Quick Guide to using The Link Website

How to Register:

- Enter the following URL into the internet browser: https://thelink.slough.gov.uk
- Click "register" top right corner.
- Enter in your details (i.e. name, school, username etc.)
- Select if you wish to receive the weekly newsletter.
- Select "I have read the terms and conditions" once reading the terms and conditions.
- The Link Team will receive an email informing us of a new registered user request, which we will then verify and approve.
- Once approved, users will receive an email notification asking them to set their password.
- Use username and password to log in each time entering The Link Website.

How to filter News:

- Please note the news contains external news as well as internal news. Internal news is what we upload onto the website.
- Go to https://thelink.slough.gov.uk and scroll down until you see news (this is the third box on the homepage).
- You will then come across a rectangle box which includes filter tabs. If you select the drop down next to "Filters" you can select which type of information you want to see such as news from: The Link; Department for Education; Ofsted; and BBC Education.
- You can also filter via month as early as December 2017.
- Select "apply" once you have filtered your desired choice and your results are then displayed.

How to filter Events:

- Go to https://thelink.slough.gov.uk and from the main navigation select Events.
- Next to "Filters" Select how you wish to filter. Options are Focus, Type and/or Month
  - Focus Filters are as follows: Early Years; Inclusion; Safeguarding; Schools; SEND
  - Type Filters are as follows: Briefing & Seminar; Conference; Network; Partnership Group & Board Meeting; Training.
- Once applied the desired filter select "apply" and your results shall be displayed below.
- You can also select calendar (next to the "list" part of the filter box) and view the events in calendar view.

Did you know?

1. When using the website you can navigate to the homepage by clicking on The Link logo?

2. We have a twitter page that also provides regular updates?

3. Each event has a coloured tag displayed in the events page which shows what type and focus the event is.

4. You can view past and upcoming events simply by hovering over "Events and Training" from the main navigation (in red) and selecting "past events" or "forthcoming events".

5. You can enter into the search bar (located top right corner 🔍) what you are looking for and you will receive a list of everything related. You can also filter this by "type" which includes: events; external news; news; basic pages; school providers.

   If you still do not find what you are looking for, you can filter via "related tags" which will include every page that has that tag on it. This list of tags is extensive but include tags such as childminders; early years; childcare; children's centres; policies; schools; nurseries, primary, secondary etc.

How to help The Link:

- Please email thelink@slough.gov.uk to provide us with feedback. Your views are valued to us and your feedback will help improve our services to you.

- You can do this by selecting a ☺ or a ☹ on any page you like or dislike to anonymously provide us your thoughts OR you can email thelink@slough.gov.uk and let us know what you think!