



Getting Started

Help Sheet 1 – Issued December 2010

This section will take you through registering and applying for your website with **essexinfo.net**. By the end of this worksheet you will have a basic website set up for you to use.

Registering with essexinfo.net

Before applying for your free website you need to be a registered user with essexinfo.net. You will need an email address to receive confirmation of your registration.

To register with essexinfo.net

- Go to **www.essexinfo.net**
- Click on **Register** from the main **Home page**
- Enter your email and personal details and choose a password
- Click **OK**
- Accept the **Terms and conditions** by checking the box
- Click **OK**.
- An email will be sent to you to confirm your registration. Follow the instructions on the email to complete your registration.

Applying for a website

You can now apply for a website if you wish. The information from your application form will be used to create the homepage of your website but you want to change anything you can edit these details later. Follow these directions:

- Either follow the instructions on the email or go to **www.essexinfo.net** and log in.
- Select **Apply for a website**
- Fill in the application form - the fields indicated by a (*) are mandatory.

Once you have submitted your application, you should receive an email from us informing you whether you have been successful in your application. You are now the **Administrator** of your site

Note: You can have more than one website. You don't need to register for each website you apply for but if you do register more than once you will have to supply a different email address each time. For those with a generic email eg **info@organisation.com** please contact us if the administrator changes but will be using the same email address.

Already have a website?

If you already have a website and wish to register your site on our directory, follow the process above. Once you have received your new website, you can redirect it to your existing website address by doing the following:

- Click **Manage Website**
- Choose **Use External Site**
- Click **Edit**
- Enter your full website address (**URL**) - ie include **http://**
- Click the **Yes** option box
- Click **OK**
- Click **Confirm**

Alternatively, if you would like your existing website to point to your new essexinfo.net site, just tell your **ISP (Internet Service Provider)**, to redirect your web address - for example:

(<http://www.mygroup.co.uk>) to your site on essexinfo.net (www.essexinfo.net/mygroup)

Accessing your website

To access your website go to the **A-Z** directory listing on www.essexinfo.net, click your website name and log in using your username and password.

You are now ready to develop your site and you can find help and guidance from the **Help Sheets** or you can contact us - see below:

You can reach the Help Desk on: **01245 437891 / 07983455211** or via email support@essexinfo.net

