

Organisation and Activities E-Form

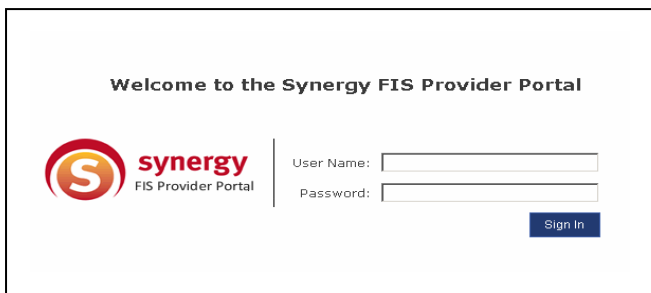
Young Lambeth Administration Instructions Completing your Online E-Form for Organisation and Activities

To update your information, click on the link below


<http://fisonline.tribalhosted.co.uk/Lambeth/FISO/DataCollection/login.aspx>

You will be prompted to enter your username and password.

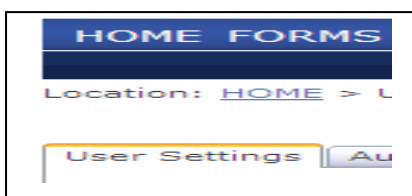
Enter your username and password



Welcome to the Synergy FIS Provider Portal

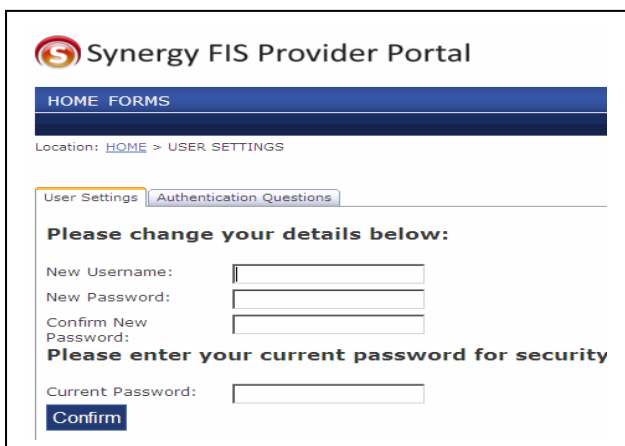
 User Name:
Password:

- Once you have logged into the system you can change your username and password to something you will remember.



HOME FORMS
Location: HOME > L
User Settings Au

- Click on the user settings tab



Synergy FIS Provider Portal
HOME FORMS
Location: HOME > USER SETTINGS
User Settings Authentication Questions
Please change your details below:
New Username:
New Password:
Confirm New Password:
Please enter your current password for security
Current Password:

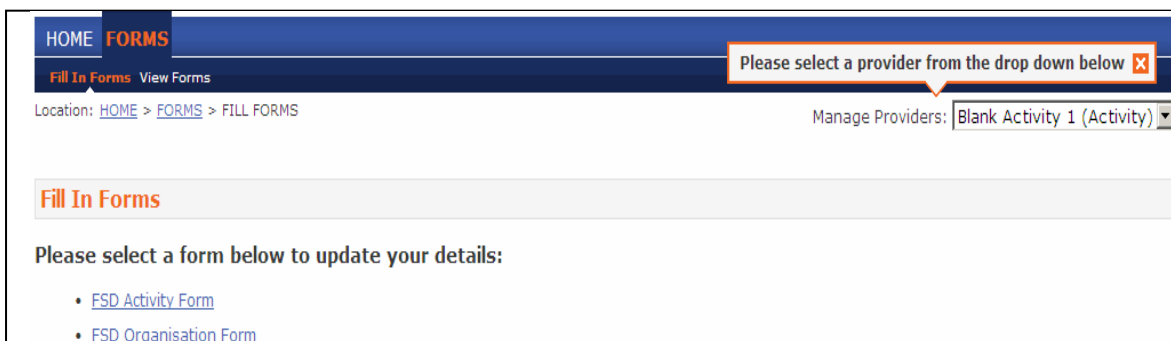
- Click the username field and override the name with your chosen username
- Add a new password. We recommend you have at least one capital letter and one numeric number in the password and no longer than 8 characters
- Enter the old password
- Press confirm button

Note: It is vital you do not write your username and password down, which can be seen or accessed by others. Try and add passwords you will remember.



Synergy FIS Provider Portal
HOME FORMS
Fill In Forms View Forms

- To view your form, go to Forms tab at the top left hand corner.



HOME FORMS
Fill In Forms View Forms
Please select a provider from the drop down below
Location: HOME > FORMS > FILL FORMS
Manage Providers: Blank Activity 1 (Activity)
Fill In Forms
Please select a form below to update your details:
• [FSD Activity Form](#)
• [FSD Organisation Form](#)

In the Forms tab you will see a list of E-forms that you can update.

- FSD Activity Form
- FSD Organisation For

1. Updating FSD Organisation Form

Form 1 About Your Organisation

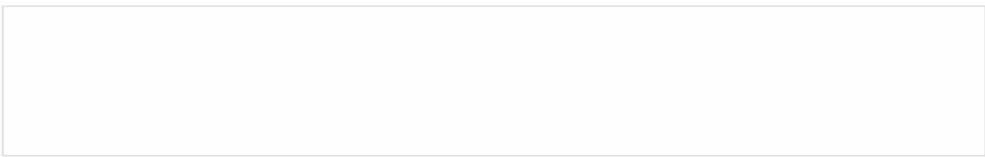
The form is pre-populated with your current information. You will need to check and updated the fields. Some fields are drop down boxes and others are free text box. Below is explanation for some of the fields in the form you may require some guidance.

- **Tagging Your Organisation**

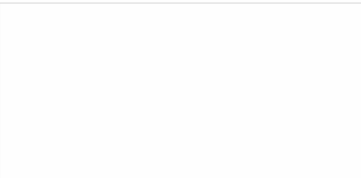
You can select up-to 4 tags using the tagging spreadsheet. You must select tags under level 3 categories only. If there are no level 3 tags available for your activity then you can select the level 2.

Note: **Level 1 Tags** is the main category for the level 2 tags
Level 2 Tags are the sub category
Level 3 Tags are the sub category of level 2, which further defines the level 2 tags.

Add 4 tags for your organisation from the tagging spreadsheet. Use the level 3 tags only. If there is no level 3 tag then you must select level 3.




Organisation Service Description



- **Service Description**


Write a brief paragraph describing your organisation. (What your organisation does and what it is about, target audience etc...)

HAP/SU If your organisation is providing Holiday Activity Programme or Summer University Programme select this from the drop down menu.



- **HAP/SU** If your organisation is providing Holiday Activity Programme (HAP) or Summer University (SU) then select this from the drop down box.

ZONES - Select the relevant zone(s) for your organisation from the drop down menu. Children Zone, Young People Zone, Parents' Carers Zone & Practitioners Zone. You Can one or more zones relevant your organisation, as this will help you target right audience.



Next Page Select page: About Your Organisation >>

- **ZONES** Select the relevant zones for your organisation to help you target the right audience. You can select more than one zone. Click in the drop down list as show in the picture above and in each box select the relevant zone.
 1. **Children's Zone**
 2. **parent & Carer Zone**
 3. **Young People Zone and**
 4. **Practitioner zone**

NOTE: Do not press the submit Form button until you have completed the all the pages. The system will automatically save you changes each time you click NEXT PAGE button at bottom of the screen.

PRESS the NEXT PAGE button

Form 2 Organisation Contact Details

Again the form will be pre-populated with your current information. You can override each field with updated information the form is self explanatory and you are required to complete all fields. Below is the explanation of some of the fields in the form you may require some guidance.

<p>Directions Bus routes, nearest train stations and tube to your organisation.</p>	<p>133, 59 nearest station is Brixton and tube station is Brixton</p>
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- **Directions** add the bus/train/tube routes which go to your setting, plus any other details that could help finding your setting.

Last Updated	12/04/2011
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- **Last Updated Field:** It is important you select the date you update your organisation. This will reflect on the live system to show when the organisations was last updated.

Form 3 Age Group, Availability & Cost


Previous Page	Next Page	Select page: About Your Organisation	>>
Age Group From		Age Group To	

- For age ranges select the age group your organisation caters for Age group form 0 Age group to 6

Opening Hours

Day	Start Time	End Time	Funded Places
Monday	10:30	3:30	<input type="checkbox"/>
Wednesday	10:30	3:30	<input type="checkbox"/>
Thursday	10:30	3:30	<input type="checkbox"/>
Friday	10:30	3:30	<input type="checkbox"/>

All Year
 School Holiday Only
 Term Time

- Opening hours are populated with your current information.
 1. To update days click on the drop down list in day section.
 2. To update start time and end time click in the cells to update the times
 3. To add more lines select the  Insert item .. icon at the bottom, this will open more empty cells
 4. You use the 24 hour clock. All time must be displayed as 0:00 -00:00. **Do not add am or pm in the field.** You can add this information in the free text box.


Does Your Organisation arrange School pickups

School	AM	PM
--------	----	----

Do you have own Transport?

Previous Page Next Page Select page: About Your Organisation >>

Save

- If you provide school pick up / drop off then select the insert item icon  **Insert item** to add the list of schools. Tick AM/PM box to determine the times you provide pick up and drop offs.
- Tick the Transport box If your organisation provides transport for the school pick up / drop offs.

PRESS the NEXT PAGE


Form 4 Additional Information


Access Channel

How to contact your organisation


- **Access channel**
This is how user will contact your service use the drop down menu to select the communication channels.


Facilities available

Facility	Notes
 Insert item	

- **Facilities Available**
Click the 'Insert Item' icon,  **Insert item** and select from the drop down menu facilities available at your setting and add the notes. For example you might select outdoor play and in the notes section you can add text outdoor garden activities and visit to local parks and libraries

Special Needs Areas of Experience

Area of Experience	Confidence	Details
 Insert item		

- **Special Needs Experience**
Click the 'Insert Item' icon  **Insert item** to add special needs experience. Select from the drop down menu the areas which you have experience in.

Name of person completing the form	<input type="text"/>
Contact Number for the person	<input type="text"/>
Date Form Submitted	<input type="text"/>
Select date the form has been updated	<input type="text" value="20/04/2011"/> 

Select page: >>

Submitting the Completed Form

When all information on the E-form has been updated:

- Add your name,
- Add your direct contact number
- Add the date that you updated the information.
- Press save button to submit the form

2. Updating FSD Activity Form

Click on the drop down box in the right hand corner near Manage Providers select a blank activity and then select the **FSD Activity Form** to update your activity information.

The screenshot shows the Synergy FIS Provider Portal interface. At the top left is the logo and the text 'Synergy FIS Provider Portal'. At the top right, it says 'Logged in as: Test1' with links for 'User Settings' and 'Logout'. Below this is a navigation bar with 'HOME' and 'FORMS' tabs. Under 'FORMS', there are sub-tabs for 'Fill In Forms' and 'View Forms'. A callout box with a red border and a close button says 'Please select a provider from the drop down below'. Below the navigation bar, the breadcrumb 'Location: HOME > FORMS > FILL FORMS' is visible. On the right, there is a 'Manage Providers:' dropdown menu that is open, showing a list of providers: 'Blank Activity 1 (Activity)', 'Blank Activity 2 (Activity)', 'Blank Activity 3 (Activity)', 'Blank Activity 4 (Activity)', and 'Test 1 (Organisation)'. Below the dropdown, the text 'Please select a form below to update your details:' is followed by two bullet points: '• [FSD Activity Form](#)' and '• [FSD Organisation Form](#)'.

There are **4 Blank Activity** created for each organisation. You will need to select a blank activity and then select the **FSD Activity Form** to update the selected activity.

Once you have updated one activity you can go back to the forms tab and select the next blank activity to update. If you require more blank activities, then contact Families Information Service who will create more blank activities for your organisation.

If you require more blank activities then please contact Families Information Service to add the blank activities.

Form 1 About Your Activity

- **Name of Your Organisation**
The name of your organisation will appear on each activity form.
- **Activity Name**
Add the name of the activity.
- **Activity Type**
Select the type of activity for example, health, leisure, sport etc.

List upto four relevant tags for this activity, open the tagging spreadsheet, which will help you to identify the relevant tags. You must choose a level 3 tag and if there is no level 3 tag then select level 2. Tagging will help users to search the activity.

- **Tagging Your Activity**
You must select up-to 4 tags using the tagging spreadsheet. You must select tags under level 3 categories only. If there are no level 3 tags available for your activity then you can select the level

Note: Level 1 Tags is the main category for the level 2 tags
Level 2 Tags are the sub category
Level 3 Tags are the sub category of level 2, which further defines the level 2 tags

Activity Start Date: 24/05/2011

Activity End Date:

HAP/SU If this activity is a Holiday Activity Programme or Summer University Programme select this from the drop down menu.

- **Start & End Date:** Select the start and end date for your activity.
- **Activity Details**
If the activity is Holiday Activity Programme (HAP) or Summer University (SU) then you must select the this in the drop down list here.

Activity Details

- **Activity Details**
Although the form only displays a small text box for inputting this information, you are encouraged to write as much as you want to. Write a description about the activity.

ZONES - Select the relevant zone for the activity from the drop down menu. You may choose either one or more zones relevant the activity, as this will help you target right audience

Select page: >>

- ZONES** Select the relevant zones for your organisation to help you target the right audience. You can select more than one zone. Click in the drop down list as show in the picture above and in each box select the relevant zone.
 - Children's Zone**
 - parent & Carer Zone**
 - Young People Zone and**
 - Practitioner zone**

PRESS the NEXT PAGE

Form 2 Activity Contact Details

Activity Contact Details

Select page: >>

Address 1	<input type="text" value="Lambeth Council"/>
Address 2	<input type="text" value="Brixton"/>
Address 3	<input type="text" value="London"/>
Postcode	<input type="text" value="SW9 7QE"/>
Directions Bus routes, nearest train stations and tube.	<input type="text" value="Nearest station Brixton. Buses 133,159 & 59"/>
Telephone Number	<input type="text" value="020 7926 1000"/>
Fax	<input type="text" value="020 7926 1000"/>
Mobile	<input type="text"/>
Email	<input type="text" value="Lambeth@lambeth.gov.uk"/>
Website	<input type="text" value="www.lambeth.gov.uk"/>

Select page: >>

- Form 2 is your activity contact details. The form is self explanatory and you are required to complete all fields.

PRESS the NEXT PAGE

Form 3 Age Group, Availability & Cost

Select page: >>

Age Group From
 Age Group To

- For age ranges select the age group your organisation caters for Age group form 0 Age group to 6

Opening Hours

Day	Start Time	End Time	Funded Places
<input type="text" value="Monday"/>	<input type="text" value="10:30"/>	<input type="text" value="3:30"/>	<input type="checkbox"/>
<input type="text" value="Wednesday"/>	<input type="text" value="10:30"/>	<input type="text" value="3:30"/>	<input type="checkbox"/>
<input type="text" value="Thursday"/>	<input type="text" value="10:30"/>	<input type="text" value="3:30"/>	<input type="checkbox"/>
<input type="text" value="Friday"/>	<input type="text" value="10:30"/>	<input type="text" value="3:30"/>	<input type="checkbox"/>

All Year
 School Holiday Only
 Term Time

- Opening hours are populated with your current information.
 - To update days click on the drop down list in day section.
 - To update start time and end time click in the cells to update the times
 - To add more lines select the icon at the bottom, this will open more empty cells
 - You use the 24 hour clock. All time must be displayed as 0:00 -00:00. **Do not add am or pm in the field.** You can add this information in the free text box.

Activity Cost Details

Cost Per Hour
 Cost Per Day
 Cost Per Week
 Cost Per Session
 Cost Per Term

Contact Provider for Cost
 Activity is Free

Additional Information

- Add cost for the activity. **Do not at the £ sign in the fields. The fields are numeric fields only**
- The free text box will allow you to add any additional information about opening times, cost and age groups.


Does Your Organisation arrange School pickups

School	AM	PM
--------	----	----

Do you have own Transport?

Previous Page Next Page Select page: About Your Organisation >>

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- **Special Needs Experience**
Click the 'Insert Item' icon  **Insert item** to add special needs experience. Select from the drop down menu the areas which you have experience in.

Special Needs Areas of Experience

Area of Experience	Confidence	Details
 Insert item		

Form 5 Submit Form

Name of person completing the form	<input type="text"/>
Contact Number for the person	<input type="text"/>
Date Form Submitted	<input type="text"/>
Select date the form has been updated	20/04/2011 

Select page:

Submitting the Completed Form

When all information on the E-form has been updated:

- Add your name,
- Add your direct contact number
- Add the date that you updated the information.
- Press save button to submit the form

Under section 12 of Childcare Act 2006

It is our statutory duty that we provide accurate and up to date information to all parents, carers, young people and their families. We very much would like to work with you in partnership to ensure we pass on correct, accurate and up to date information to enquirers.

It is required that you log into the system as soon as there are any changes to your vacancy information, contact details, Ofsted inspections, or any other information on the form. We aim for our providers to update their information every 3 months.

For more information or assistance regarding Young Lambeth, please call the Families Information Service on 0845 601 5317 or email younglambeth@lambeth.gov.uk.