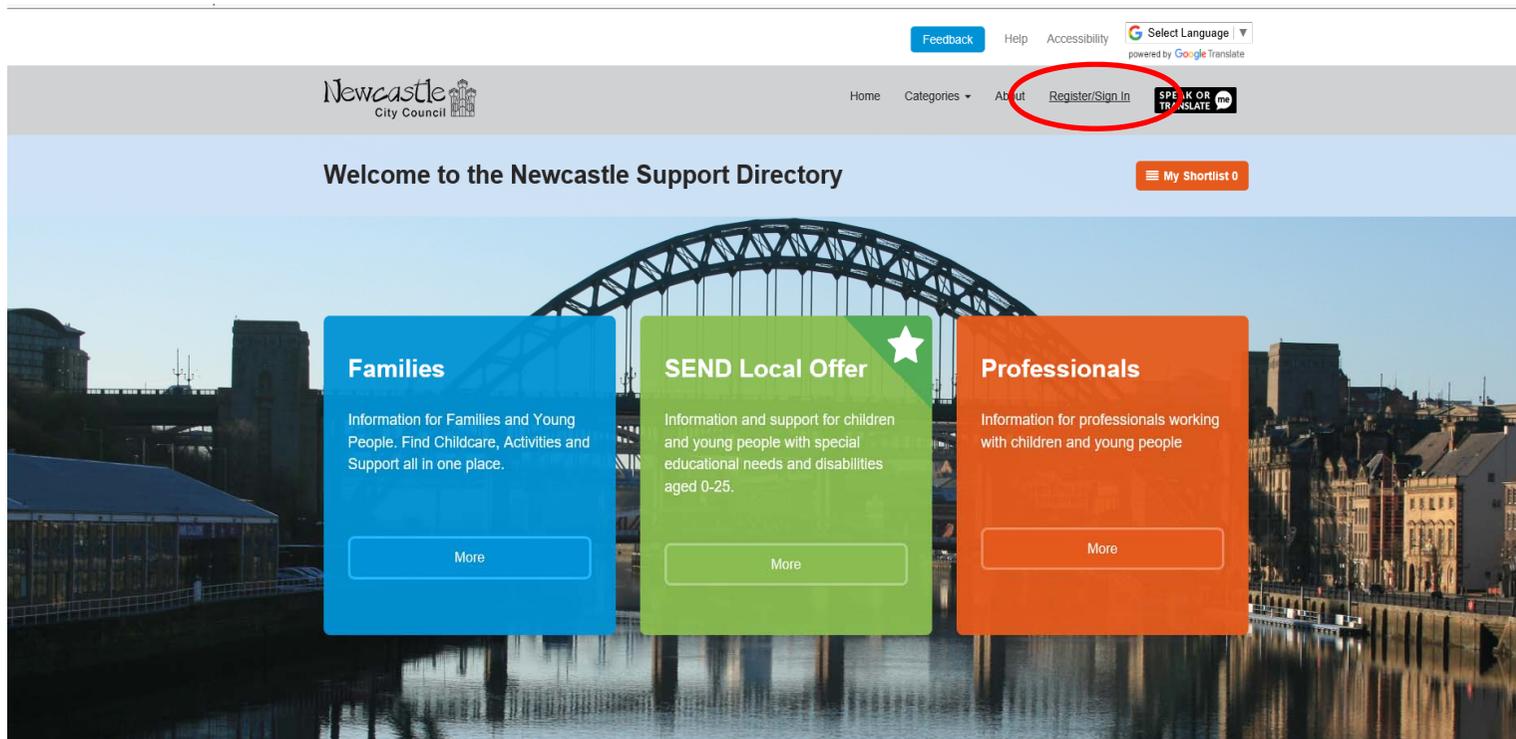


Newcastle Support Directory

Uploading or Downloading a Headcount form

Signing in: On the Newcastle Support Directory <https://www.newcastlesupportdirectory.org.uk> home page, click on **Register/Sign in**



Select sign in and following page will appear:

Sign In

Email address **(Required)**

Password **(Required)**

[Forgotten your password?](#)

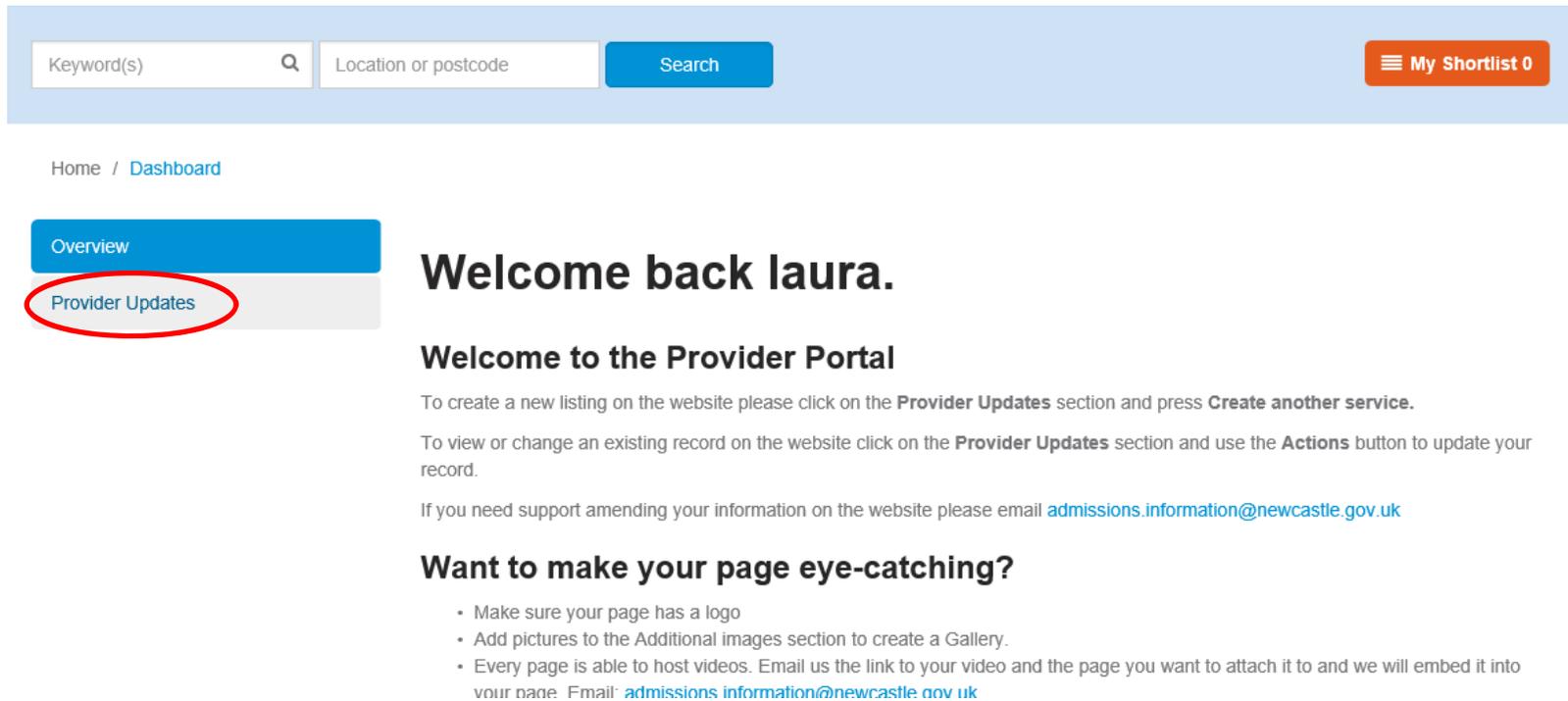
We respect your privacy and will not share your details.
For more information please view our [Privacy Policy](#) or [Contact us](#)

New user?

Enter your **email address** and **password**. The email address we use to contact you should be the email address you use to log in. then select **Sign in**.

If you have forgotten your password, please select '**Forgotten your password**' and follow the instructions. If you are still having problems logging in please ring 0191 277 4674.

1. **Provider Update:** Once you are logged in you will see this page:



The screenshot shows a user dashboard with a light blue header. On the left, there are two search input fields: 'Keyword(s)' with a magnifying glass icon and 'Location or postcode', followed by a blue 'Search' button. On the right of the header is an orange button with a hamburger menu icon and the text 'My Shortlist 0'. Below the header, the breadcrumb 'Home / Dashboard' is visible. A vertical sidebar on the left contains two tabs: 'Overview' (highlighted in blue) and 'Provider Updates' (circled in red). The main content area features a large heading 'Welcome back laura.', followed by 'Welcome to the Provider Portal'. Below this, there are three paragraphs of text: the first explains how to create a new listing by clicking 'Provider Updates' and 'Create another service'; the second explains how to view or change an existing record by clicking 'Provider Updates' and using an 'Actions' button; the third provides contact information for support: 'admissions.information@newcastle.gov.uk'. A section titled 'Want to make your page eye-catching?' follows, with a bulleted list of three items: 'Make sure your page has a logo', 'Add pictures to the Additional images section to create a Gallery', and 'Every page is able to host videos. Email us the link to your video and the page you want to attach it to and we will embed it into your page. Email: admissions.information@newcastle.gov.uk'.

Click on **Provider Updates**

Home / [Dashboard](#)

[Overview](#)

[Provider Updates](#)

Provider Updates

Service name	Service Status	Service Actions	Last User Update
<i>Records you own</i>			
Test Childcare Record	Live	Actions	10/05/2016
+ Create another service			

Click on **Action** and then **Update Headcount** option. This will bring you to the Headcount page.



Home / [Headcount Form](#)

Headcount Form

Download the form

 [rename_test_doc-edit.odt](#)

Upload your completed form

Select a file

On the left side of the page under the **Download the form** your headcount will be available. Double click on the form and save it so that you can edit it.

Uploading a headcount

Follow instructions above until **Headcount Form**.

Keyword(s) Location or postcode

Home / [Headcount Form](#)

Headcount Form

 **Download the form**
[rename_test_doc-edit.odt](#)

 **Upload your completed form**
Select a file

On the right side of the page titled **Upload your completed form** is where you can securely send information to us. Click on browse and navigate to the place you have saved your complete headcount. **Press Save.**