**Admin team meeting: Solgrid input**

[**www.solgrid.org.uk/eyc**](http://www.solgrid.org.uk/eyc)

* Probably all aware that we now have an Early Years and Childcare website, accessible to all internet users
* I have access to make amends, updates-trying to keep it quite active
* Just wanted to take a little bit of time to outline some of key content to you as this me help you to signpost practitioners when they phone in, and possibly start to reduce number of calls

**Demonstrate**

**Home**

* I update News reel with updates, consultations etc. Events automatically updates with Training brochure information, but this can also be added to

**Training**

* based on courses outlined in training brochure but also includes other relevant information/links related to courses/reading materials
* booking procedures and related FAQ are available here
* see Safeguarding FAQ content
* buttons for prospective CM and providers to find out some useful information in the first instance

**Team**

* each team member profile
* team and collaborative structure charts
* outline of LA offer to settings

**Communications**

* letters and updates to settings-long-term plan is to stop emailing out and just add to website

**Resources**

* updated quite regularly, arranged in categories
* see grids, formats and tools

**Reading corner**

* updated quite regularly and some content is linked to News reel so that it is flagged up on Home page

Planning to make one small aspect of maintenance accessible to some members of the admin team. Currently when a course fills up this is highlighted on the training brochure on H-drive. I have checked this and then added FULLY BOOKED to the relevant course on Solgrid. Want to miss out the H-drive step and the appropriate admin member/members will have login details to be able to go on to the website dashboard and add FULLY BOOKED. Where additional courses are put on, and spaces available, it would be useful to be alerted so that I can add these on to Solgrid.

**Model**

* Login (www.solgrid.org.uk/eyc/wp-admin)
* Events
* Locate course and click on title
* Next to title type in FULLY BOOKED
* Click update

**Any questions?**