

How to Guide

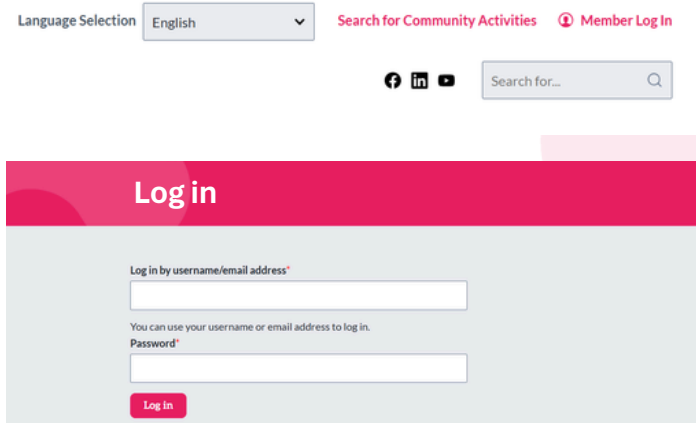
Adding your rooms to the Community Spaces Directory

Step 1

To add a room to the Community Spaces Directory, you must first log in to the [Action Together website](#).

Only Action Together members can log in to the website. If you are not a member, but would like to start your free membership to access our resources, [click HERE](#).

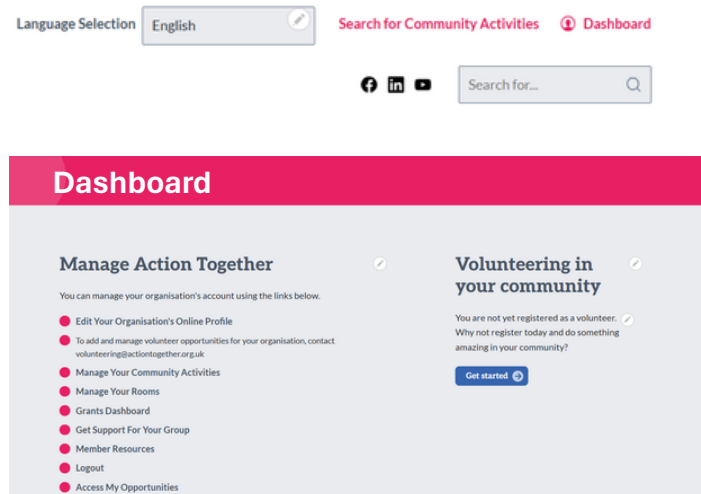
The [member log in](#) is located on the top right corner of the home page. If you are an Action Together member but don't have a login for the site please contact info@actiontogether.org.uk and we can set one up for you.



Step 2

Once logged in, click on [Dashboard](#). This is located on the top right of the home page (the Dashboard will only be visible if you are logged in).

Select the **Manage Your Rooms** button in the list.



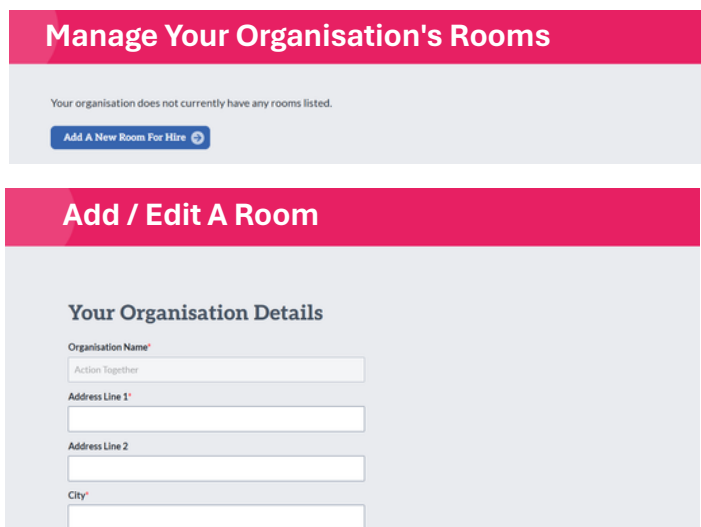
Step 3

To add a new room, click the **Add A New Room For Hire** button.

This will take you to the **Add/Edit a Room** page, where you will be able to complete a form with details of the space you would like to advertise.

Please fill in the application with as much detail as possible so people who may want to book your room have all the necessary information. All boxes with a red asterisk must be completed. Your Organisation Name will be automatically filled in and you do not need to enter it again in the Room Name box.

Once completed, **Submit** your form by pressing the button at the bottom of the page.



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Step 4

Once you have filled in all fields and submitted the details of your available space, you will be taken back to the **Dashboard**.

Your room will now be live on our [Community Spaces Directory](#).

Please make sure to double check all information is correct as this will now be visible to our members who may get in touch to book your space. We advise users that Action Together does not manage or hold information on rooms and that room holders must be contacted for more information.

Available Rooms for Hire

Located within

- Any -

Apply

Action Together | Test Room

View room detail

Capacity: XX
Provider: XXXXXXXXXXXX
Email: XX@ACTIONTOGETHER.ORG.UK
Phone: XXXXX XXXXXX
Prices (where known): £XX
Located within: XXXXXXXXXXXX

Updating your room details

If you need to edit the information on an existing room, visit your **Dashboard > Manage Your Rooms**.

This will take you to the **Manage Your Organisation's Rooms** page where you will be able to see all your existing rooms, edit them or add new rooms following the process above.

To remove a room, click **Edit Room** and scroll to the bottom to **Publish on website** and click **No**.

If you make changes to a room, it may take a few hours for the information to synchronise and appear on our website.

Manage Your Organisation's Rooms

Action Together | Test Room

Edit Room

Capacity: XX
Provider: XXXXXXXXXXXX
Email: XX@ACTIONTOGETHER.ORG.UK
Phone: XXXXX XXXXXX
Prices (where known): £XX
Located within: XXXXXXXXXXXX

Add A New Room For Hire

