

Setting up a free SearchChildcare account

Follow these simple steps to create a profile on the new childcare directory from **pacey**



01

Register a Childcarers' account

Go to searchchildcare.org.uk and register as a childcarer.

02

Pick a title

Choose from, Ms, Mrs, Miss, Mr or Dr

03

Enter your first & last name

04

PACEY membership number

Entering your membership number will allow us to link your SearchChildcare account to your membership. This will automatically copy across your address and Ofsted / CSSIW details, saving you time and effort.

It will also unlock premium SearchChildcare features which are only available to PACEY members.

05

Check your postcode is correct

06

Check your registration details are correct

Auto reply message (this will be displayed to anyone who sends you a message)

07

07 Automatic reply

Enter the message you would like parents to receive when they send you a message for the first time e.g. "Thanks for contacting me, I'll be in touch soon."

08 Enter the name of your setting

This is the name that parents will see at the top of your profile.

09 Choose your setting type

10 Images

Upload a clear image to help promote your setting. This will appear in the search results and on your profile.

* PACEY members can upload multiple images

Important information about photos:

Your images are public so anyone can view them, which makes it possible for anyone to be able to obtain a copy of them. It is therefore important that you have full permission before you upload images. It's also wise to only upload images in which people and locations are not identifiable. For example, consider only choosing photos of children playing where you can't see the child's face or any other identifiable features.

Setting description (0 of 1500 characters)

11

11 Tell us about your setting

Enter a description of your setting and the service you offer. Mention key features of your setting such as your opening hours, extra activities, resources or your staffing.

Website URL

12

12 External link

If you have a website or Facebook page that has more information about your setting, you can choose to link to this from your profile.

Tick any that apply

13

Free entitlement - 3&4 yr old



Tax-Free Childcare



Childcare Vouchers



Free entitlement - 2 yr old



Nursery/school pick-ups



Spaces available



Partner with other providers?



Hide my listing

14



Save

13

More options

Tick all of the features that apply to your setting.

14

Privacy option

Ticking this box hides your listing, which means that you will not appear in any search results and parents will not be able to see information about your setting. This is useful if you don't currently have spaces.

Most importantly...

- Don't forget to press **Save**, this ensures that your progress isn't lost!
- Regularly updating your profile will mean parents see the most up-to-date information regarding your setting



Need more help? [View example profiles](#)