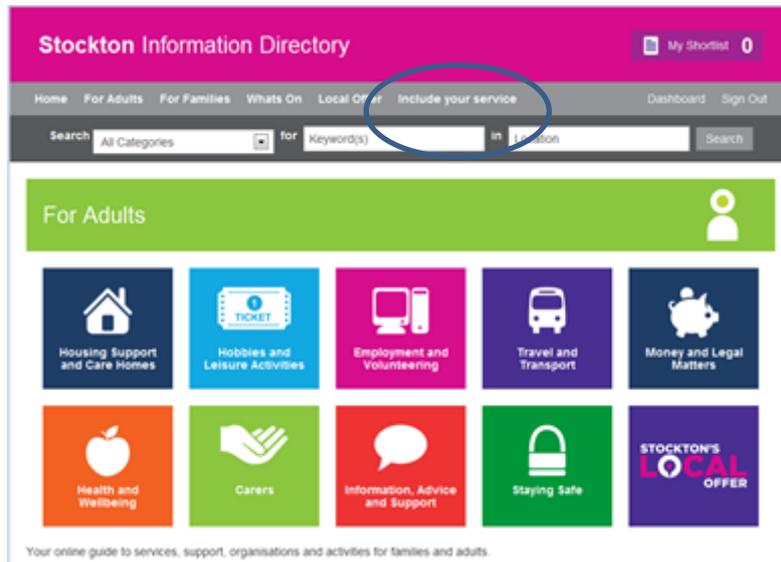
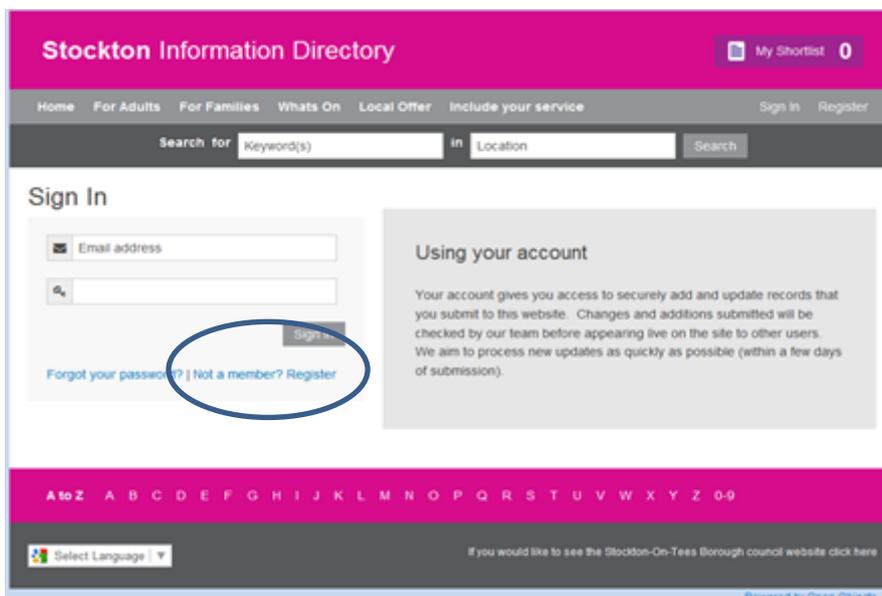


Stockton Information Directory – For Adults ‘Include Your Service’ Guidance

1. visit www.stocktoninformationdirectory.org and click on the ‘Include your service’ tab



2. Click on “Not a member? Register”



3. Please complete the Register Your Account page. Click that you agree to the terms and conditions, and then click on Register.

Stockton Information Directory My Shortlist 0

Home For Adults For Families Whats On Local Offer Include your service Sign In Register

Search for Keyword(s) in Location Search

Register your account

Register

First Name *

Surname *

Address *

Telephone *

Email *

Password *

Why register?

How to register

Please complete the form by filling out your details. All required fields are marked with a red dot (*). Passwords must be eight characters or more and include at least one number.

Once you have submitted your details, you will receive an email with a link to activate your account.

If you have not received the activation email, please check it has not been filtered into your junk or spam mail folder.

You will then receive an email asking you to validate your email address before your account is activated. Please follow the instructions to complete the registration process. You will then receive an email saying registration complete.

4. Please then return back to the 'include your service' page and sign in using your email address and password.

Stockton Information Directory My Shortlist 0

Home For Adults For Families Whats On Local Offer Include your service Sign In Register

Search for Keyword(s) in Location Search

Sign in

Email address

Password

Sign in

[Forgot your password?](#) | [Not a member? Register](#)

Using your account

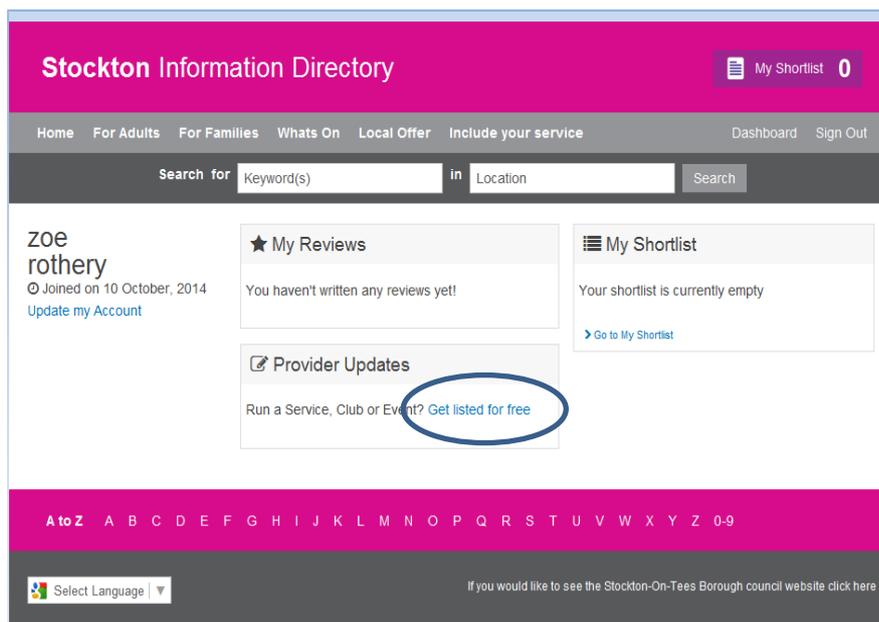
Your account gives you access to securely add and update records that you submit to this website. Changes and additions submitted will be checked by our team before appearing live on the site to other users. We aim to process new updates as quickly as possible (within a few days of submission).

A to Z A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0-9

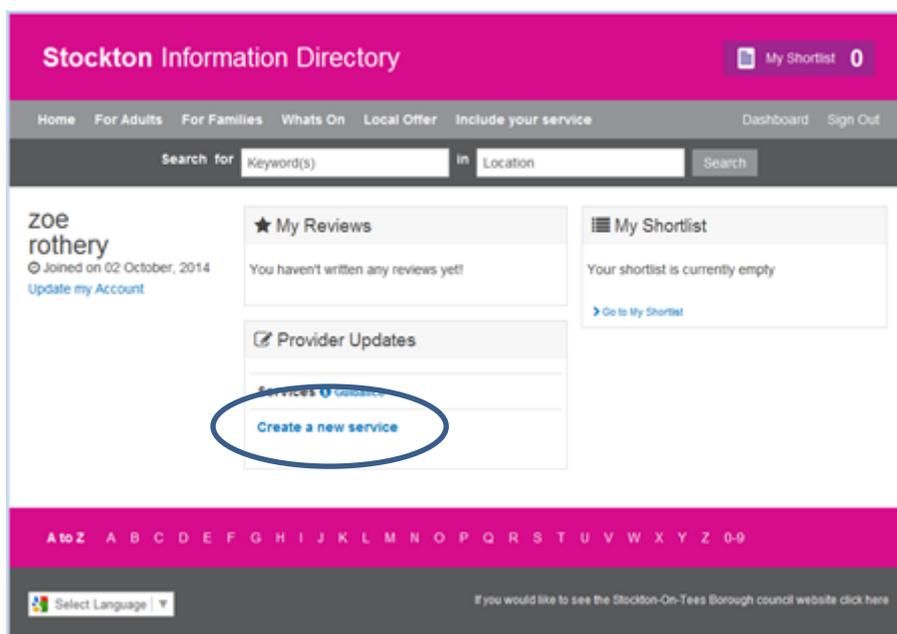
Select Language

If you would like to see the Stockton-On-Tees Borough Council website click here

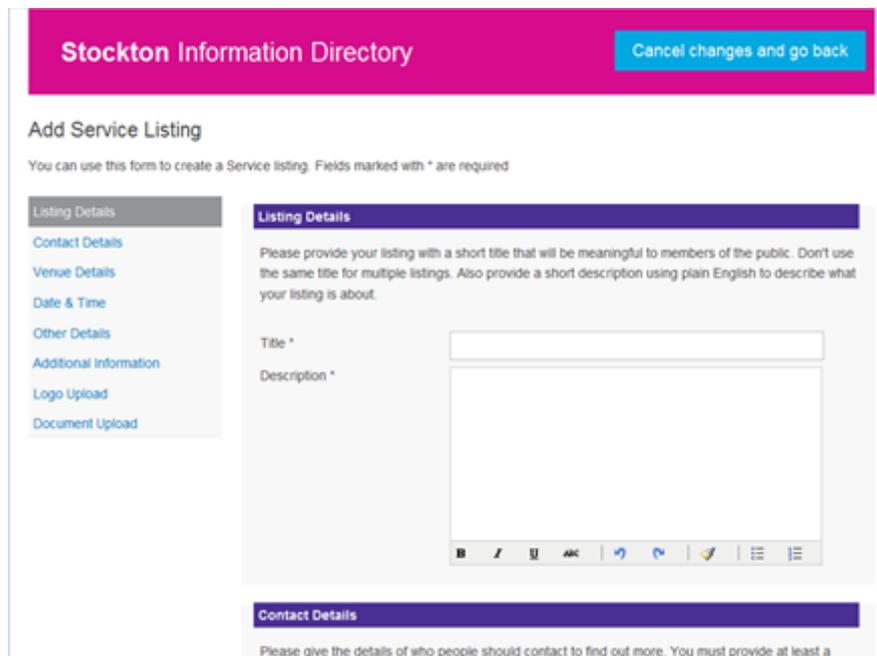
5. Once you have signed in, the below page will be displayed. Please click on “Get Listed for Free”.



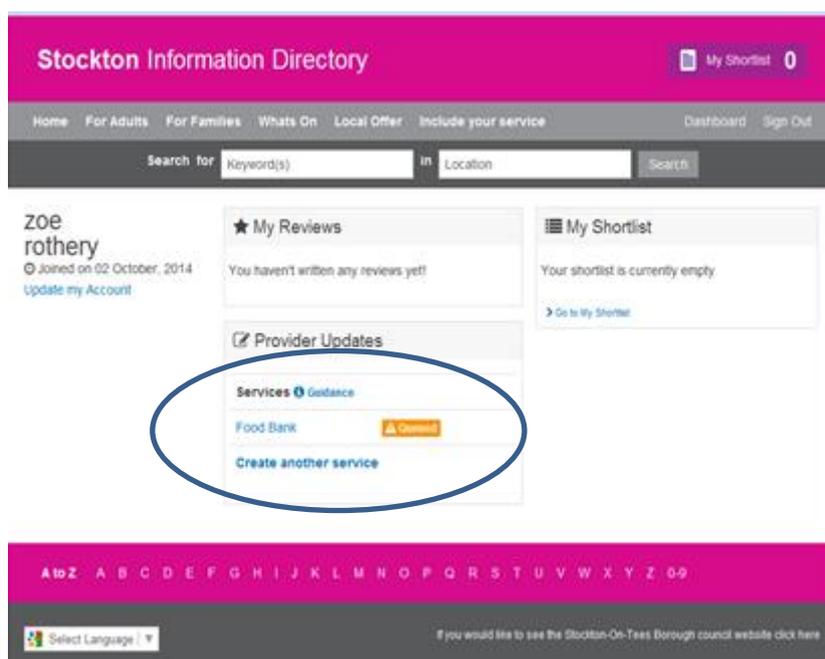
6. Please click on ‘Create a new service’.



7. Please complete as much information as possible about your service and then click 'Save service'. Your service listing will be sent to the Stockton Information Directory Team for validation. **N.B please ensure you input http:// as part of your website address. There is also an option to add your logo, if you would like to add your logo then you will need to contact us as we need to add any new logo's to our data store for them to be used in a directory entry. To contact us and send us your logo, please refer to the contact details at the bottom of this form.**

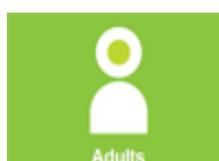
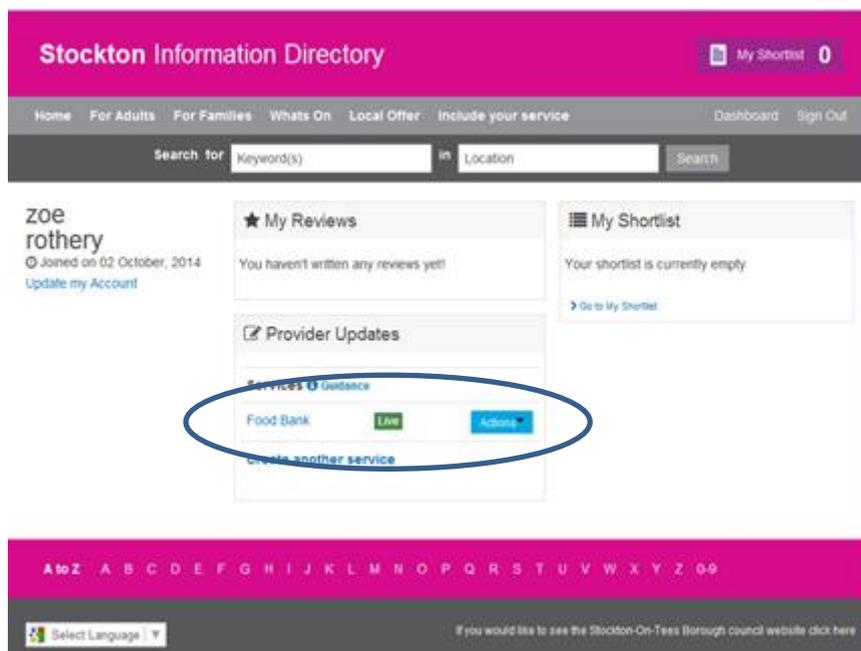


8. When you log back in you will see that under provider updates it will say 'queued'. This will mean it is waiting for the team to validate your service listing.



9. You will need to keep checking your account by logging in.

When your service listing has gone 'live' it will say 'Live' and you will also have the option to delete or amend your service listing displayed in the 'Actions' drop down box.



We really want to hear from you, about your experience and how we can improve Stockton Information Directory, please complete our feedback form by [clicking here](#) and following the links to our feedback page.

If you have any problems or you would like to contact us, please contact the Stockton Information Directory Team on stocktoninformationdirectory@stockton.gov.uk or 01642 524229.