

Essex County Council

Self-update portal guidance



Essex County Council

Contents

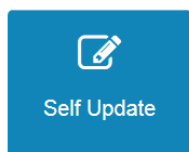
Self-update portal login	3
Updating service details	4
Adding a new opening date	6
Updating the availability	10
Updating the age range	10
Updating the capacity details	11
Updating the vacancy details	12
Updating travel details	12
Updating school pickups	13
Adding and updating cost details	15
Updating cost details.....	16
Updating facilities information	17

Self-update portal login

Log into the Provider Portal on the [Early Years and Childcare website](#).


Important. You must email earlyyearsdata@essex.gov.uk if your Headcount Contact details are changing. You must also let Ofsted know of any changes.

Select the Self Update tile from the Home Page of the Provider Portal.



Select the Provider you wish to update from the list provided by clicking on the Provider Name. You will only see one Provider if you only have one setting assigned to your login. If you have more than one setting assigned to your login you will need to select which one you wish to update.

Services - Self Update



Self Update / Two Year Old Funding Childrens Centres

Service Name ↕	Service Type ↕	Start Date ↕	Closure Date - do not enter - contact us if your setting is closing or no longer offering FEEE ↕	FID Type ↕	Changes	Action
➤ Two Year Old Funding Childrens Centres	Pre-School	01/09/2016		ECD		

Back

You will see the Service Details tab. You can go to the different tabs to view and update the details. The more you enter the better as it will help parents/carers to see your childcare offer. The other information field is there for you to add details about the childcare you provide. It will go on the family information service website if you give consent.

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres

Service Details ✓ Consent Availability and Capacity Travel & Costs Facilities

Service Name *

Service Type - do not change! Please email earlyyearsdata@essex.gov.uk for any amendment *

Start Date *

Closure Date - do not enter - contact us if your setting is closing or no longer offering FEEE

Registered For Nursery Education Grant / Funding ☒

Email Address

Web Site

Telephone Number

Fax Number

Address

Ofsted Provision Type

Offers Extended Hours Entitlement ☒

Details of your 30 hours offer

Other Information

Comments for Local Authority

Updating service details

Important. Do not amend Service Type or 'Registered for Nursery Education Grant / Funding' even if your status changes. We (Essex County Council) will manage this at all times.

If your status changes please email: earlyyearsdata@essex.gov.uk

You can use the Self-Update portal to make changes to the details about your service. After making the changes, submit them to us for approval.

View the Service Details tab. You can make changes to the basic details such as email address, telephone number and address.

Click 'Submit'.

Home Self Update Headcount Two Year Old Funding Administration Katie Venus Sign out

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres

Service Details Availability and Capacity

Guidance Notes
Service Guidance

Service Name * Two Year Old Funding Childrens Centres

Service Type * Pre-School

Start Date * 01/09/2016

End Date

Registered For Nursery Education Grant / Funding * ☒

Email Address

Web Site

Telephone Number 03330138305

Fax Number

Address Select

Ofsted Provision Type

Other Information

Comments for Local Authority

Back Clear Submit

You will now see that the changes have been highlighted. Also the indicator for 'Pending Changes' has been applied against the amended fields.

Use the 'Clear' button to remove the changes you have made if you need to.

You will receive an email after we review the changes. You will need to log into the Provider Portal to see the saved changes.

Important - You must email earlyyearsdata@essex.gov.uk if your Headcount Contact details change. You must also let Ofsted know of any changes.

Use the consent tab to allow us to share your details and to say how you prefer us to contact you.

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres

Service Details **✓ Consent** Availability and Capacity Travel Costs Facilities

Consent to publish details to the Essex County Council Childcare Search website ☐

Reason for not publishing details

Consent to share cost details ☐

Consent to share telephone numbers ☐

Consent to share address details ☐

Consent to be contacted by email ☐

Consent to be contacted by telephone ☐

Consent to be contacted by post ☐

Signature provided ☐

Comments for Local Authority

Back Submit

Update your consent details and select 'submit'.

The Availability and Capacity tab will show you several additional tabs to view and update.

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres / Availability and Capacity

Opening Dates Availability Age Range Capacity Details Vacancies

Description	Start Date	Closure Date - do not enter - contact us if your setting is closing or no longer offering FEEE	Pending Change	Clear	Changes
-------------	------------	--	----------------	-------	---------

Back Add Opening Date

Adding a new opening date

Select the Availability and Capacity tab, and ensure you are on the Opening Dates section. Click the Add Opening Date button.

Opening Dates Opening Times Opening Times Exceptions

Description •

Start Date •

Closure Date - do not enter - contact us if your setting is closing or no longer offering FEEE

Comments for Local Authority

Back Submit

Enter a Description, such as Term Time, and a Start Date.

Do not enter a closure date. Contact earlyyearsdata@essex.gov.uk if your setting is closing or you no longer offer the free early education entitlement (FEEE).

Enter any relevant comments for Local Authority.

Click the 'Submit' button.

You will now be able to add new Opening Times for the Opening Date. To do this, select the Opening Times tab and click the Add Opening Time button.

Self Update / Bumble Bee Nursery / Bumble Bee Nursery - Full Day Care / Availability and Capacity / Summer Holidays

Opening Dates Opening Times Opening Times Exceptions

Description	Week day	Start Time	End Time	Pending Change	Clear	Changes
Add Opening Time						

Back

Add the Weekday, Start Time and End Time and complete any additional fields that you wish to. Click 'Submit'.

Self Update / Bumble Bees Day Nursery / Bumble Bees Day Nursery / Availability and Capacity / Standard Time / New

Week Day *	<input type="text" value=""/>
Start Time (HH:MM 24 Hour) *	<input type="text" value="HH:MM (24hr)"/>
End Time (HH:MM 24 Hour) *	<input type="text" value="HH:MM (24hr)"/>
Capacity	<input type="text" value=""/>
Vacancies	<input type="text" value=""/>
Description	<input type="text" value=""/>
Comments for Local Authority	<input type="text" value=""/>

Back Submit

You will need to repeat this action for each day of the week that you are open.

You will see that the changes have been highlighted. Also the indicator for 'Pending Changes' has been applied against the amended fields.

Self-Update / Bumble Bee Nursery / Bumble Bee Nursery - Full Day Care / Summer Holidays / MON

Week Day *	MON	<input checked="" type="checkbox"/>		
Start Time *	9:00 AM			
End Time *	11:45 AM			
Capacity	25			
Vacancies	10			
Description	<input type="text" value=""/>			
Comments for Local Authority	<input type="text" value=""/>			

Back Clear Submit

Use the 'Clear' button to remove the changes you have made if you need to.

If required, you can now add exceptions to the opening times for this opening date.

Select the Opening Times Exceptions tab.

Click on the 'Add Opening Time Exception' button.

Exceptions could include for example:

- polling day or,

- school has requested the setting to close for a period of time due to construction work.







Self Update / Bumble Bee Nursery / Bumble Bee Nursery - Full Day Care / Availability and Capacity / Summer Holidays

Opening Dates  Opening Times  Opening Times Exceptions

Description	Week day	Start Date	End Date	Start Time	End Time	Pending Change	Clear	Changes
<div>Back</div> <div>Add Opening Time Exception</div>								

Complete the fields for the required exceptions and click the 'Submit' button. The amended fields will be highlighted. Also the indicator for 'Pending Changes' has been applied against them.

Self-Update / Bumble Bee Nursery / Bumble Bee Nursery - Full Day Care / Summer Holidays / MON

Week Day *	MON	
Start Time *	9:00 AM	
End Time *	11:45 AM	
Start Date *	29/08/2016	
End Date *	29/08/2016	
Capacity	<input type="text"/>	
Vacancies	<input type="text"/>	
Is Open *	<input checked="" type="checkbox"/>	
Description	<input type="text"/>	
Comments for Local Authority	<input type="text"/>	

Back Clear Submit

If you wish to update the existing Opening Dates click on the name under the Description column.

Self Update / Bumble Bee Nursery / Bumble Bee Nursery - Full Day Care / Availability and Capacity

Opening Dates  Availability Age Range Capacity Details  Vacancies

Description	Start Date	End Date	Pending Change	Clear	Changes
Migrated Data	10/11/2004	10/11/2004			
Summer Holidays	25/07/2016	02/09/2016	Create	Clear All	

Back Add Opening Date

You will then be able to amend any fields in the Opening Dates, Opening Times and Opening Times Exceptions tabs. Then click 'Submit'.

Updating the availability

From the Availability and Capacity menu select the Availability tab. Enter the required information and click 'Submit'.

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres / Availability and Capacity

Opening Dates **Availability** Age Range Capacity Details Vacancies

Number of weeks open

When service is available

Comments for Local Authority

[Back](#) [Submit](#)

Updating the age range

Click on the Availability and Capacity tab and then the Age Range tab.

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres / Availability and Capacity

Opening Dates Availability **Age Range** Capacity Details Vacancies

Minimum Age Years

Minimum Age Months

Maximum Age Years

Maximum Age Months

2 Year Old Funding ☒ ☒

3 Year Old Funding ☒ ☒

4 Year Old Funding ☒ ☒

Comments for Local Authority

[Back](#) [Submit](#)

Complete the required fields, ticking / unticking the relevant ages that you offer funding to. Click Submit.

Updating the capacity details

To update the information about capacity, vacancies and waiting list for the provision click on the Availability and Capacity tab from the Home Page. Then click on the Capacity Details tab.

You can add capacity, vacancies and waiting list details for age ranges you choose. Select the 'Add Age Range' button to add.

The screenshot shows the 'Capacity Details' tab selected in the top navigation bar. Below the navigation bar, there is a 'Capacity Date' field with a calendar icon. Underneath is a 'Service Age Range' section with a table. The table has five columns: 'Age Range', 'Waiting List', 'Vacancies', 'Capacity', and 'Pending Change'. Each column has a dropdown arrow. To the right of the table, there is a blue button labeled 'Add Age Range' which is circled in red. Below the table is a 'Comments for Local Authority' section with a text area and a speech bubble icon. At the bottom left is an orange 'Back' button, and at the bottom right is a blue 'Submit' button.

Select an age range from the drop-down menu and add the numbers for Waiting List, Vacancies and Capacity.

Example of adding age range below

This screenshot shows the 'Capacity Details' form with an example entry. The top navigation bar shows the breadcrumb trail: 'Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres / Availability and Capacity'. The 'Capacity Details' tab is selected. The 'Capacity Date' field is empty. The 'Service Age Range' table has the following data: 'Age Range' is 'Age 3' (selected from a dropdown), 'Waiting List' is '2', 'Vacancies' is '3', and 'Capacity' is '8'. The 'Pending Change' column has 'Create' and 'Clear' buttons. To the right of the table is a blue 'Add Age Range' button. Below the table is the 'Comments for Local Authority' section with a text area and a speech bubble icon. At the bottom left is an orange 'Back' button, and at the bottom right is a blue 'Submit' button, which is circled in red.

Select submit when finished.

We suggest that you update this data at least once a term.

Updating the vacancy details

To update the information about vacancies, including contacting the service about vacancies and whether the service has a waiting list, select the Vacancies tab from the Availability and Capacity home page.

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres / Availability and Capacity

Opening Dates Availability Age Range Capacity Details **Vacancies**

Contact For Vacancies ☒

Immediate Vacancies ☒

Waiting List ☒

Comments for Local Authority

Back Submit

If required, select or deselect the check boxes and enter comments. Click the Submit button.

Updating travel details

Select the Travel tab to update

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres

Service Details Consent Availability and Capacity **Travel** & Costs Facilities

Service Name

Service Type - do not change! Please email earlyyearsdata@essex.gov.uk for any amendment

Start Date

Closure Date - do not enter - contact us if your setting is closing or no longer offering FEEE

Registered For Nursery Education Grant / Funding ☒

Email Address

Web Site

Telephone Number

Fax Number

Address

Ofsted Provision Type

Offers Extended Hours Entitlement ☒

Details of your 30 hours offer

Other Information

Comments for Local Authority

Back Submit

Tick fields for parking space and own transport if applicable. Then enter any other information regarding transport that parents / carers may wish to know in the Travel Information field.

The screenshot shows a web form titled 'Travel Details' with a sub-tab 'School Pickups'. Below the title is a 'Guidance Notes' section. The form contains four main sections: 'Parking Space' with a checkbox, 'Own Transport' with a checkbox, 'Travel Information' with a text area containing the placeholder 'Enter transport Info here', and 'Comments for Local Authority' with a text area. At the bottom left is an orange 'Back' button, and at the bottom right is a blue 'Submit' button. Red circles are drawn around the checkboxes for 'Parking Space' and 'Own Transport', the 'Submit' button, and the 'Travel Information' text area.

Select submit when finished.

Updating school pickups

From the Travel home page – select the School Pickups tab

The screenshot shows the same web form as above, but with the 'School Pickups' tab selected and highlighted with a red circle. The 'Travel Information' text area is now empty. The 'Back' and 'Submit' buttons are still present at the bottom.

Select Add School Pickup to enter a school or setting that you pick-up from.

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres / Travel

Travel Details School Pickups

Base Description	Memo	Pending Change	Delete	Clear	Changes

Back Add School Pickup

Choose the Select button to find the school / establishment you require.

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres / Travel / New

Guidance Notes
Information about parking spaces, travel, own transport & school pickups

School Pickup

Memo

Comments for Local Authority

Select

Back Submit

A search window will open allowing you to search by name / type of provision

Select School Pickup

Please use the fields below to refine your search.

Name

Type

Find

Name	Type
ABC Treehouse	Early Years

Close

Select the provision/school required

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres / Travel / New

Guidance Notes
Information about parking spaces, travel, own transport & school pickups

School Pickup

Memo

Comments for Local Authority

ABC Treehouse Select

Back Submit

Enter any notes in the Memo field.

Repeat the process for any other school / setting pickups you wish to add.

Adding and updating cost details

Select the costs tab from the provision home page

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres

Service Details Consent Availability and Capacity Travel **E Costs** Facilities

Service Name * Two Year Old Funding Childrens Centres

Service Type - do not change! Please email earlyyearsdata@ecceex.gov.uk for any amendment * Pre-School

Start Date * 01/09/2016

Closure Date - do not enter - contact us if your setting is closing or no longer offering FEEE

Registered For Nursery Education Grant / Funding ☒

Email Address

Web Site

Telephone Number

Fax Number

Address

Ofsted Provision Type

Offers Extended Hours Entitlement ☒

Details of your 30 hours offer

Other Information

Comments for Local Authority

Back Submit

Select the 'Add Charge Details' button

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres / Costs

☐ Service Charges ☒ Cost Details

Age Range	Charge per Hour	Charge per Session	Charge per Day	Charge per Week	Charge per Term	Pending Change	Delete	Clear	Changes

Back Add Charge Details

Update the details as required, then select submit.

Guidance Notes
Service Charge Details Guidance

Age Range * Age 3

Charge per Hour 5

Charge per Session 30

Charge per Day 50

Charge per Week

Charge per Term

Comments for Local Authority

Back Submit

Repeat the process as required for other age ranges.

We suggest that you update this data at least once a term.

Updating cost details

Select the Cost Details tab, and tick Sibling Discount field if required. Enter any notes for Local Authority and select submit when finished.

Service Charges

Cost Details

Guidance Notes

Cost per age or age range per hour, day, session, term or week

Sibling Discount

☒
☐

Comments for Local Authority

Back

Submit

Updating facilities information

Select the Facilities tab from the provision home page.

Self Update / Two Year Old Funding Childrens Centres / Two Year Old Funding Childrens Centres

Service Details

Consent

Availability and Capacity

Travel

£ Costs

Facilities

Service Name *

Two Year Old Funding Childrens Centres

Service Type - do not change! Please email earlyyearsdata@eccex.gov.uk for any amendment *

Pre-School

Start Date *

01/09/2016

Closure Date - do not enter - contact us if your setting is closing or no longer offering FEEE

Registered For Nursery Education Grant / Funding

☒

Email Address

Web Site

Telephone Number

Fax Number

Address

Select

Ofsted Provision Type

Offers Extended Hours Entitlement

☒

Details of your 30 hours offer

Other Information

Comments for Local Authority

Back

Submit

Update the information as required. Select submit when finished.

Guidance Notes

Information about the facilities supported by the provider like wheelchair access, cultural provision, special needs provision, dietary provision , and languages spoken

Facility	<div>None selected</div>
Wheel Chair Access	<div><div><div><div></div></div></div><div></div></div>
SEN Children	<div><div><div><div></div></div></div><div></div></div>
Cultural Provision	<div>None selected</div>
Special Needs Code	<div>None selected</div>
Language Spoken	<div>None selected</div>
Diet Code	<div>None selected</div>
Emergencies	<div><div><div><div></div></div></div><div></div></div>
Comments for Local Authority	<div><div><div></div></div><div></div></div>

Back

Submit

Thank you for reading this guidance.