Shetland Community Directory

The Shetland Community Directory displays listings added to the <u>ALISS</u> <u>website (A Local Information System for Scotland)</u> 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.



Shetland Community Directory

Lerwick Town Hall

Provided by Shetland Islands Council

The Lerwick Town Hall, which stands prominently over the town centre, is Shetland's main civic building. The building is used for a variety of functions including civil marriages, citizenship ceremonies but it can also be booked by the public for events such as coffee mornings, dinner dances, concerts, meetings and conferences.

Contact information

- Wisit the website
- memberssupport@shetland.gov.uk
- 6 01595744511

How to register and add to ALISS

- 1. Search for <u>www.aliss.org</u> click on Login/Signup.
- 2. Select **Register as a new user**

ttps://www.aliss.org					
	A Local Informa System for Sco	ation Hand	About	ALISS Add to ALISS	Login / Signup Homepage Search
	Connecting you to y Find services, groups and activities for Search by:	your community health and wellbeing across Scotland			
	Put a postcode, town or city into the se and activities for health and wellbeing	arch box below to find services, groups across Scotland			
	E.g. Glasgow or G2 4AA	X Search			
	Frequently Asked Questions Terms and Conditions Privacy Policy Cookies Policy Copyright Health and Social Care Al	My Scottish Community (via Alaxa) About My Scottish Community Accessibility Statement liance Scotland (the ALLIANCE) 2023. All R	Add To ALISS Guidance API Documentation JavaScript Plugin Ights Reserved	Find ALISS on soci	al modia





Register
Create a new ALISS account.
Name (required)
Your Hall's Name
Username (required)
Hall name without spaces
Email (required)
Your Hall's Email
Confirm email (required)
Your Hall's Email
Phone number
Phone number for the person managing the listing
Postcode
Hall 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**.

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	assword (required) 🚺	
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I have read and accept the terms and conditions and privacy policy		t the terms and conditions and privacy policy



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.



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	Your progress Step 1 of 8
Please fill out the following form to add a support service, resource, or activity to ALISS.	
Start the form	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.
How does it work?	Organisation Name 🛈
The form includes the following steps:	
Organisation Details	Do you want to claim this organisation?
Service Details Where	Why should I claim?
• What	○ Yes
Who (optional) Accessibility (optional)	® No
• Modia (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

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 Ξ Ξ Ξ

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 Defails
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. <u>Why should I claim?</u>

⊖ Yes ⊛ No

Service Summar

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.

Service Web Address 0
Tick here if it is the same as the Organisation web address
Service Facebook 0
Tick here if it is the same as the Organisation Eacebook page



Then select **next**

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

12. Now select he
service is accessed
open an option to
address and a Re
selecting In pe

ow the This will add an gion if rson.

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 locati	on
Please type and	select an address
Dunrossness, S	hetland ZE2 9JB, UK
 Tick here if y 	ou wish to enter the address manually.
Name 🚯	
Dunrossness P	Jblic Hall
Address 🕕	
Dunrossness P	ublic Hall
City/Town 🚯	
Shetland	
Postcode 🚯	
ZE2 9JB	
Cancel Add	d address

14. Now Select Regions and input 'Shetland' into the search bar. Shetland Islands (local





Shetland Islands (Local Authority)	
Addresses	Regions
Select regions from the list below	
Please select a region or ward	
Filter regions	
shetland	
 Shetland Islands (Local Authority) Hide wards Shetland Central (Ward) Shetland North (Ward) Shetland South (Ward) Shetland West (Ward) 	

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.

Type to filter categories	
Activity Show more	
Children and Families	
Community Resources	
Conditions Show more	
Digital Show more	

You have 6 categories selected					
8 Activity	Creative and Cultural Activity		Social Activity	Children and Families	Community Resources
8 Commun	nity 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).

Type to filter community groups

- 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

Type to filter accessibility features		
<u>ه</u>	Accessible building	
	Accessible car park	
8	Accessible entrance	
C &	Accessible toilet	
	BSL (British Sign Language)	
	Electronic Note Taking (ENT) / Subtitling	

our progress	
Step 7 of 8	
Media Skip this step →	
n this section you can: (optional)	
Upload an Organisation logo	
Upload a Service logo Add up to 3 impages	
Add up to similages Add one embedded video link	
Il gallery images and videos will have to be approved by ALISS admins before they are made public.	
Organisation Logo	
of 1 uploaded	
lease add your organisation logo by selecting the choose file button below (optional) lease note – logos must be either JPG, JPEG or PNG files no larger than 1024Kb in size with minimum dimensions of 80 pixels y 80 pixels.	
Choose File	

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

No

Do you want to claim this organisation?

Description Public Hall run by volunteers for the Dunrossness community.

C Phone number No information provided

Email address

dunrossnesspublichall@outlook.com

Web address
 No information provided



Additional Information and Support for Issues

How to Edit Your Service once published:

To edit your service, log in to ALISS, go to My Dashboard, select My Services, a list will appear (only one listing will appear if this is all you have added) select the service you want to edit. This will take you to the services page. In the column titled 'Actions' on the right of the page, select 'Edit Service' and this will allow you to edit your service information.



Error Pages:

The error page below will appear when information that has been input can't be processed or a service has been entered more than once. If you are seeing this error page, you will need to check the listing for issues that may be preventing it from from saving. If you have input your information already and confirmed it, the service will need to be verified by ALISS and will not appear on the site straight away. Please don't try to add a service multiple times.

Server Error in '/' Application.

Object reference not set to an instance of an object.

Nescription: As untrached exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it angusted in the code

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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 ⊙
r	
Total Results: 1	
Name	<u>Created On</u> +
Shetland Islands Council	10/07/2023

My Services 🚺 SPEAK 💿				
	Search			
Total Results: 47				
Service Name	Organisation Name	Created On -	Updated On	Linked Areas
Family support and early intervention	Shetland Islands Council	26/09/2023	N/A	1
Family Placement - Adoption	Shetland Islands Council	26/09/2023	N/A	1
Adult Learning	Shetland Islands Council	26/09/2023	N/A	1
Registrar	Shetland Islands Council	21/09/2023	N/A	1
Earnily_History	Shetland Islands Council	21/09/2023	N/A	1
Newcraigielea Care Home	Shetland Islands Council	20/09/2023	20/09/2023	1
Edward Thomason & Taing Support Services, Lerwick	Shetland Islands Council	20/09/2023	N/A	1
Benefits	Shetland Islands Council	07/09/2023	N/A	1
Burial Services	Shetland Islands Council	07/09/2023	N/A	1
Dental Services	Shetland Islands Council	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