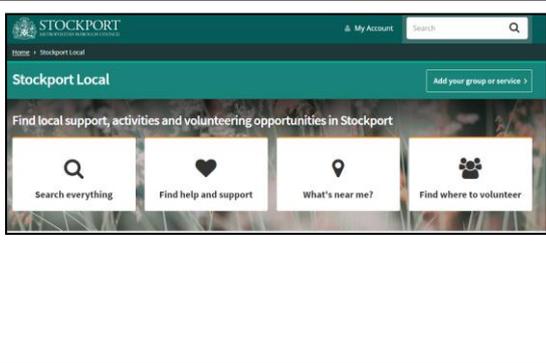
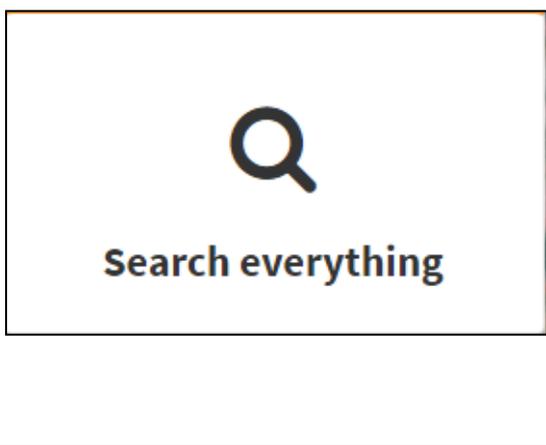
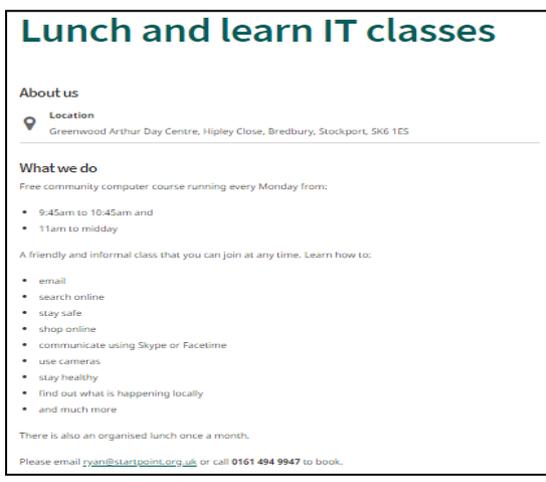
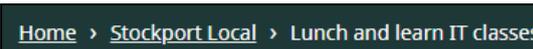
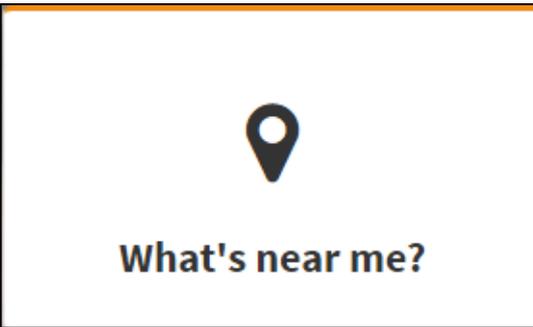
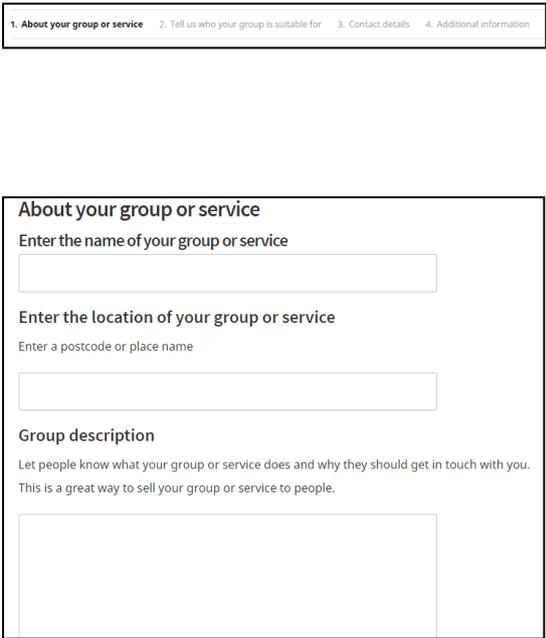
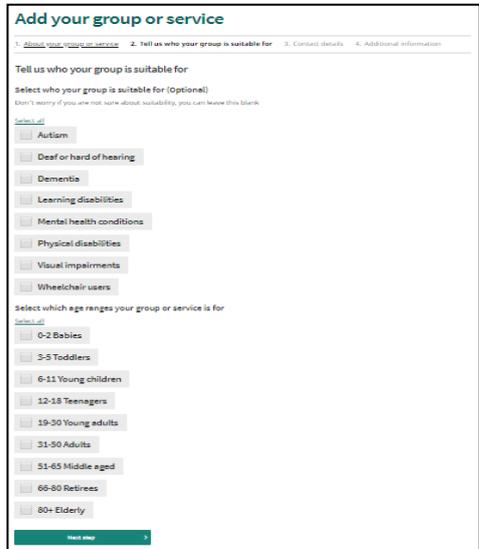


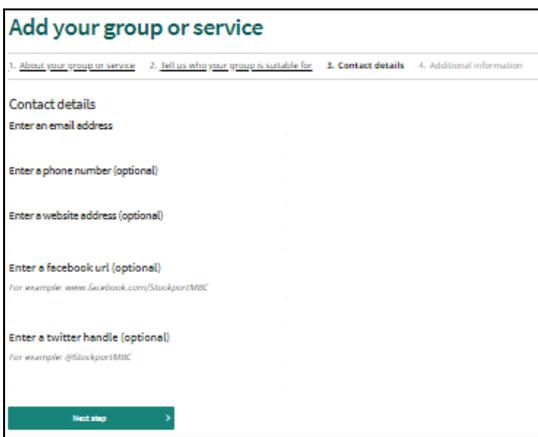
## Stockport Local

This week we are going to take a look at Stockport Local. This free to use website is a handy way to advertise a social group you may be part of, find a community group you'd like to attend or to simply see what is happening across the borough in the upcoming weeks.

Stockport Local		
1	<p>This week we are going to take a look at Stockport Local. Stockport Local is a website ran by Stockport Metropolitan Borough Council and is aimed at helping local people find local support, activities and volunteering opportunities across the borough.</p>	
2	<p>The first thing we are going to do is search for a specific group that we know is already on Stockport Local. The name of the group is 'Lunch and Learn IT Classes'. To do this we need to select 'Search everything'.</p> <p>Select 'Digital skills' from the Show me drop-down menu and look for the sessions.</p>	
3	<p>You'll now see a pop-up box containing some details about the Lunch and Learn IT Classes held weekly at the Arthur Greenwood Centre. To put a page up on Stockport Local advertising an event or community event/activity is free. The initial contributor to the site is responsible for its upkeep and making sure the information is as up to date as possible.</p>	

<p>4</p>	<p>We are now going to look for activities near where you are. To do this we need to use the breadcrumb trail and go back to the Lunch and Learn IT classes. From the home page we are going to select the 'What's near me?' option. At this point, Stockport Local will ask you for access to your location services. If you agree, Stockport Local will automatically be able to access your location.</p>	 
<p>5</p>	<p>Once you've selected 'What's near me?', you will see a web page like the image on the right. Here you'll see a toolbar, that has 3 fields that are editable. The middle bar specifies the location of the activity/groups. If you allowed Stockport Local to access your location, it will automatically have filled in this field for you. If you didn't, you'll need to enter a post-code into this field.</p>	
<p>6</p>	<p>Once you've entered your post code, Stockport Local will list activities near you.</p> <p>List 5 activities being displayed near you.</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> <li>5.</li> </ol>

7	<p>We are now going to look at how to add a community groups activities or events to the Stockport Local website.</p>	
8	<p>We firstly need to return to the homepage of Stockport Local homepage by using the breadcrumb trail. Once there, you'll see the option to 'Add your group or service&gt;'. Select this option.</p>	
9	<p>You'll now have to work through 4 pages to add your group or service to Stockport Local. The first page is 'About your group or service'.</p> <p>Here you'll see options to add the name of the group or service, enter the location the group uses, add a description as to what the group or service does, and you can add a category that best describes the group or service.</p>	
10	<p>The next part of the process asks you identify who your group or service is aimed at. These categories are as follows:</p> <ul style="list-style-type: none"> <li>• Autism</li> <li>• Deaf/hard of hearing</li> <li>• Dementia</li> <li>• Learning disabilities</li> <li>• Mental health conditions</li> <li>• Physical disabilities</li> <li>• Visual impairments</li> <li>• Wheelchair users</li> </ul> <p>It also allows you to select what age range your group/service for.</p>	

<p>11</p>	<p>The third part of the process allows you to add your contact details so that any prospective attendees can get in touch about our group or organisation.</p> <p>This allows you to enter an email address, a phone number, a website address, a Facebook web address and a Twitter handle.</p>	
<p>12</p>	<p>Finally Stockport Local offers you the chance to upload an image of the group, whether your group is looking for volunteers and if people are able to make donations to your group.</p> <p>Once you've finished this, you can finally add your group/service.</p>	

## Notes

## F.A.Q's

### What's the difference between a search engine and a search function?

A search engine such as Google or Bing searches the internet for the question you type in. A search function is part of a specific website and will search that website for what you type in the field. For example, if you type coronation Street into Google you will receive information about the ITV serial drama. If you went to [www.bbc.co.uk](http://www.bbc.co.uk) and typed Coronation Street into the search function there, you wouldn't find any results as Coronation Street is an ITV program.

### What's a drop-down menu?

A drop-down menu is a menu that allows options that are nested within a downward facing arrow. When this arrow is selected a list of options drops down, depending on what information you are inputting.

### What does it mean when an e-mail address is in blue and underlined?

When text is highlighted in blue and underlined it means it is a hyperlink. Upon clicking a hyperlink, you are redirected to webpage that is built into the link itself. In the case of an e-mail address, it will load your mail application and allow you to send an e-mail to this person.

### What's a breadcrumb trail?

Breadcrumb trails are often located at the top of the webpage and lists the various parts of the website you have navigated through. An example of how a breadcrumb trail looks is Home>Stockport Local>Digital skills>Lunch and Learn IT Classes. Each section notes what part of the website you navigated from and to.

### How does the 'What's near me?' feature work?

What's near me uses your current location to work out where you are and then tells you what service/group/organisations are near your current location. For this to work, you have to have location services turned on. It may offer directions to the group once you've allowed it search for nearby groups or services.

### What's a URL?

URL stands for Uniform Resource Locator and is the address of a worldwide web page. They start with www. and typically end with .co.uk or .com.