



Street Support Network  
[streetsupport.net](http://streetsupport.net)

## Adding an Organisation - Best Practice

- 1) Search for the organisation you wish to add on Street Support Network to see if a page already exists.
- 2) See the [guide and flowchart](#) for advice on whether to create a page for the organisation or add to the existing page.
- 3) If applicable, create the page for an organisation and add all relevant information. Most importantly, [add a postcode](#) and at least one service.
- 4) When you have finished adding the details for the organisation and its services, click 'publish' from the dashboard and it will show up on the live site.
- 5) At this stage, you should get the organisation to check everything is correct by sending them the link to their page on the website. Please follow this process to find the link:
  - a) Go to [Street Support Network](#)
  - b) Hover over 'Find Help'
  - c) Click 'Organisations'
  - d) Enter the name of your organisation and click 'Search'
  - e) Select the entry and copy the link for the page
  - f) Send an email to the organisation asking them to check the page
  - g) Once they're happy with the page, click 'Verify' on their organisation in the admin area
- 6) Ask for the organisation to provide an advocate to manage and update the page. You can create a new admin user for their organisation from the dashboard using their email address – they will get an email with instructions of how to create login credentials.
- 7) Send them the SSN [Organisation Admin User Guide](#).

NB: Please see [SSN email templates](#) when contacting organisations.