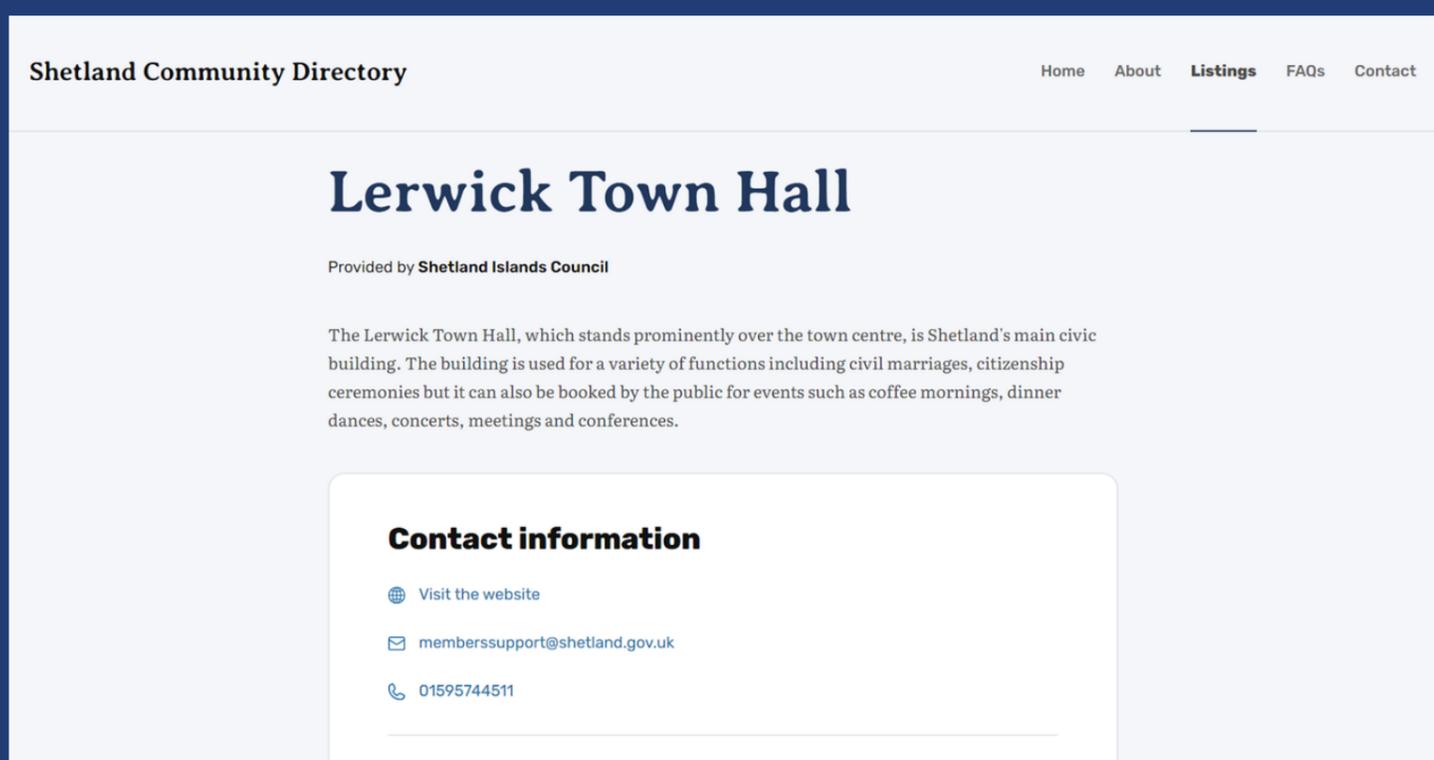
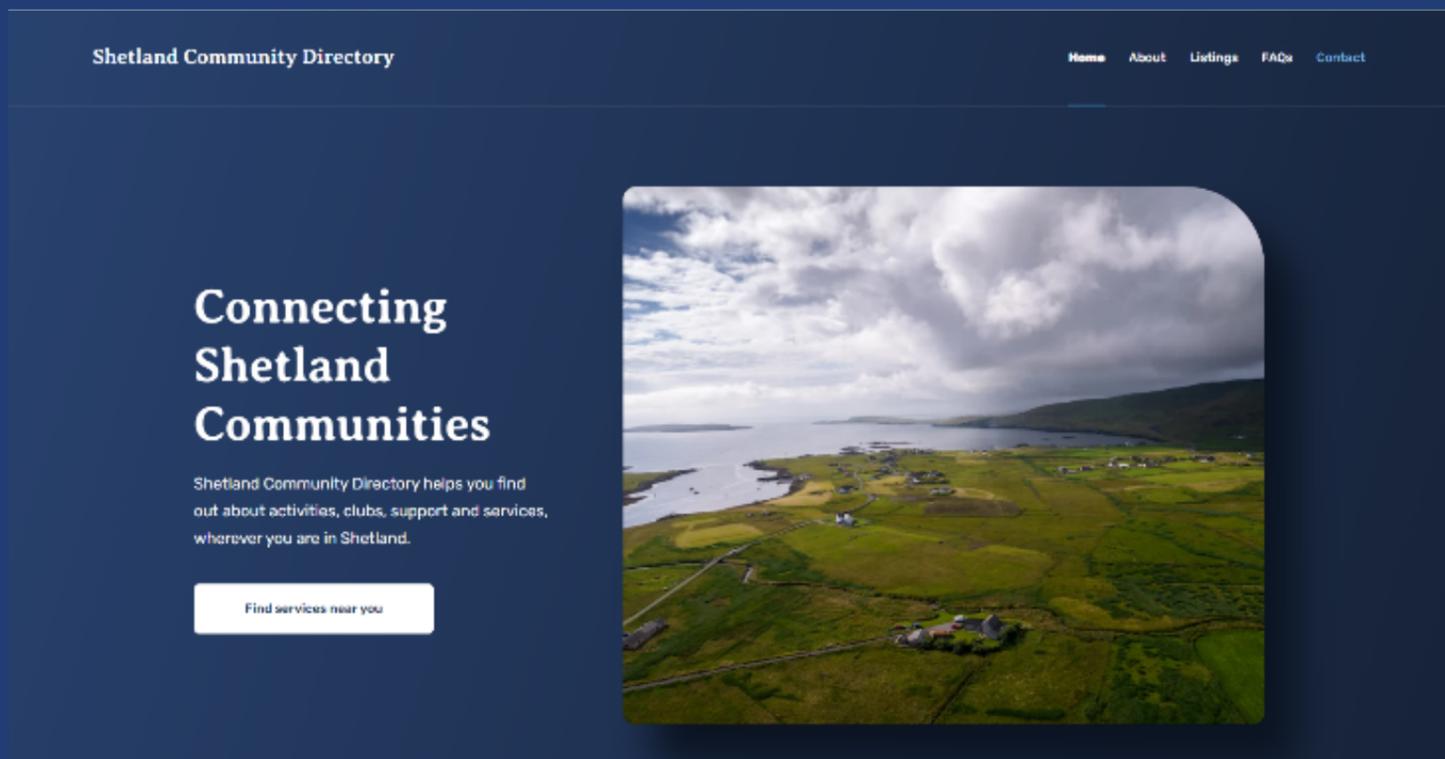


# Shetland Community Directory

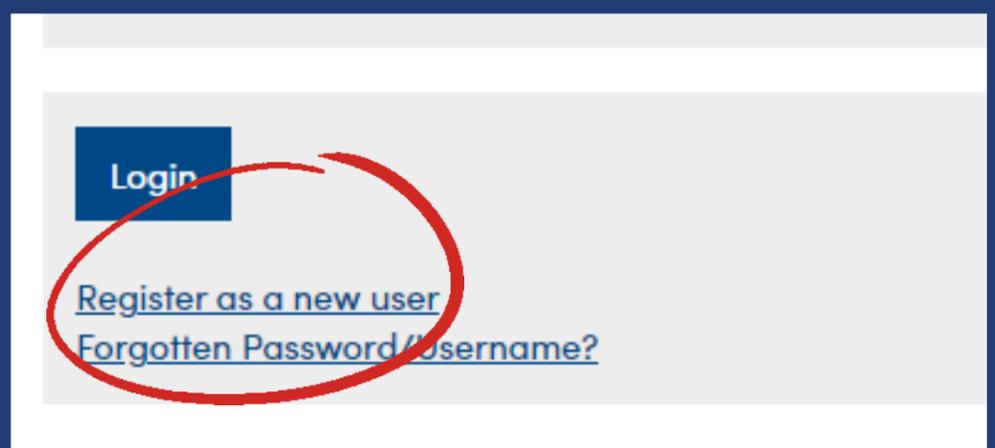
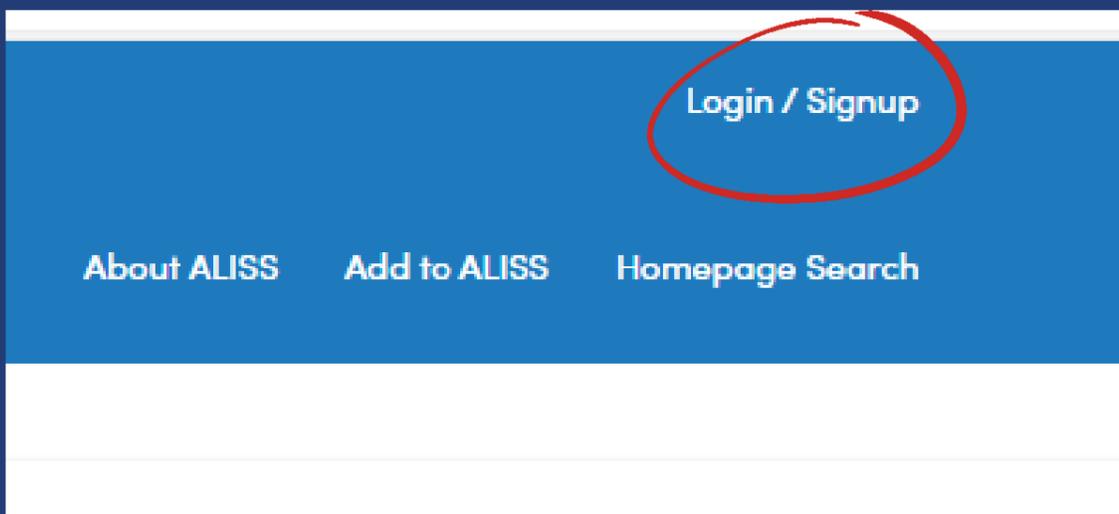
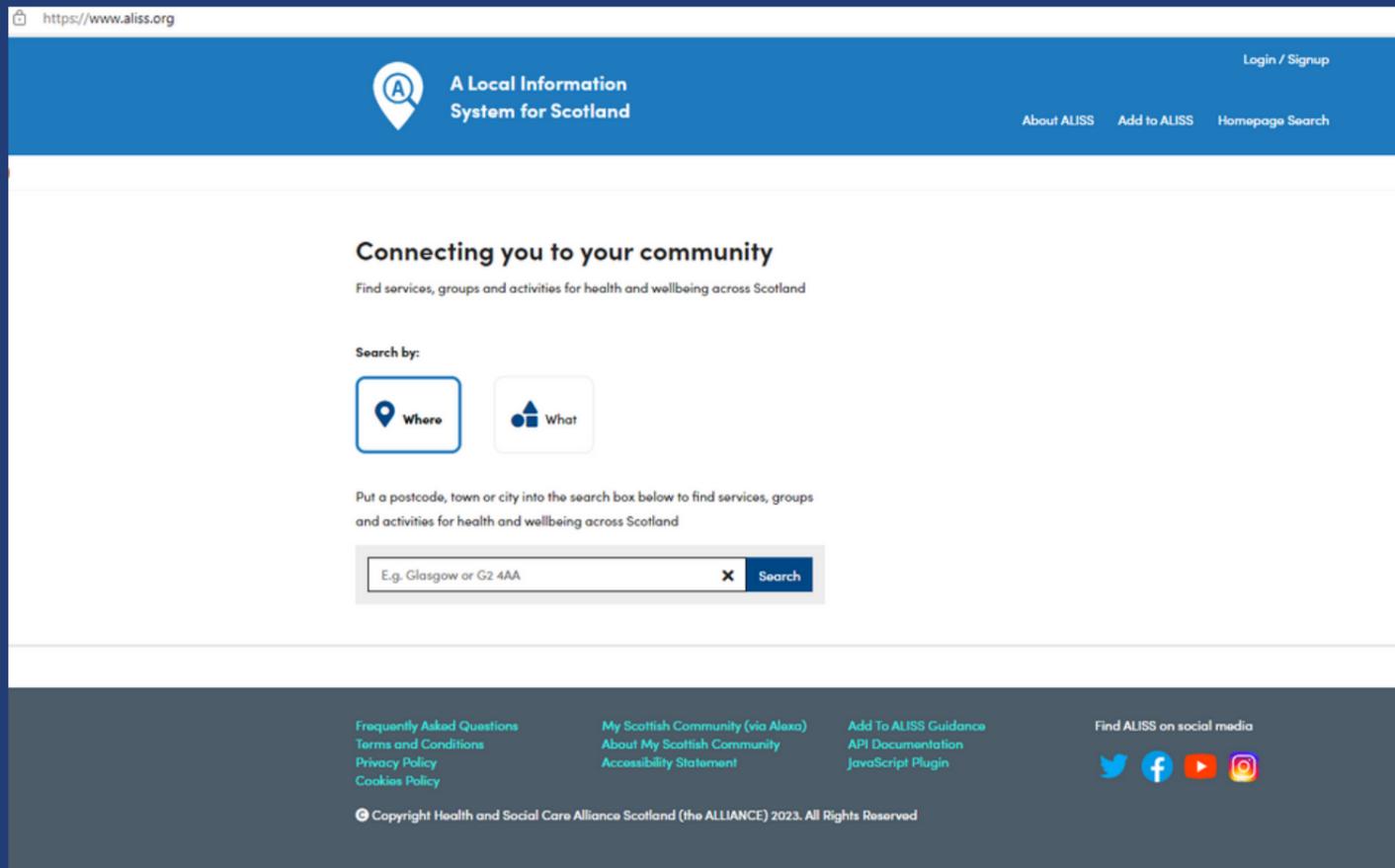
The Shetland Community Directory displays listings added to the [ALISS website \(A Local Information System for Scotland\)](#), that are relevant to Shetland. To add a listing to the Shetland Community Directory, it must be added to the ALISS website.

If you have any other issues or questions outside of what is included here, please get in contact via [shetlandcommunitydirectory@shetland.gov.uk](mailto:shetlandcommunitydirectory@shetland.gov.uk).



# How to register and add to ALISS

1. Search for [www.aliss.org](http://www.aliss.org) click on Login/Signup.
2. Select **Register as a new user**



## Register

Create a new ALISS account.

**Name (required)**

**Username (required)**

**Email (required)**

**Confirm email (required)**

**Phone number**

**Postcode**

3. Register for your ALISS account as shown above. Please make sure to remember your **User Name** and **Password**. When adding contact details, we recommend that you use a group email address that is associated with your service rather than an email address containing your name.

4. Click on the **Terms and Conditions** then, once happy, select **Register**. If this information is all correct and you haven't created an account previously, you will be taken to your **Dashboard**.

**Password (required)** ⓘ

Passwords must be a minimum of eight characters and must have at least one capital letter (A-Z), one lower case letter (a-z), one number (0-9).

**Confirm password (required)**

Before you register please read the terms and condition and the privacy policy (required)

[Terms and conditions](#) [Privacy policy](#)

I have read and accept the terms and conditions and privacy policy

[Register](#)

## My Dashboard

[SPEAK](#)

**Claimed** means that someone has taken responsibility for maintaining this information

### Management

<p><b>All Organisations</b></p> <p>View all organisations registered in ALISS</p>	<p><b>All Services</b></p> <p>View all services registered in ALISS</p>	<p><b>My Claims</b></p> <p>View and manage your cla</p>
<p><b>My Organisations</b></p> <p>Use this section to browse any organisations that you have the ability to edit.</p>	<p><b>My Services</b></p> <p>Use this section to browse any services that you have the ability to edit.</p>	<p><b>Unpublished Form</b></p> <p>Pick up where you left off.</p>
<p><b>Claims</b></p> <p>View and manage all claims submitted for organisations within the ALISS system.</p>	<p><b>My Collections</b></p> <p>View and manage your collections of services</p>	

5. To add an organisation, group, activity or service, select **Add to ALISS**.
6. Search for the name of the organisation, group etc.
7. If the organisation is listed on ALISS, it will appear in the search results and you shouldn't try to add another listing.
8. If the organisation isn't there, select **Add to ALISS** again.

**Add to ALISS**

### Search organisations

Before you try adding your organisation, check if it is already listed on ALISS by searching below.

✕
Search

### Can't find what you're looking for?

Use the button below to start the process of adding to ALISS.

Add to ALISS

9. Select **Start the form** and add the organisation name and details - you will also be able to claim your organisation on this page, if you would like to.

## Welcome

Please fill out the following form to add a support service, resource, or activity to ALISS.

Start the form

---

### How does it work?

The form includes the following steps:

- Organisation Details
- Service Details
- Where
- What
- Who (optional)
- Accessibility (optional)
- Media (optional)
- Summary

You will have a chance to edit your information prior to submitting the form for approval.

Please have this information to hand if applicable to your service:

- Web address
- Phone number
- Email address
- Social media links
- Location address
- Service images or videos

Your progress

### Step 1 of 8

---

## Organisation

Please provide details about the organisation that provides the service. You will be able to provide details about the service itself on the next page.

**Organisation Name** ?

**Do you want to claim this organisation?**

[Why should I claim?](#)

Yes

No

**Organisation Description**

Please add a description of the organisation that provides the service. This should include any details that someone might wish to know about your organisation, including an explanation of what to expect from it, availability times, and any requirements. (Excluding any personal information)

**B** ☰ ☰ ☰ ☰

Please enter a minimum of 50 characters and a maximum of 1000 characters, including spaces and punctuation.

1000 character(s) remaining

10. Fill in the details you would like to be available to the public then select **next**

### Contact Details

Please add any contact details for the organisation that provides your service. You must provide at least one way of contacting your organisation.

**Organisation Phone Number** ⓘ

**Organisation Email** ⓘ

**Organisation Web Address** ⓘ

**Organisation Facebook** ⓘ

**Organisation Twitter** ⓘ

**Organisation Instagram** ⓘ

**Next**

Your progress

### Step 2 of 8

---

### Service

Please provide details about the service.

**Service Name** ⓘ

Tick here if it is the same as the Organisation name

**Do you want to claim this service?**

You don't need to claim this service if you have claimed the organisation.  
[Why should I claim?](#)

Yes  
 No

**Service Summary**

Please add a short summary of the service. This summary will appear in ALISS search results and is what someone will see and hear about the service before they select it for more information.

Please enter a minimum of 50 and a maximum of 200 characters.

200 character(s) remaining

11. You will now need to add the service's information. This will most likely be the same as the information you have input for the organisation page so you can select the option, **Tick here if this is the same as the organisation** on many of the boxes.

Then select **next**

**Service Web Address** ⓘ

Tick here if it is the same as the Organisation web address

**Service Facebook** ⓘ

Tick here if it is the same as the Organisation Facebook page

**Service Twitter** ⓘ

Tick here if it is the same as the Organisation Twitter page

**Service Instagram** ⓘ

Tick here if it is the same as the Organisation Instagram page

**Service Referral Information URL** ⓘ

**Previous** **Next**

**How is your service accessed?** ⓘ

In person  
 Virtual (online, telephone, app)  
 Both (in person and virtual)

**Where is your service available?**

You can add both addresses and regions where your in person service is available using the tabs below.

[How should addresses be used?](#)  
[How should regions be used?](#)

---

**Please add or select an address**

Only add an address if people would come to this address to access the service.

[Add new location](#)

[Show on map](#)

12. Now select how the service is accessed. This will open an option to add an address and a Region if selecting **In person**.

### 13. Select **Add New location**.

You can either try putting the address into the search option, which will offer possible options or you can enter the address manually.

It is important that a postcode is added for your service. This will be used to categorise your listing by area within Shetland. Once you have input this, select **Add address**. If you don't remember to do this, the address won't save.

[Add new location](#)

**Please type and select an address**

Tick here if you wish to enter the address manually.

**Name** ⓘ

**Address** ⓘ

**City/Town** ⓘ

**Postcode** ⓘ

**Selected regions**

1 selection(s): [Hide all](#)

Shetland Islands (Local Authority)

---

**Select regions from the list below**

Please select a region or ward

Filter regions

Shetland Islands (Local Authority)

[Hide wards](#)

Shetland Central (Ward)  
 Shetland North (Ward)  
 Shetland South (Ward)  
 Shetland West (Ward)

14. Now Select **Regions** and input 'Shetland' into the search bar. **Shetland Islands (local Authority)** will appear. Select this option. You can also select a ward but this is not necessary unless you don't have an address because the Shetland Directory determines locality based on postcode. Then select **Next** at the bottom of the page.

15. You will now need to select what your service offers. You can do this via the search bar or by exploring the drop down options. Below are some options a community hall might use. Once you are happy with your selection, select **Next**.

### What

Please select up to 8 categories in either the first, second, or third level that best suit the service or resource.

Please note - first level categories are added automatically. For best search results, please use up to eight categories.

-  Activity [Show more](#)
-  Children and Families [Show more](#)
-  Community Resources [Show more](#)
-  Conditions [Show more](#)
-  Digital [Show more](#)

You have 6 categories selected

- Activity
- Creative and Cultural Activity
- Social Activity
- Children and Families
- Community Resources
- Community Hall

[Previous](#) [Next](#) [Return To Summary](#)

16. This section asks who your service is for. You can add this information but it won't be displayed on the Shetland Directory because it isn't set up to show this information at the current time. This is the same for Accessibility. You can either add this information or select **Skip** at the top right of the page.

### Who

[Skip this step](#) →

If this service is geared towards any particular community to support, please select the relevant groups here. This is to help people searching better find services that suit their needs.

Please select the communities that this service supports (optional).

- Care Experienced People
- Children and Young People
- Disabled People

[Show more](#)

### Accessibility

[Skip this step](#) →

If this service has any particular features that support people while accessing your service please select them below and provide some details about them.

Please select the access features that this service provides (optional)

**Dunrossness Public Hall, Dunrossness Public Hall, Shetland, ZE2 9JB**

-  Accessible building
-  Accessible car park
-  Accessible entrance
-  Accessible toilet
-  BSL (British Sign Language)
-  Electronic Note Taking (ENT) / Subtitling

Your progress  
Step 7 of 8

---

### Media

In this section you can: (optional)

- Upload an Organisation logo
- Upload a Service logo
- Add up to 3 images
- Add one embedded video link

All gallery images and videos will have to be approved by ALISS admins before they are made public.

### Organisation Logo

0 of 1 uploaded

Please add your organisation logo by selecting the choose file button below (optional)  
Please note – logos must be either JPG, JPEG or PNG files no larger than 1024Kb in size with minimum dimensions of 80 pixels by 80 pixels.

[Choose File](#)

[Skip this step →](#)

17. Please **Skip** the section on media.

18. You should now come to the **Summary**. Please take time to check this section and make adjustments to anything you notice is incorrect. Once you have done this and are happy with all details entered, please click **Submit For Review**. Once the organisation and service have been published by ALISS and are live on ALISS/Shetland Community Directory, you will get an email letting you know. This can take up to two weeks.

Your progress  
Step 8 of 8

---

### Summary

Please review the information you have provided us with and edit any sections as needed prior to submitting for approval

#### 1. Organisation

**Name**  
Dunrossness Public Hall

**Do you want to claim this organisation?**  
No

**Description**  
Public Hall run by volunteers for the Dunrossness community.

**Phone number**  
No information provided

**Email address**  
dunrossnesspublichall@outlook.com

**Web address**  
No information provided

[Previous](#) [Submit For Review](#)



## Organisation Names:

When adding the service and organisation, unless your service is the only one attached to an organisation, it is best to use the services' name for both. EG: It would be Scalloway Hall as both the organisation and service. Using a general organisation name such as 'Sports groups' will mean you own this name and prevents other services from also using it. This can create inconsistency across services.

## Organisation Ownership:

If your organisation has many services you can allocate one person to add all services under the one account, this may make it easier for some organisations however, this person would have control of all entries and would need to make sure that information is correct and kept up to date, as shown below.

**My Organisations** SPEAK

Total Results: 1

Name	Created On
<a href="#">Shetland Islands Council</a>	10/07/2023

**My Services** SPEAK

Total Results: 47

Service Name	Organisation Name	Created On	Updated On	Linked Areas
<a href="#">Family support and early intervention</a>	<a href="#">Shetland Islands Council</a>	26/09/2023	N/A	1
<a href="#">Family Placement - Adoption</a>	<a href="#">Shetland Islands Council</a>	26/09/2023	N/A	1
<a href="#">Adult Learning</a>	<a href="#">Shetland Islands Council</a>	26/09/2023	N/A	1
<a href="#">Registrar</a>	<a href="#">Shetland Islands Council</a>	21/09/2023	N/A	1
<a href="#">Family History</a>	<a href="#">Shetland Islands Council</a>	21/09/2023	N/A	1
<a href="#">Newcraighlea Care Home</a>	<a href="#">Shetland Islands Council</a>	20/09/2023	20/09/2023	1
<a href="#">Edward Thomson &amp; Tonia Support Services, Lerwick</a>	<a href="#">Shetland Islands Council</a>	20/09/2023	N/A	1
<a href="#">Benefits</a>	<a href="#">Shetland Islands Council</a>	07/09/2023	N/A	1
<a href="#">Burial Services</a>	<a href="#">Shetland Islands Council</a>	07/09/2023	N/A	1
<a href="#">Dental Services</a>	<a href="#">Shetland Islands Council</a>	06/09/2023	N/A	1

## Addresses:

Services must use the address for where the service takes place if it is a group or activity. Please do not use addresses for offices of the organisation. This will enable us to make sure that the information is appropriate for the user.

## How to claim an organisation

When logged into your ALISS account:

1. Click **Add to ALISS**.
2. Search for the name of an organisation, group etc.
3. Click the organisation name
4. Click the **Claim this organisation** button under Do you represent this organisation? on the organisation page
5. Fill in the form click **Submit request**, the ALISS team will review and approve your request. Once approved ALISS will let you know.

### Do you represent this organisation?

This organisation has not been claimed by one of it's representatives. If you represent this organisation and wish to make changes to this listing, please use the button below to start the process.

[Claim this organisation](#)