



Young  
Westminster  
Foundation

# Setting up an online profile on the Young K&C and Our City websites

## Step 1: Register your organisation

[Click here](#) to go to the registration page and enter your details.

After you have submitted your details, you will receive an email from Young K&C once your account has been confirmed by our team.

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

## Step 2: Create your organisation profile

To create your organisation profile, [click here](#) to login (or click on the Account button in the top right hand corner of the Young K&C website).

You will then be directed to a page that looks like this:

A screenshot of a web form titled 'Edit your organisation profile'. The form contains several input fields: a 'Logo' field with a plus sign icon; 'Organisation Name\*' with the text 'TEST'; 'Website URL' with 'https://'; 'Donation Page URL' with 'https://'; 'Twitter Name' with '#name'; a large 'Description\*' text area; 'Support Needs' with a 'Select & Add' dropdown menu; and 'Style of Service' with a 'Select & Add' dropdown menu. Asterisks indicate required fields.

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, and do upload your logo and a few images if you can as this will make your profile more appealing to viewers.

## **Drop-down selections:**

**Support Needs:** in this section are situations / 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.**

The Young Harrow Foundation have created a video which walks you through the above process in more detail. [Click here to watch the video.](#)

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

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You can set up as many projects and services as you like, to get started, [click here](#) to login into your account, 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, see below for some tips on adding your project 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**

Here you have the option to select who the project is aimed at. The participant group you select ensures that the project appears in a dedicated section on the website and is promoted to the right audience.

## **School / Out of School**

You must select if the programme is a community or school based offer. This will ensure that your project is visible and promoted to schools if it is a school offer.

## **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'.

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. If you select '**YPF 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. If you select '**External Form**' you can link to a pre-existing online form that participants can use to sign up.

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

### **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 have filled in your project information click 'save' and your project will appear on our 'What's On' pages and as an 'active' project on your dashboard.

## **Adding a Vacancy**

You can use this are to add jobs, volunteering and training vacancies. These could be voluntary or paid positions, suitable for young people (e.g. apprenticeships/work experience) or for adults/professionals working with young people. Some other Young People's Foundations use the same website system as Young K&C, so any vacancies that are upload will automatically appear on their websites. Please get in touch if you would like any more information.

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. 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'.

## **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 websites could work better for you, get in touch with our Marketing and Communications Officer (Polly Cotran) at [comms@youngkandc.org.uk](mailto:comms@youngkandc.org.uk) or 07758808579.