**How to update your group’s ‘Near Me’ page**

Your group’s ‘Near Me’ page on the MS Society website will be the first thing many people come across when searching for support in their area.

You can find your group’s ‘Near Me’ page by searching the name of your group in the search bar on the MS Society website. Here’s an example of [a group’s ‘Near Me’ page.](https://www.mssociety.org.uk/care-and-support/local-support/local-groups/surrey-group)

We know each group is unique, from the support you offer to the activities you run. Your ‘Near Me’ page is an opportunity to introduce people in the area to your group. And let them know how they can get in touch.

Each ‘Near Me’ page can include:

* a contact number and email address for your group
* links to your group’s social media
* a personalised description of your group
* details of services and events your group offers (these need to be uploaded via the Portal to automatically update your ‘Near Me’ page)

This form should be completed if you’d like to update any of your contact details, social media links or add a personalised description of your group.

**Who should fill in this form?**

We recommend that Group Coordinators complete the form or nominate a member of the Coordinating Team to, just to avoid multiple forms being submitted. For groups without a Group Coordinator, the Coordinating Team should nominate one person to fill in and submit the form.

**To fill in the form:**

* Click on ‘Enable editing’ in the banner on the top of the screen
* If this message does not appear, select ‘View’ in the top left of the screen and then select ‘Edit document’
* Click on the allocated grey areas in the form below to enter your copy

You can find instructions of who to send your completed form to at the bottom of this document.

**Contact details**

To update or add any of your contact details to your group’s ‘Near Me’ page, please fill in the table below:

|  |  |
| --- | --- |
| **Contact details**  | **New details to be uploaded to website**  |
| Group email address:  |        |
| Group phone number:  |        |
| Group Facebook link:  |        |
| Group Twitter link:  |        |
| Group Instagram link:  |        |

**Personalised ‘Near Me’ description**

Your 'Near Me' description will give you an opportunity to introduce your group to people in your area who might be looking for support. Whilst it needs to be kept brief, it's a chance to add a personal touch so you can engage with more people and give them a taster of what your group is here for.

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| If you’d like to personalise the description of your group on your ‘Near Me’ page, please provide a paragraph about the services / events it offers to people affected by MS.    The paragraph could include: * A summary of what your group does and what area it covers
* Who your group is made up of / how long it’s been running for
* The services and events it provides (be vague so if anything changes, it’s still relevant)
* How joining the group could benefit someone with MS

 Here’s an example:  Hello, welcome to the (name) Group. Whether you’ve recently been diagnosed and looking for support, or you’ve been living with MS for a while and want to make some new friends, we’d love to connect with you. Our group welcomes family and carers too – the more the merrier!  We’ve been running for over five years now and there are around 20 people who are part of our group. It’s a great support network and we can signpost you to useful information and services. But we have lots of fun too. We regularly host social gatherings and exercise classes. Why not get in touch to find out more, or check us out on social media. Hope to meet you soon!   **This section has a maximum of 120 words** (around 680 characters with spaces).  |
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**How to submit the form**

Once you’ve filled in the form, save it as a word file on your device and then please email it as an attachment to volunteercomms@mssociety.org.uk