

Exclusive Member Portal & Members' Listing Guide

Logging into the “Exclusive Member Portal”

1. Visit the homepage: <https://surreycare.org.uk/>
2. At the top of the homepage toward the right-hand side, select the “Exclusive Member Portal” button.
3. Enter your username and password.

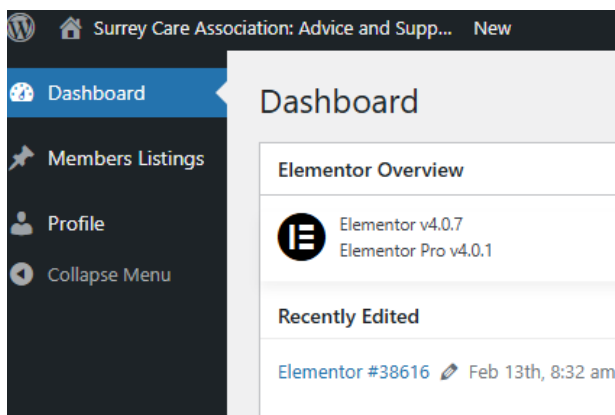
Landing Page

Once you have logged in you will land on “Members’ Resources” page, see image below.



1. Hover over the wording in the top left corner of the screen “Surrey Care Association: Advice and Supp...”.
2. Select “Dashboard” in the drop-down menu.
3. This will take you to your dashboard.

Your Dashboard



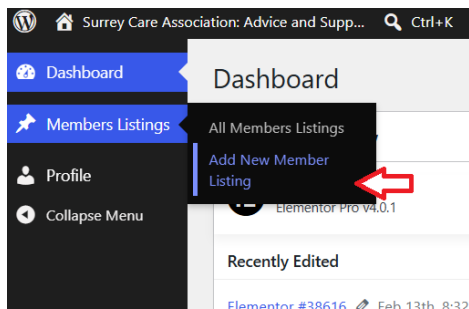
The image above provides an overview of the main sections available in your dashboard; this is what you will see once you’ve logged in:

1. **Members Listings** – where you can create and manage listing pages for each of your locations.
2. **Profile** – where you can update your name, email address, and reset your login details for the “Exclusive Member Portal”.

The instructions that follow will take you through each of these sections.

Step-by-Step Instructions: Creating a Member Listing

Creating a New Member Listing



1. Click “Member Listings” in left hand side bar menu.
2. On the Member Listings page, click the “Add New Member Listing” button at the top of the page.
3. The New Member Listing page will open.

Entering Listing Details

1. Title: Enter the title for your listing. Ideally, use the location title.
2. Main Description / Blurb: Enter the main service description in the first text box.
3. Location: On the right-hand side, select the relevant location for your service. *Please let us know if the location you require is not listed, we can add this to the location listing for you.*
4. Specific Care Service List: Below the location box, select all relevant specific care services for this location.
5. Type of Care Service Provided: Below the Specific Care Service List, select all relevant types of care service.

Member Listing Fields

1. Scroll down to “Members Listing Fields.”
2. Enter the following:
 - Logo (this will be the image visitors first see on menu page)
 - Address
 - Telephone number
 - Email address
 - Website URL

Uploading Images

1. Optionally, upload pictures and/or your company logo:
 - Click the blue “Add to Gallery” button.

- Drag or upload images on the gallery page.
 - Recommended sizes:
 - Logo: 300x300 px
 - Gallery images: 900x600 px
 - There is no limit on the number of photos/ images you can to the gallery.
2. Once uploaded, click the blue “Select” button to the bottom right of the screen.

Preview and Publish

1. Scroll to the top of the page and click “Preview” (top right corner).
 - This shows how the content will appear when live.
2. If edits are needed, click “Edit Member Listing” in the black bar at the top of the page.
3. Once satisfied, click the blue “Publish” button (top right corner) to make your listing live.
4. You can then select “View Member Listing” in the black bar at the top of the page to view your published listing.

Taking Down a Listing

1. To remove a listing, open up the “Edit Member Listing” Page in question, go to the Publish box (top right corner of the page).
2. Find “Status” and click Edit.
3. Select “Draft” from the drop-down menu.
4. Select “OK”, and the status will change to “Draft”.

Accessing your Member Listing Page(s)

1. Visit the homepage at www.surreycare.org.uk.
2. Scroll down to the “Our membership” section.
3. Click the “Our member organisations” button to access the member listings page, where you can find your locations or services.
4. Use the search options to filter by location name, type of care, specific care services, or area.

Step-by-Step Instructions: Accessing the Member Resource Area

1. Visit the homepage: <https://surreycare.org.uk/>
2. At the top of the homepage toward the right-hand side, select the “Exclusive Member Portal” button.
3. Enter your username and password.

Resetting Your Password

1. Link to login page: <https://www.surreycare.org.uk/login/>
2. Click “Forgotten Your Password?”
3. Enter your username or email address.
4. Go to your inbox where you will receive an email containing the re-set link.

5. Click the re-set link.
6. Enter a new password.
 - Password must be 12 characters long.
 - Follow the on-screen instructions for allowable characters.
7. After entering your password, you will be redirected to the Member Login page.
8. Enter your email and new password to log in. You will arrive at the Member Resource page.