

Surrey Care Association Website

Enhanced Business Listing Form | Instructions for Members

The website form is for Surrey Care Association members to complete so your service can be uploaded onto the <u>Find a Care Service</u> area of our website, as an enhanced business listing, which is part of your membership benefits.

This document provides instructions and examples on how to complete the form. If you have any queries, please contact us at <a href="mailto:scale-examples-examples-scale-examples-exam

*Please note – all required fields must be complete in order to submit this form.

1. Company/Organisation Name



2. Address & postcode of the service (if care at home, please enter the address of your company's head office)



3. Contact email (Service's general email, e.g. info@ / sca@surreycare.org.uk)





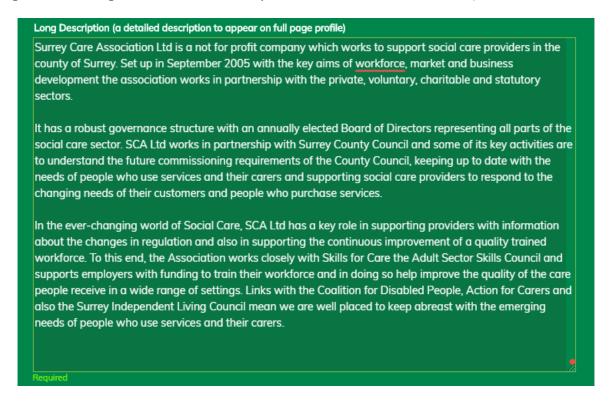
4. Telephone (Service's general phone number)



5. Short Description (a brief headline to summarise your service – this will appear in search results).



6. Long Description (a detailed description of what your service does – this may include things such as organisational values, previous achievements, etc.)





7. Upload a picture that represents your service & your Company/Organisation's Logo

Simply upload your images by clicking the 'Choose File' button. You'll know it's uploaded once the photo's file name is populated in the box.



8. Enter your service's website URL (if you don't have a website, a Facebook page may suffice)



9. Enter the location(s) that your service operates in
If care at home, please enter each area your service covers (separate with a comma)



10. Enter your service's CQC Number & NHS Choices Number (if applicable)



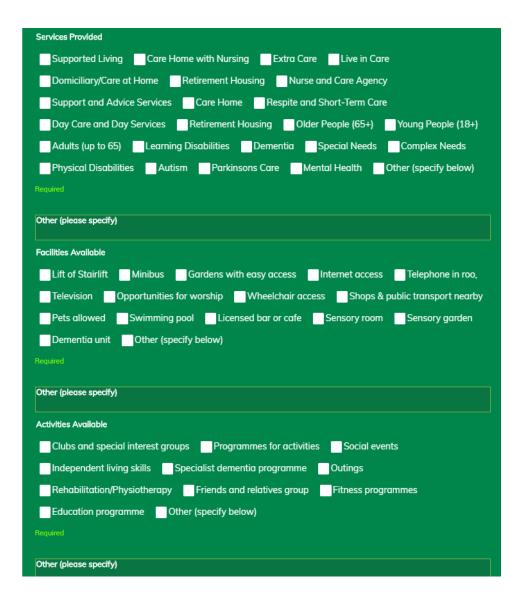


11. Enter the price of your service (please select the closest price bracket, or enter the amount below in the 'other' box)



12. Tick the boxes that apply to your service.

If there's a facility, activity or service which your business provides, but it isn't listed on the available options, you may specify these in the 'other' box below (please use commas to separate multiple entries).





13. Tick the boxes that apply to your service



14. Submit your form!



Once you have completed all the required fields, simply click 'Submit'! Your website form will then be sent to the Surrey Care Association's main email for actioning.

We will be in touch at the first available opportunity with a link to your website entry in order for you to check the details uploaded.