



UPLOADING A YOUTH SERVICES LISTING ON THE LVN APP

<p>On approval of your application, you will be invited to provide LVN with a dedicated e-mail address (please note, this CANNOT be one that you have used before in relation to the LVN app).</p>	
<p>STEP 1 Creating your listing</p>	<p>Before you start, think about the listing you wish to create. You might want to use https://www.canva.com/ (the social media template is our preferred design format as it's free, easy to use and the perfect size for the LVN app). You will need the following information:</p> <ul style="list-style-type: none"> • your listing cannot be created without an image. We recommend using your logo and ensure you have this ready to access from your image library. • e-mail address – this is the address to which young person referrals will be sent (this CAN BE your LVN app user e-mail address) • website address • a short description of the event, service or course you wish to promote. Include any specific eligibility criteria or restrictions that might apply. • dates and times
<p>STEP 2 Logging in</p>	<p>Once your application is approved, you will receive the following:</p> <ul style="list-style-type: none"> • Log-in code giving you access to the LVN admin panel • User name (the dedicated e-mail address you provided) • Unique password <p>Using your internet search engine / browser simply input your 9 digit log-in code (e.g. 48.202.18.31) into the URL tab on the top lefthand of the page. A sign-in box will appear asking you to input your “user name” (i.e your dedicated e-mail address) and unique “password”.</p>
<p>STEP 3 Getting started</p>	<p>Press “Create” to upload your new listing. The template is now ready to fill in.</p>
<p>STEP 4 Event title and location</p>	<p>You can select multiple locations.</p>
<p>STEP 5 Categorising</p>	<p>Select the interest/s that best reflect your offering (you can select more than 1 interest).</p> <p>Once an interest is selected, a drop-down menu will appear. Click the description that most closely matches your listing, e.g group session or apprenticeship.</p>
<p>STEP 6 Description</p>	<p>Provide a short description of the event or opportunity. Use this space to promote your listing and include any specific eligibility criteria (e.g. age; gender; Borough resident; financial such as on benefits; whether in education or training).</p>
<p>STEP 7 Timing</p>	<p>Select ‘on-going event’ or identify specific start and end dates.</p>
<p>STEP 8 Contact</p>	<p>This is the email address to which all expressions of interest will be sent.</p>
<p>STEP 7 Website</p>	<p>You must include https://</p>
<p>STEP 8 Upload</p>	<p>Upload your listing by pressing “submit”</p>
<p>STEP 9 Check</p>	<p>Check your listing as it appears on the LVN app. We recommend you register as a young person to see how your listing appears. If you wish to make any changes simply log back into your account.</p>