

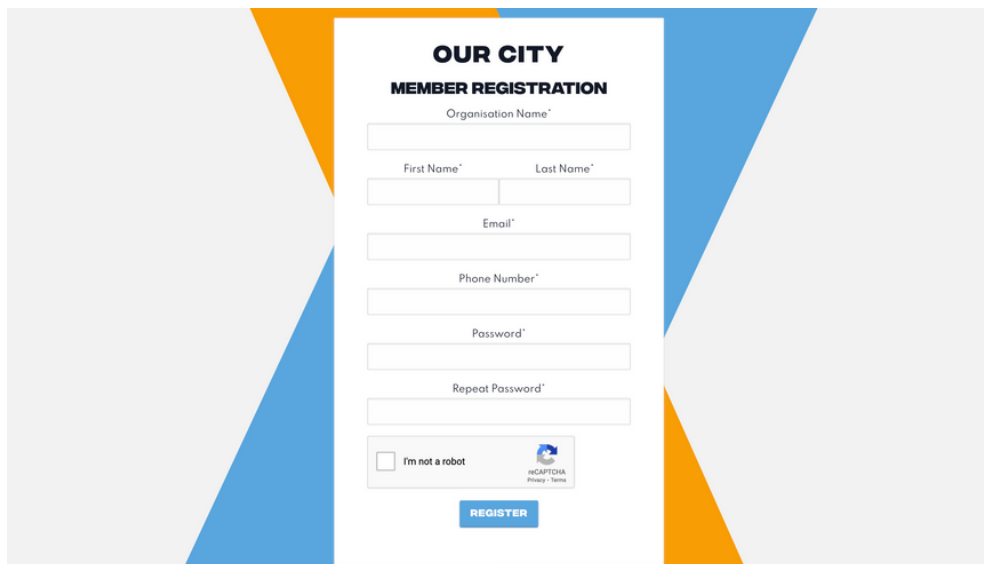
Setting up an online profile on the Our City website (ourcity.org.uk)

Step 1: Register your organisation

[Click here](#) to go to the Our City registration page. You can also click on the Account button in the top right corner of the website and select 'Website Sign Up'.

Please select 'Yes' to confirm that you are either a YWF or Young K&C Member (or that we've approved you registering for an Our City account).

PLEASE NOTE: If you are a member of another Young Person's Foundation (Barnet, Brent, Camden, Ealing, Harrow or Hammersmith & Fulham), you will be able to login with the same details as the other websites. Your request to join Our City will then be approved by a team member.



The screenshot shows the 'OUR CITY MEMBER REGISTRATION' form. It includes the following fields: Organisation Name*, First Name*, Last Name*, Email*, Phone Number*, Password*, and Repeat Password*. At the bottom, there is a checkbox for 'I'm not a robot' and a reCAPTCHA logo. A blue 'REGISTER' button is located at the bottom center of the form.



If you are not a member of another Foundation, you will be asked to register your details, and your account will be confirmed by a team member. Following this, you will receive an activation email.

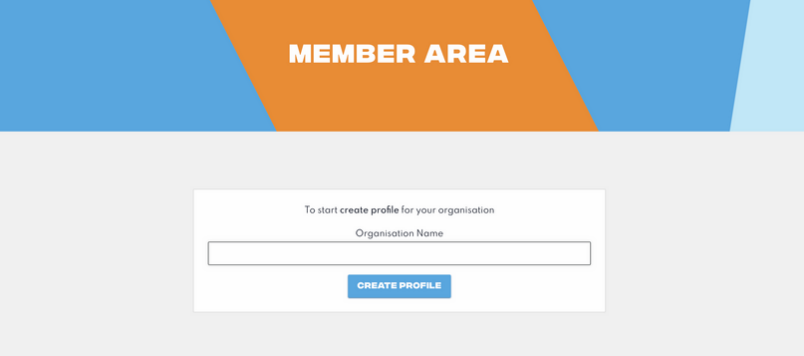
Click on the link in the email and follow the steps below to activate your account and create your organisation profile.

Step 2: Create your organisation profile

[Click here](#) to login (or click on the Account button in the top right hand corner of the website).

If your organisation is already on Our City, we will assign your profile to your organisation page. If your organisation is **not** on Our City yet, you will need to create an organisation profile.

To create this profile, you will first be asked to put in the name of your organisation.



The screenshot shows a header with the text "MEMBER AREA" in white on an orange background. Below the header is a white form box with the text "To start create profile for your organisation" and "Organisation Name" above a text input field. A blue button labeled "CREATE PROFILE" is positioned below the input field.

You will then see a page that looks like this:



The screenshot shows a form titled "EDIT ORGANISATION PROFILE". It includes a "Logo" section with a plus sign in a box. Below are several input fields: "Organisation Name*" (with "Our City" entered), "Website URL" (with "https://" entered), "Donation Page URL" (with "https://" entered), and "Twitter Name" (with "#name" entered). There is a large text area for "Description*". At the bottom, there are two dropdown menus: "Support Needs" (with "Select & Add" selected) and "Style of Service". At the bottom right, there are "CANCEL" and "SAVE" buttons.

On this page, fill in as much information about your organisation as you can (making sure you enter all information marked with an asterisk as these are required fields).

Try to keep the text about your organisation simple and jargon free. Please upload your logo and a few high quality images if you can as this will make your profile more appealing to viewers.

Drop-down selections:

Support Needs: in this section are needs that your service can make a positive impact on. E.g. mental health, youth violence, etc. **You can select more than one.**

Style of Service: in this section you can add the activities that a young person can expect to participate in with your organisation. E.g. football / counselling service / creative arts programme, etc. **You can select more than one.** Make sure you add in all of the activities you deliver as viewers will find your organisation by searching for these.

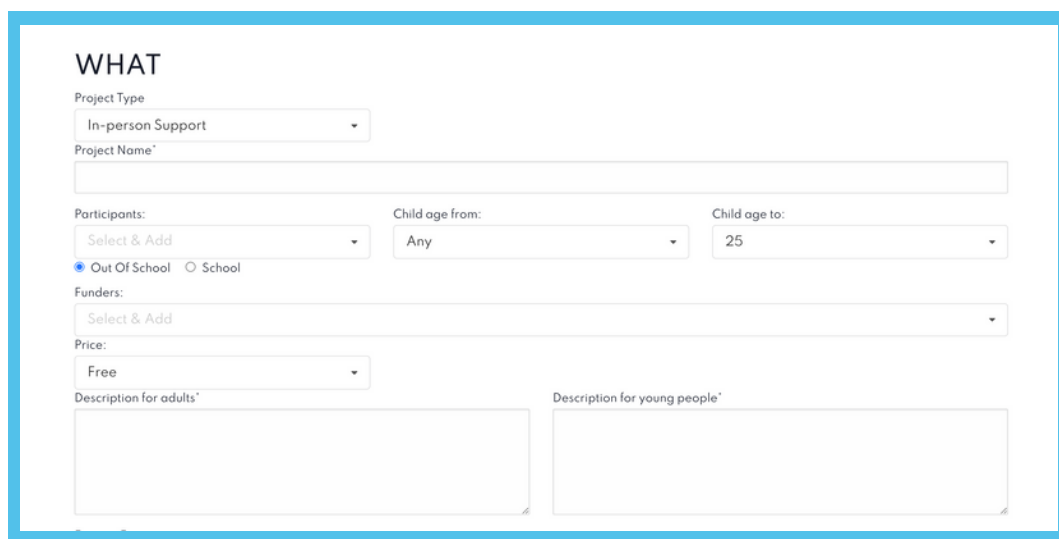
Once you have entered all your information and images to the page, press SAVE.

Adding information about your projects to the 'What's On' section of the website

You can set up as many projects as you like. To get started, [click here](#) to login into your account. Or you can click Account, 'Log In' in the top-right corner of the website.

When you have logged in you will be directed to your 'Member Area'. In the 'My Projects' section of your member area, click on the blue button that says '+ Add'.

You will then be directed to a page where you can fill in all the information about your project,



The screenshot shows a form titled 'WHAT' for creating a project. The form includes the following fields and options:

- Project Type:** A dropdown menu with 'In-person Support' selected.
- Project Name:** A text input field.
- Participants:** A dropdown menu with 'Select & Add' selected.
- Child age from:** A dropdown menu with 'Any' selected.
- Child age to:** A dropdown menu with '25' selected.
- Out of School / School:** Radio buttons with 'Out Of School' selected and 'School' unselected.
- Funders:** A dropdown menu with 'Select & Add' selected.
- Price:** A dropdown menu with 'Free' selected.
- Description for adults:** A text area.
- Description for young people:** A text area.



Tips on filling out this information:

Type of Support

At the start of the page you are required to select the type of support your project offers, choose 'In-Person' for face-to-face sessions, 'Online Support' for pre-recorded or live online sessions or 'Online Resources' for resources that will be posted online to support a particular need.

Participants

As the Our City website aimed at young people, you will need to select 'Young People' in this section, as only these projects will be visible on the live site.

School / Out of School

Our City promotes community-based offers only. Please mark 'Out of School' for your project to be listed on the website.

Descriptions

Please remember when writing descriptions that young people are your target audience on the site. You will still need to input something into both boxes, but can copy the same text into the 'for adults' section.

Enquiry Form

Here you can select one of three options for how you would like the participant to be referred to you or get in touch with you, these are 'No Form', 'YPF Form' or 'External Form'.

No Form

If you select '**No Form**' this will mean the participant is able to 'drop-in' to a session and does not need to get in touch with your organisation in advance.

Email Form

If you select '**Email Form**' the participant will be required to fill out basic information about themselves or the young person which will go directly to an email address you provide. The YPF does not receive or store any of this information.

PLEASE NOTE: If you select the 'YPF Form' option, please ensure the email address provided is active and monitored regularly. It is the responsibility of organisations to respond to any individual enquiries from a young person or parent/guardian and confirm they have been signed up.

External Form

If you select '**External Form**' you can link to a pre-existing online form (such as Eventbrite or Google Forms) that participants can use to sign up.

We recommend that you have a referral option so if a participant wants to communicate directly with the project lead they will be able to do this

Support Needs & Style of Service

These categories will become shorter lists for ease of use. Please ensure that you are picking only a few most relevant areas that your project can be labelled under.

Reviews of your project

Your project participants can now review the service that you provide. If you would prefer to have a password for this option that you can give out to participants, then please select 'yes' and choose a password.

Once you've filled in your project information, accept the terms & conditions and click SAVE.

Your project will appear on our 'Activity Finder' pages and as an 'active' project on your dashboard.

PLEASE CHECK YOUR LIVE PROJECTS ON THIS PAGE TO ENSURE ALL INFORMATION IS CORRECT.

Adding a Vacancy

You can also use Our City to list jobs, volunteering and training vacancies with your organisation. These could be voluntary or paid positions, suitable for young people (e.g. apprenticeships/work experience) or for adults/professionals working with young people.

The vacancies listings on the website is hidden to maintain the content for young people, but can be viewed [at this link](#). It includes opportunities from members of other Young People's Foundations using the same website system as Our City. Any vacancies uploaded will automatically appear on all linked websites.

To add a vacancy, [click here](#) to login to your member account, in your 'Member Area' you will see a 'Your Vacancies' section. To add a vacancy start by clicking on the blue '+Add' button in this section.

You will then be taken to a page to fill out information about the opportunity.

EDIT VACANCY DETAILS

Job Title* Job Type Expiry Date*

Salary (number only) Per

Job Styles

FUNDRAISING	TRUSTEE	YOUTH WORK	MANAGEMENT	MARKETING / COMMUNICATIONS	PROJECT MANAGEMENT	FINANCE	OFFICE SUPPORT	OPERATIONS	EVENTS	CHIEF EXECUTIVE
TRUSTEE	VOLUNTEER	APPRENTICESHIP	TEACHER	INTERNSHIP	WORK EXPERIENCE	KICKSTART (14-25 YEAR OLD OPPORTUNITIES)	ADVICE			

Job Headline* (200char max)

Job Details*

Application Phone Number Application Email*

Please upload any documents related to the vacancy (job specs, application forms etc.)



Please complete all of the boxes, and make sure you select which 'Style' of job it is from the list available (select all that apply). If your job doesn't match any of these styles, please contact us so that we can add a relevant category for you.

If your vacancy is linked to a live project you have uploaded, you can use the 'Relevant Project' drop-down menu to connect the pages.

Once you have filled in all the information, click SAVE.

Your vacancy will now appear on the YPF websites and in the 'Your Vacancies' section of your 'Member Area'.

PLEASE CHECK YOUR LIVE JOBS [ON THIS PAGE](#) TO ENSURE ALL INFORMATION IS CORRECT.

Data Sharing

With your permission, Young People's Foundations may give access to trusted third-party websites and apps that would advertise your services to Young People and their families.

In your 'Member Area' you'll see a section called 'Data Sharing' on the right hand side, the button in this section enables you to give permission. If you leave this as 'No' we will not share your information with any third party websites.

WE ARE HERE TO HELP!

If you have any questions or problems with setting up your online profile, or any suggestions about how the website could work better for you, get in touch with your contacts at either Young Westminster Foundation or Young K&C.

Young Westminster Foundation:

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Young K&C:

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