

Guidelines for completing the Local Autism Directory new entry or change request form.

To help us to provide the best possible information for our autism community, please follow these guidelines carefully when completing the new entry or change request form. Remember that this directory is designed to be used by people with autism as well as professionals and carers.

Key points

- Please ensure you complete all fields as the information you provide is what will appear in the directory.
- Please use simple, clear, direct language, so that all potential users can understand the information.
- If you wish to send the form electronically, please save the changes before you send or we will receive a blank form.
- If you have any enquiries please don't hesitate to contact us.

Information to be included in your directory entry

Is this a NEW ENTRY or CHANGE TO EXISTING ENTRY? Please delete or circle.

Main title – name of service	Please give the title you wish to appear on the first line of your entry, which should be the name of your service, possibly followed by the name of your whole organisation eg: Have Fun Club, Hampshire County Council. Only include 'The' if you want this included in your title. Your service will be listed under <u>The...</u> which sometimes makes searching for your service difficult.
Sub title – no more than 20 words	Please use this to give an at a glance description of your service e.g. Support group for Southampton families or Outdoor activity centre. It really helps information searching if this line is clear, concise and informative. If possible please state in this line how your service relates to people with autism e.g. Support group for adults with disabilities including autism.
Does this entry have an end date?	If your entry is an event or a service with an end date, please include this here. Our directory will then automatically remove the entry after this date.

Region – please tick which council area your service covers <input checked="" type="checkbox"/>	Hampshire	This includes all areas that come under Hampshire County Council - New Forest, North Hampshire, East Hampshire, Winchester and Central Hampshire, Test Valley.	
	Portsmouth	All areas that come under Portsmouth City Council.	
	Isle of Wight	Isle of Wight	
	Southampton	All areas that come under Southampton City Council.	
	All areas	If your service is national or covers more than one of the above areas, please select this option.	
Category - Please select up to 3 categories for your service, labelling them 1, 2, 3 in order of relevance. Please note that currently you can only select 3 categories. Directory users will use these categories to search for your service, so it is important that you select the most relevant ones.	Category		1, 2, 3
	Autism awareness and training		
	Autism information, advice and guidance		
	Support Services		
	Advocacy		
	Carers		
	Consultations and forums		
	Criminal Justice		
	Diagnosis		
	Education		
	Employment, training and volunteering		
	Events		
	Finances and benefits		
	Health and well being		
	Housing		
	Legal Support		
	Leisure and activities		
Professional information			
Respite			
Speech and Language			
Support Aids and Apps			
Social and Support Groups			
Description – please include autism / disability related information if applicable. Maximum 100 words.	Please make this clear, concise, and direct and use simple language, as the directory will be used by people with autism. Don't forget that you should be including a link to your website, so the information just needs to be an outline of your service. Please make your information autism specific e.g. Support group for teenagers with a disability, including young people with autism. Or if		

	you are a more general service, what specific expertise, provision or policies do you have for people with autism.
Address including postcode	This address will be displayed on the directory.
Email	This email will be displayed on the directory. If possible, please use an email which is unlikely to be changed eg: a central admin/info email, rather than a personal one.
Web site	Please cut and paste the web address (including //http....) that will take users directly to the most relevant page of your website. For example if you are a leisure centre, but have a web page about about services for people with disabilities, we suggest you direct users to this information, not your home page.
Web links to autism/disability related pages (if applicable)	We can only include one web link, so please think about which page of your website would be of most interest to the autism community. Please make it as easy as possible for people to go straight to the information they need.

Details of main contact person for directory entry

This will not be included in the directory.

Name of Organisation	
Telephone Number	Person who we contact with any queries about the form
Email Address	Person who we contact with any queries about the form
Name of main contact	Person who we contact with any queries about the form
Date of request to HAS	This helps us to monitor how quickly we are responding to requests.

To request removal of an entry, please email us, including your main title.