account.

## Add Your Organisation

After activating your account you will need to add your organisation to the directory. Only after having your organisation approved will you be able to start adding events and activities.

If your organisation offers activities for children or which brings your staff/volunteers into contact with children without parental/carer supervision you must first complete a Children's Information Centre Accreditation Form.

You will not be able to continue unless you have received an Accreditation Number from the Children's Information Centre.

<b>My Organisations</b>	<a href="#">Create new organisation</a>
You currently have no organisations	
<b>My Events</b>	
You currently have no events	
<b>My Activities</b>	
You currently have no activities	

After submitting your organisation you will see its status is set to 'Awaiting Approval'.

<b>My Organisations</b>	<b>Create new organisation</b>
Binfield Drama Club	Awaiting Approval
Bracknell Forest Borough Council	Awaiting Approval
<b>My Events</b>	<b>Create new event</b>
You currently have no events	
<b>My Activities</b>	<b>Create new activity</b>
You currently have no activities	

**Your organisation details will be sent to Bracknell Forest Borough Council Web Team to be approved.**

When they have approved it an email will be sent to the email account specified in your registration. The email will explain whether the event has been approved or rejected. If it is rejected you will be notified why.

When your organisation has been approved you will see the status change to 'Approved'. You will also notice the Create new event and create new activity buttons are now active.

<b>My Organisations</b>	<b>Create new organisation</b>
Binfield Drama Club	edit Approved
Bracknell Forest Borough Council	Awaiting Approval
<b>My Events</b>	<b>Create new event</b>
You currently have no events	
<b>My Activities</b>	<b>Create new activity</b>
You currently have no activities	

**Log back in and begin creating events and activities.**

Any events or activities you create will also be sent to the Web Team for approval before they appear on the live site.

**Visit the community and events directory at:**  
[www.bracknell-forest.gov.uk/community](http://www.bracknell-forest.gov.uk/community)