

## Steady Steps

### Log-in and Manage your Locality Profile

- Log-in to the Active Together website and ensure you have admin rights for your Locality Profile – see below. If not, please request to 'Link to this Organisation' and you will be approved.

[www.active-together.org/blaby](http://www.active-together.org/blaby)

[www.active-together.org/charnwood](http://www.active-together.org/charnwood)

[www.active-together.org/harborough](http://www.active-together.org/harborough)

[www.active-together.org/hinckleyandbosworth](http://www.active-together.org/hinckleyandbosworth)

[www.active-together.org/leicester](http://www.active-together.org/leicester)

[www.active-together.org/northwestleicestershire](http://www.active-together.org/northwestleicestershire)

[www.active-together.org/melton](http://www.active-together.org/melton)

[www.active-together.org/oadbyandwigston](http://www.active-together.org/oadbyandwigston)

[www.active-together.org/rutland](http://www.active-together.org/rutland)

### Adding your (ongoing) Sessions

- Once you are logged in, go to your 'Dashboard' (click the burger menu/3 lines top right of the website) and then 'My Clubs/Organisations'
- Your Locality Profile should now be listed, click 'Manage'.
- Scroll down and click 'Add new activity'
- Complete the relevant fields required, please see below for key fields:
  - **Is this activity linked to a local or national programme?** Please ensure you type and select 'Steady Steps'
  - **Attachments:** Please upload your flyer detailing the sessions where relevant.
  - **Type of Activity:** Please ensure you select the relevant physical activity, sport or wellbeing activities that apply to your session i.e. Falls Prevention.
  - **Sessions List:** Add your ongoing/multiple sessions that repeat daily/weekly/monthly.

### Steady Steps Sessions will then be promoted via:

- [www.active-together.org/steadysteps](http://www.active-together.org/steadysteps)
- [Get Active Search Engine](#)
- [A-Z of Physical Activity, Sport and Wellbeing](#)
- Social Media/Newsletters where required

Any queries?

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