

infoengine.cymru  
infoengine.wales

voluntary services at your fingertips

gwasanaethau Gwirfoddol ar flaenau eich bysedd

infoengine



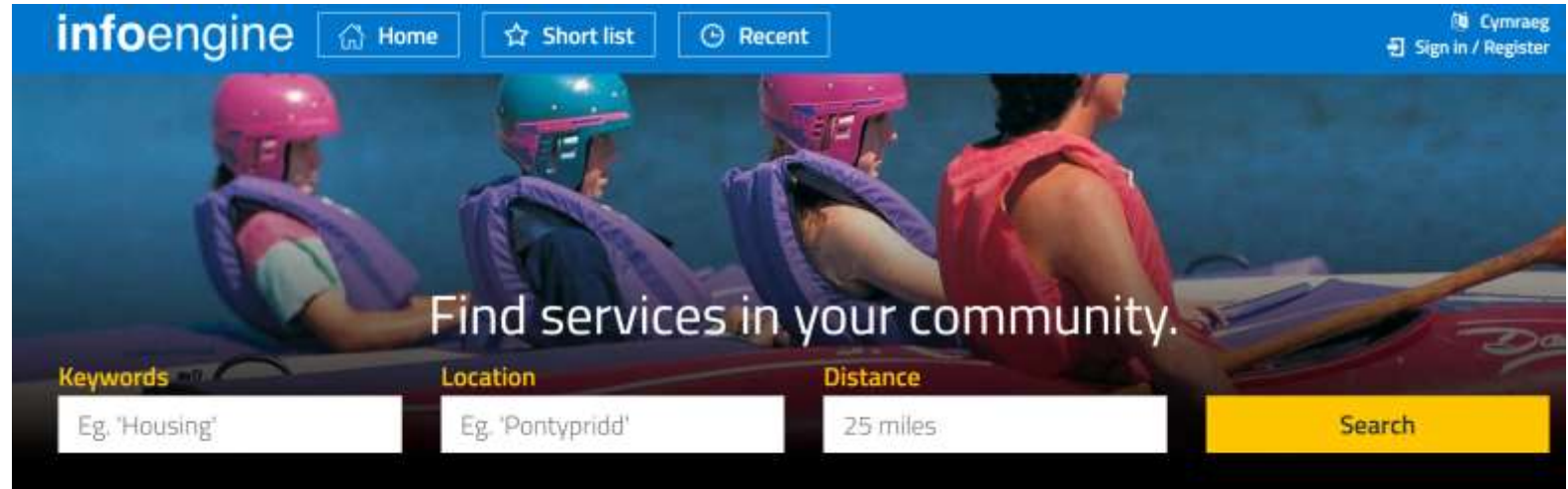
Cefnogi Trydydd  
Sector **Cymru**  
Third Sector  
Support **Wales**

# How to register on infoengine.wales

This guide shows you how to:

\*Create an account

\*Create an Organisation profile



## Register your service

Join the premier directory of third sector services in Wales.

Simply create your organisation in infoengine and list the services you provide.

- ✓ FREE listing in our comprehensive directory
- ✓ Promote your services to a wide audience
- ✓ Attract people in your community and beyond

[Register now >](#)

## TO REGISTER FOR AN ACCOUNT

On the Infoengine front page click **Register now**

# Create an account

Select the correct account

Complete mandatory fields

## Create an account

Do you want to register an organisation or create a shortlist account?

Organisation Account ⓘ  
Create organisations or services

Shortlist Account ⓘ  
Create shortlists

### Your login details

Fields marked ▲ are required.

Email address ▲

Password ▲

Confirm password

A Shortlist account does not allow you to create an organisation or service. This is for creating, saving and sharing shortlists only.

# About your organisation

The ability to complete in Welsh will follow after initial info is saved

If you complete long description it will auto fill the short description

Where there is a red warning triangle this denotes a mandatory field.

## About your organisation


Name of your organisation (in English) ⚠

The organisation field is required.

Long description of your organisation ⚠

The long description of your organisation will appear on your organisation's profile page on infoengine

The long description field is required.

Address 

The address one field is required.

Address line 2


Town

County (organisation headquarters) 

The county field is required.

Postcode 

The postcode field is required.

I'm not a robot   
reCAPTCHA  
Privacy - Terms

Make sure you select the County

Complete the Captcha box

I agree to the terms and conditions  
You must accept the terms and conditions.

Click to agree the terms and conditions.

Then click **CREATE ACCOUNT**

Create account

Please note: The terms and conditions are available on the front page of the website, bottom right hand corner (see below)

About infoengine

- About us
- Contact us
- Help
- Terms and Conditions
- Register your service
- The infoengine widget

# CREATING AN ORGANISATION PROFILE

Warning This organisation cannot be published until it has a complete profile. Please update the organisation profile.

## Organisations

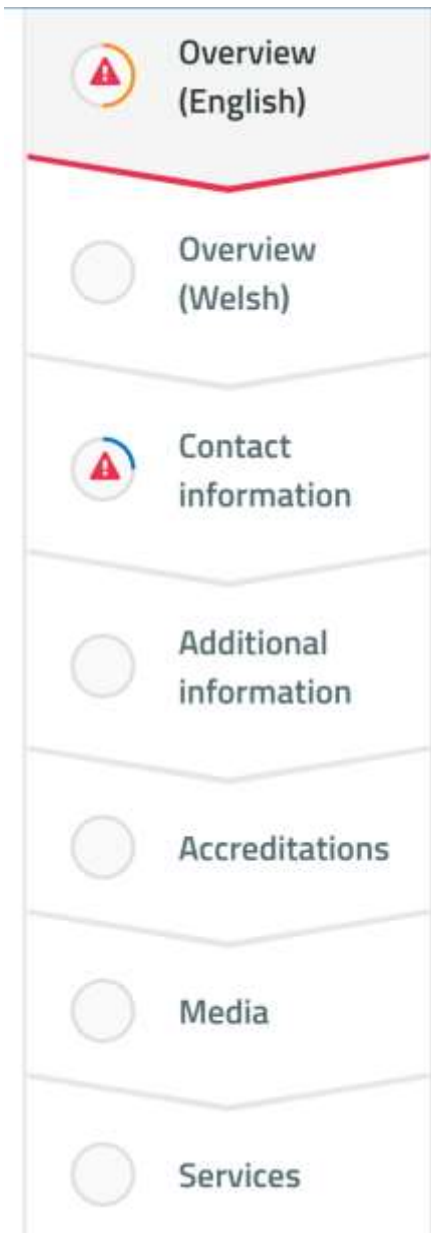
+ Create new organisation

Type to search...

Organisation name	Published?	Last Updated	Dewis Imported?		
Clair test Gofod	No	1 second ago	No	Edit	Delete

From this screen please click **EDIT** to continue entering your organisational details. Info will **NOT** be published until the next sections are complete.

Information will **NOT** be shared with Dewis until your profile is completed. You will then be asked about sharing your info with Dewis.Cymru



## Overview (English)

This information is for the user to understand your offering. It will also help Infoengine determine when to show your organisation in the search results.

*Ensure you provide Welsh translations of this information in the next step as your organisation will be viewable in both Welsh and English.*

Fields marked  are required.

Organisation name 

Clair test Gofod

This is how your organisation's name will appear on infoengine

You will see these tabs to the left of the screen. As you complete each section the tab will move down. You **MUST** complete the tabs with the mandatory fields (warning triangle)

Now complete the description section.

If you put information in the long description it will copy first few lines into the short description.

Then **add** your Keywords.

Short description of your organisation

The short description of your organisation will appear in search results and other listings on infoengine. If you do not supply a short description, it will be generated automatically from the opening words of your long description. Please note that you can only use a maximum of 225 characters.

Long description of your organisation 

test test test

The long description of your organisation will appear on your organisation's profile page on infoengine

Keywords

These Keywords will be private and used for infoengine only. When a user searches in infoengine, the system will check for relevancy with Keywords. Tag your organisation with Keywords that are relevant to your organisation and you will appear in the search results for the right search terms.

Now select the categories you wish to register your organisation under. You can select up to three categories from the drop down list.

Categories 

Click in the box to select up to three categories

Is your organisation known by any other name?

This will help users find your organisation who may be searching using an acronym or alias

Remember to include any acronyms or alias's your organisation may use:

eg PAVO – Powys Association of Voluntary Organisations

Infoengine is an online directory of third sector services (voluntary, community groups, not-for-profit enterprises, charities etc). Please confirm that you are a third sector service.

I confirm the organisation or service I am registering is a third sector organisation or service (voluntary, charity, community group, not-for-profit, cooperatives, social enterprise).

Confirm

If you are not a 3rd sector organisation, please register with our partner, [Dewis](#)  
Would you like your listing also to be displayed on Dewis, our partner site? 

Yes  No

Save draft 

Save & continue 

Once you have confirmed that you are a third sector organisation you can then confirm if you wish for your information to be shared with Dewis.

**REMEMBER.....**

When complete CLICK Save & Continue or Save Draft if you wish to leave and return to complete at a later date.



Well done – you have saved your Organisation overview.

## ADD OVERVIEW INFORMATION IN WELSH

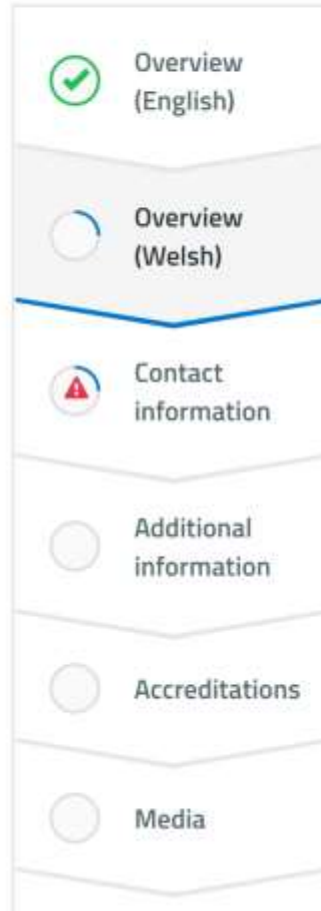
You will now see the Overview information in Welsh – please where possible add the organisation information in Welsh. (this is NOT mandatory so if you do not have this info please continue as below)

When complete CLICK Save & Continue or Save Draft if you wish to leave and return to complete at a later date.

# Clair test Gofod

Status: Draft

Publish 



- Overview (English)
- Overview (Welsh)
- Contact information
- Additional information
- Accreditations
- Media

## Overview (Welsh)

This information is for the user to understand your offering. It will also help Infoengine determine when to show your organisation in the search results.

### Organisation name

This is how your organisation's name will appear on infoengine if the user is browsing in Welsh

### Short description of your organisation

The short description of your organisation will appear in search results and other listings on infoengine if the user is browsing in Welsh. If you do not supply a short description, it will be generated automatically from the opening words of your long description. Please note that you can only use a maximum of 225 characters.

# ADD YOUR CONTACT INFORMATION

## Contact information

This information will allow a user to get in touch your organisation if they are interested in a service you offer. If you do not want a particular contact method shared, you can make it private.

Fields marked  are required.

Contact name 

Email address 

 Keep this private?

If private, this will not be displayed on the site.

Telephone number 

 Keep this private?

If private, this will not be displayed on the site.

Website address

 Keep this private?

If private, this will not be displayed on the site.

Facebook address

Twitter handle

## Address

 Keep this private?


If private, this will not be displayed on the site.

Address 

Address line 2

Town

County 

Postcode 

You will now need to enter your contact details.

Click PRIVATE if you DO NOT wish for the details to show on the public side on the site

You MUST enter a contact name, email address and telephone number

Please include as much information as possible as it will make your public page more informative

**REMEMBER.....**

When complete CLICK Save & Continue or Save Draft if you wish to leave and return to complete at a later date.

# ENTER ADDITIONAL INFORMATION

## Tendering opportunities

We have contacts that seek applicants for tender and ask for potential organisations from the infoengine network. We put forward appropriate organisations using the information below to determine best fit.

Would your organisation be interested in bidding for future tendering opportunities?

Yes  No

How ready is your organisation for tendering opportunities?

Please select

How much tendering experience does your organisation have?

Please select

How ready is your organisation to tender jointly with partners?

Please select

## Additional information about your organisation

As part of our work with the WCVA the following information is required

Your organisation's income band

Please select

Is your organisation incorporated?

Yes  No

Please indicate the legal status of your organisation

Please select all that apply

- Charitable incorporated organisation
- Community interest company
- Company limited by guarantee cooperative
- Friendly society
- Industrial and provident association

Company number

Is your organisation a registered charity?

Yes  No

Registered charity number

Save draft ✓

Save & continue >

You can now enter information on your interest in tendering opportunities and additional information about your organisation. Please note – this WILL NOT be shared on the public side of the website.

The ONLY information from this section that will be shared on the public side of the site will be your Company Number and Registered Charity Number (if you have one and record it)

### REMEMBER.....

When complete CLICK Save & Continue or Save Draft if you wish to leave and return to complete at a later date.

## ADD YOUR ACCREDITATIONS

### Accreditations

Accreditations appear on your organisations page to allow users to see how established or qualified you are at a glance.

Please select the accreditations that you wish to display on your organisation's profile page. If you cannot find a particular accreditation please get in touch with [infoengine@pavo.org.uk](mailto:infoengine@pavo.org.uk)

Add accreditation +

Save draft ✓

Save & continue >

Accreditations – if your organisation has an accreditation eg Investors in People you can now enter it at this section.

Click on **ADD ACCREDITATION** and a drop down list will appear. If your accreditation is not listed please contact PAVO and they will be able to add this for you.



#### **REMEMBER.....**

When complete CLICK Save & Continue or Save Draft if you wish to leave and return to complete at a later date.

## ALMOST THERE..... UPLOADING A LOGO

You can now upload your Organisations logo and an image for the header – these will show on the public page. While not required, it is strongly advised you provide a logo, as doing so raises the chances of your organisation being recognised quickly.

### Media

Personalise your organisation listing and its page by uploading your logo and a cover image. You can also provide a leaflet for users to download.

#### Logo

No file chosen

Allowed formats: jpeg, png, gif.

Maximum file size: 10MB.

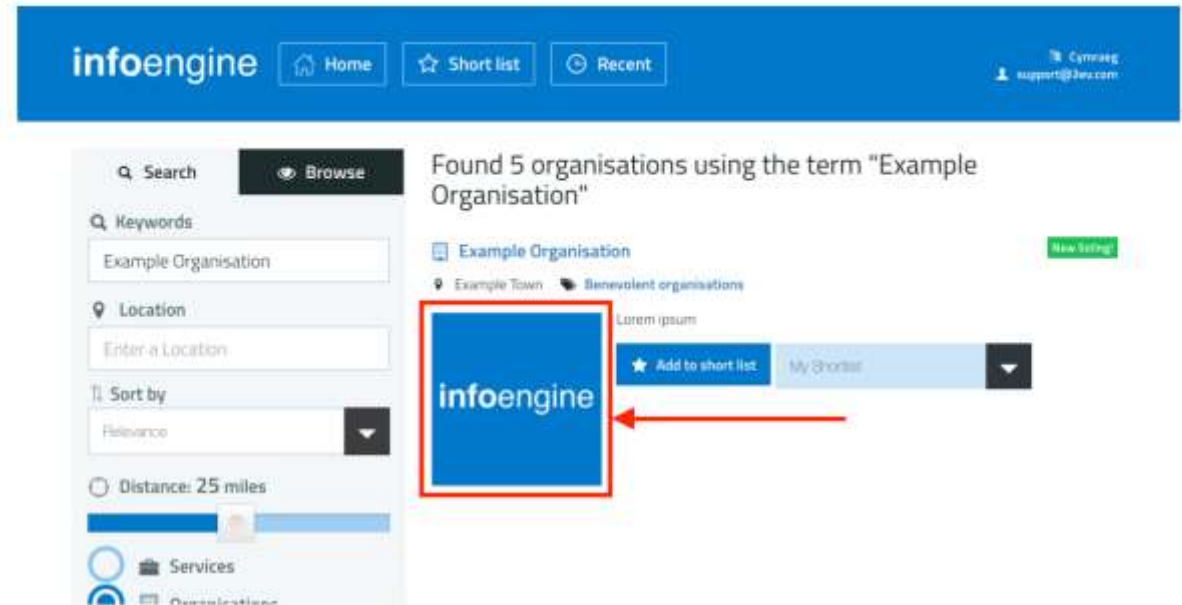
Recommended maximum file size: 2MB.

Recommended dimensions: 200 x 200

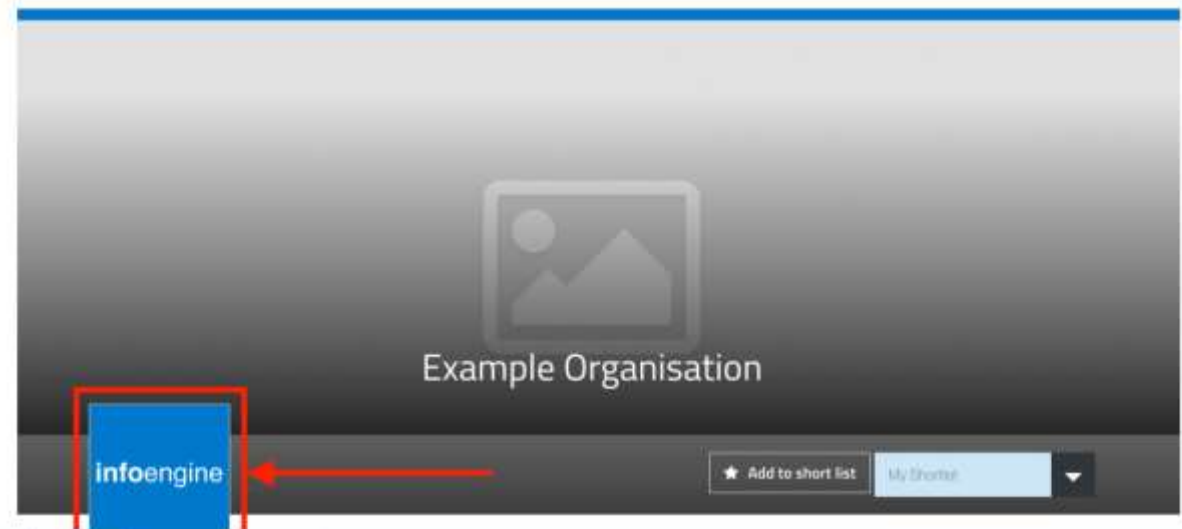
Logos are displayed when your organisation appears in search results...

Check out the formats that are accepted.

Logos are displayed when your organisation appears in search results...



...and on the organisation's page



## You can now repeat the process to **ADD A COVER PHOTO**

### Upload a cover photo

**Choose file** No file chosen

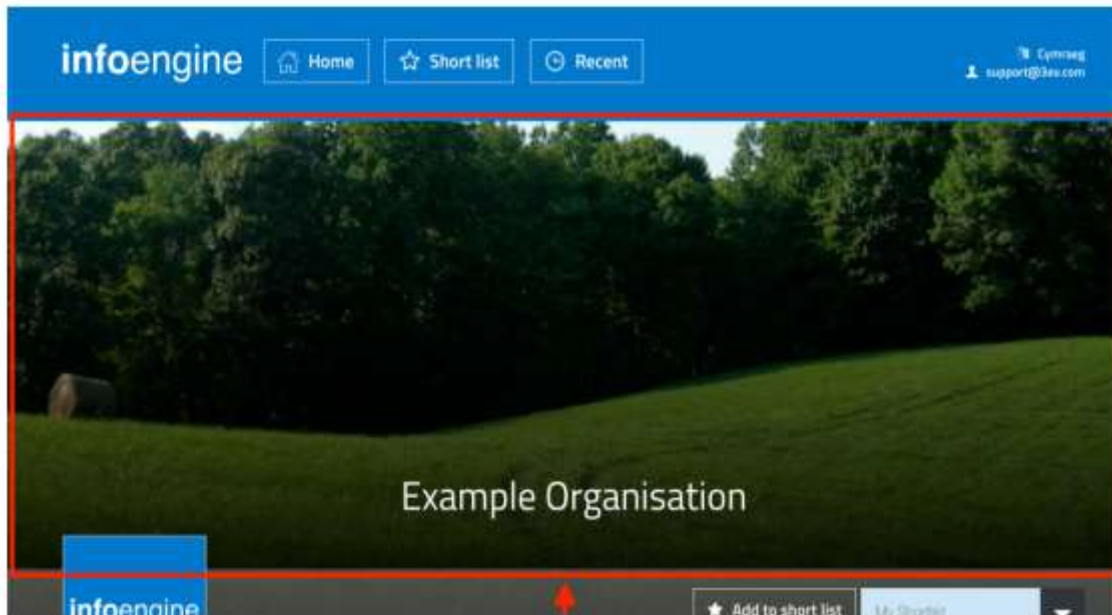
Allowed formats: jpeg, png, gif.

Maximum file size: 10MB.

Recommended maximum file size: 2MB

Recommended dimensions: 1300 x 500

Your organisation profile page will have a cover photo at the top which will sit behind your organisation name.



## **ADDING/UPLOADING A LEAFLET**

You can add a downloadable leaflet to your organisation page via the form below. This will give users access to any additional information about your organisation.

### Leaflet (English)

**Choose file** No file chosen

Allowed formats: pdf, doc, docx, jpeg.

Maximum file size: 10MB.

Recommended maximum file size: 2MB.

### Leaflet (Welsh)

**Choose file** No file chosen

Allowed formats: pdf, doc, docx, jpeg.

Maximum file size: 10MB.

Recommended maximum file size: 2MB.



### **REMEMBER.....**

When complete **CLICK** Save & Continue or Save Draft if you wish to leave and return to complete at a later date.

## PUBLISHING YOUR ORGANISATION

Once you have followed these steps and **SAVED** your information please scroll to the top of the page where you will see this warning if you have not completed the **MANDATORY** fields.

The warning triangle will also draw your attention to the field that need completing.

*Warning* This organisation cannot be published until it has a complete profile. Please update the organisation profile.

The organisation was updated successfully.

Clair test Gofod

Status: Draft

Publish

If all fields are completed correctly you will see this information at the top of your page....

The organisation was updated successfully.

Clair test Gofod

Status: Draft

Not Published

Overview  
(English)

Overview (English)

**NOW** click on Not Published and this will change to green and state Published – your info will now be live once approved by the Infoengine admin team – Congratulations!

The organisation was published successfully.

You have not yet created any services. Click "Create new service" to get started.

Create new service +

Clair test Gofod

Status: Pending approval

Published

Overview  
(English)

Overview (English)

# infoengine.cymru infoengine.wales

For further information or support please contact us on:

Tel: 01597 822191

Email: [Infoengine@pavo.org.uk](mailto:Infoengine@pavo.org.uk)

Twitter: [@infoengine1](https://twitter.com/infoengine1)

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