

STREET SUPPORT NETWORK - ORGANISATION USER GUIDE

This document is a brief guide for organisations on how to use the **Street Support admin site**.

Through this you can edit your organisation and service information, post up items/time/money you need, and respond to volunteers and offered items.

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Accessing your account for the first time

If you have already logged in, please skip this section.

You should have received an email with the heading 'Welcome to Street Support'. Please click on the link to update your own information.

NB: This link expires within two weeks. If the link has expired, please contact admin@streetsupport.net to receive access again.

The link in the email takes you to the login page where you are asked to create a username - which can be your email address or anything else. You are then asked to create a secure password. We recommend generating one at this site: https://strongpasswordgenerator.com/ but there are many other options.

Click on login now to proceed to the site where you can update your details:

Verify Account

Login now!

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Re-enter your login details. There is a forgotten password link if you need it.

The live admin site is admin.streetsupport.net

Please contact <u>admin@streetsupport.net</u> if you have questions or feedback.



Access the admin site

The live admin site is <u>admin.streetsupport.net</u>

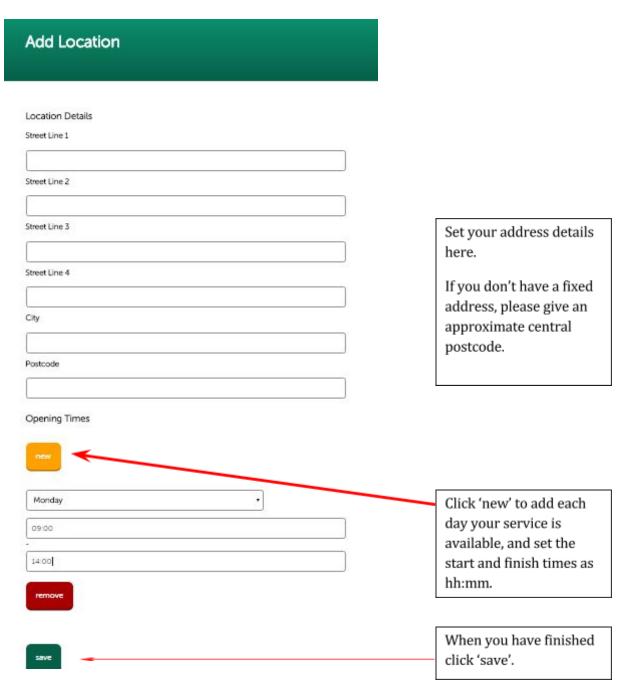
Login with your details. There is a forgotten password link if you need it.

If you don't yet have a login, or have problems with logging in, please email admin@streetsupport.net.



Manage locations

Each organisation has one or more locations. Locations are generally building addresses with opening times, but if you don't have a fixed address please give an approximate postcode to represent a central location for your services. (This is used when we show users their 'nearest' services.)



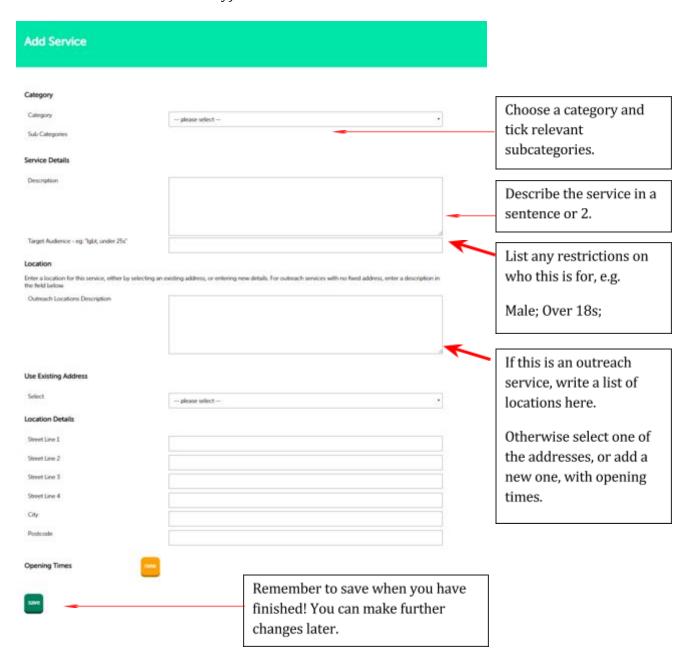


Manage services

Each organisation offers one or more services. Select an organisation and under the 'Services' section, click 'Add'.

Select a category, and you will see a list of subcategories – choose all relevant ones.

(Note that when the service is saved it will split out into individual services for each subcategory. This is something we are about to change, but for now when you want to edit you will need to edit them individually).



When you have finished adding the details for the organisation and its services, let us know by emailing admin@streetsupport.net and we will check it, then publish it to the live site.

Once it is live on the site we will send you a link to give it a final check and verify it is correct.

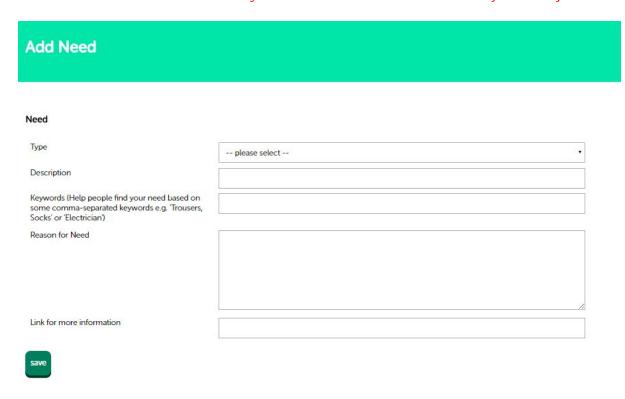


Manage needs

The needs section works in a similar way to locations and services. You can add details of anything your organisation needs help with – items needed, volunteers with certain skills or availability, or money to fund something specific that you need.

You can add new needs at any time, and remove them once you have what you need.

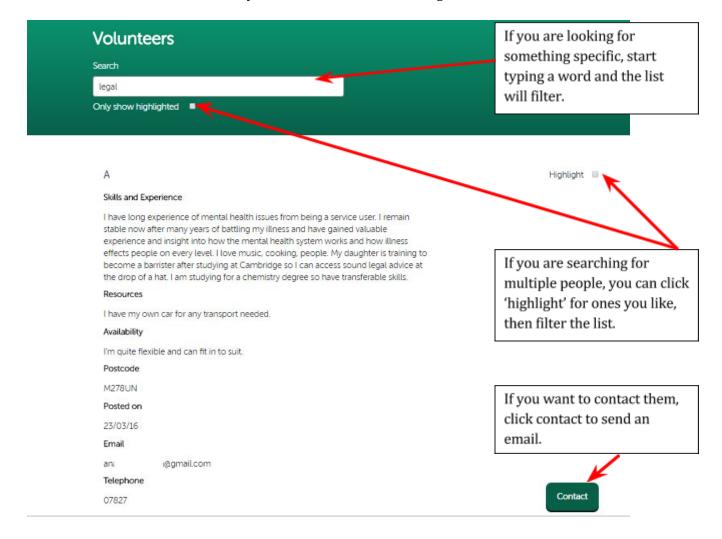
Note that these needs are automatically shared on social media so check the information first!





FIND VOLUNTEERS

Anyone using the website can volunteer their skills, time and resources. You can see the current list of volunteers and contact those you would like to talk to through the 'volunteers' section.





FIND ITEMS OFFERED

Anyone using the website can offer items they have available. You can see the current list of items offered and contact anyone that you would like to talk to through the 'offers' section.

