



## How to edit/enter information about your services and activities on the Portal

You may have asked us to 'pre-populate' your group services and activities information on the Portal. OR you may be entering your information from scratch.

If you asked us to pre-populate your information, we may not know everything about your service or activity. There may be gaps or details may have changed.

Some answers/responses ('data fields') would have been left blank or had something entered to show that the information needs checking and editing with the correct information.

Please log on to access the Portal. Review your group services and activities information and look for data fields that contain: a symbol; an instruction or some non-specific text.

Most of the data fields that need you to do something are:

**Title**

**Description**

**Sub category**

**Frequency**

**Regular time**

**The address fields**

**The accessibility symbols** (not being selected)

**The funding support box**

**The average attendance box**

**The maximum capacity box**

The following slides will show you what to look for and how to make the changes.

# Pilates

View **Edit**

Click here to edit

**Basic Information**

**Branch:** | Group

**Type:** Regular Event/Service

**Category:** Pilates

**Description:** Please add description

**Where and When**

**Frequency:** Monthly

**Regular Time:** Please add times

**Address:** Aisling Centre  
37 Darling Street  
Enniskillen  
BT74 7DP

**Additional Notes:**

No accessibility symbols

**Further Information**

**Delivered By:** Professionals

**Target Audience:** People with MS

**Funding:** Partly funded by the MS Society Group, there is also a fee for individuals attending

**Price:** 75% of the cost of the therapy (up to £500)

**Transport provided by the branch:** No

**Staff Only**

**Maximum Capacity:** 0

**Average Attendance:** 2

**Risk Evaluation:** High Risk according to category: Pilates

Missing figure

Add a description in your own words. On some fields a 'tool tip' will appear when you 'hover' your mouse over the data field to give you more guidance

Manage Groups Members Volunteers Services & Activities

## Pilates

View Edit

Branch / Structure

Group

Title

Pilates

Description

Please add description

Type

Regular Event/Service

Category

Exercise

Mind and Body

Pilates

Frequency

Monthly

Regular Time

Please add times

Location / Venue

Please include as much detail as you can. You might want to include: who the service is aimed at; what people can expect from this service. E.g. "This exercise class is for people with MS who want to improve their strength and coordination"

14:18  
31/03/2017

If the service runs from a building please tick all the accessibility options that apply. If it is not run from a building, tick the N/A (not applicable) box

Answer the transport question and use the space in 'Additional notes' to tell us about transport options and any relevant information people need to know, who to contact and any restrictions in the appropriate boxes. Look at the tool tips to help you

https://portal.mssociety.org.uk/service/1736/edit Axon MS Pilates | MS Society Portal

Postcode  
BT74 7DP

Venue Accessible

To answer 'yes', at least one accessible toilet must exist once inside the venue

Accessible internal environment  Accessible toilet

To answer 'yes', one of these features must exist. If the only access for people unable to walk is a lift, this cannot be a platform lift

Level access

To answer 'yes', at least one disabled parking space exists in very close proximity to the venue entrance

Parking facilities for disabled people

To answer 'yes', one of these features must exist. If the only access for people unable to walk is a lift, this cannot be a platform lift

Ramped access

N/A – this service does not take place at a fixed venue

Transport provided by the branch

Additional Notes

Contact Details

Activity Restrictions

Please enter any restrictions on attendance e.g. Women only, Referral required. Please note that this field may be made public.

Target Audience

14:22 31/03/2017

Check we have selected the right option from the drop down lists where they are used  
Fill in any missing information, again there are tool tips to help you

Please enter any restrictions on attendance e.g. Women only, Referral required. Please note that this field may be made public.

**Target Audience**  
People with MS

**Funding**  
Partly funded by the MS Society Group, there is also a fee for individuals attending

**Price**  
75% of the cost of the therapy (up to £500)

**Funding support, is there support available?**  
 Yes  
 No

**Service Cost**

**Delivered by**  
Professionals

**SLA / Contract?**

**Maximum Capacity**

**Average Attendance**  
2

**Evaluation Date - When did you last evaluate the service, to check that it is still relevant and necessary?**  
E.g., 31/03/2017

**Attach Files to this Service**

**Tooltip:** What is the total cost to the group to hold the activity per session? Include the following where relevant: venue and equipment hire, professional's fees and expenses. Transport, subsidies and refreshments for people who attend.

If you have a Service Level Agreement or contract for the service you can attach a copy.

Make sure the active box is ticked, then click 'save' to ensure we can see this service

g., 31/03/2017

Attach Files to this Service

+ Add a file

This Service/Event is considered high risk and requires a full risk assessment. Detail can be found [here](#).

Status

Active

If a regular service is discontinued you will need to return here and untick this box. Any service or event record that is not reviewed and saved for a period of 12 months will be automatically set to inactive. Notification messages will be sent by email prior to this.

✓ Save

If any required data fields are not completed when you click 'save' the Portal will alert you to go back and add information. Look through all the data fields (scroll up and down). The missing information will be highlighted in red

If any of the above information is incorrect please contact the Supporter Care Centre on 0300 500 8084 or by email at [supportercare@mssociety.org.uk](mailto:supportercare@mssociety.org.uk)

Multiple Sclerosis Society. Registered charity nos 1139257 / SC041990.

Registered as a limited company in England and Wales 07451571

© 2017.

**Health and Safety** some services entered will ask for details that will help you identify the health and safety requirements. Where we have added information in response to these questions, please check and edit them if necessary.

Attach Files to this Service

[+ Add a file](#)

Will a competent person be responsible for setting up the venue, managing the venue and emergency arrangements throughout the event?

Yes  
 No

Will the event or service involve people other than the attendees, trainers, speakers or members of the public?

Yes  
 No

Will MSS volunteers or staff be providing personal care normally delivered by a carer?

Yes  
 No

This Service/Event is considered high risk and requires a full risk assessment. Detail can be found [here](#).

Status

Active

If a regular service is discontinued you will need to return here and untick this box. Any service or event record that is not reviewed and saved for a period of 12 months will be automatically set to inactive. Notification messages will be sent by email prior to this.

[✓ Save](#)

Windows taskbar: 15:18, 31/03/2017