

YHFF.ORG.UK

USER GUIDE



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WHO USES THE WEBSITE TO FIND WHAT?

WHAT IS YHFF.ORG.UK?

Is a portal that helps young people, their families and schools to find, and access local support.

The website has been designed, and is continuously being developed, alongside young people, their families, and our members and partners, so that it is easy to use and works for all.

The portal is also used to access support from the voluntary and public sector in the borough.

TIP: YOU CAN ATTEND AS MANY PROJECTS AS YOU LIKE.

YOUNG PEOPLE

Aged 0-18years(or up to 25yrs for SEN) to see events are being advertised by local organisations

PARENTS

To find support and networking opportunities

SCHOOL STAFF

To find training and programmes aimed at teachers and school support staff.

CHARITIES

To find opportunities aimed at charities and community group (e.g. training / partnerships).

WHAT TYPES OF SUPPORT CAN I FIND ?

TIP: YOU CAN JOIN AS MANY SERVICES AND PROJECTS AS YOU WANT.

IN-PERSON SUPPORT

Where you can physically attend sessions such (e.g. Football club / cooking classes).

ONLINE SUPPORT

Covid-19 has meant that many of your services have moved online.

You can now find live broadcast or pre-recorded / Zoom sessions.

ONLINE RESOURCES

Resources for a specific problem or need.

WHAT IF YOU DO NOT LIVE IN THE BOROUGH?

Numerous Young People Foundations (YPF) are now operating this system. Please check with your local delivery boroughs.

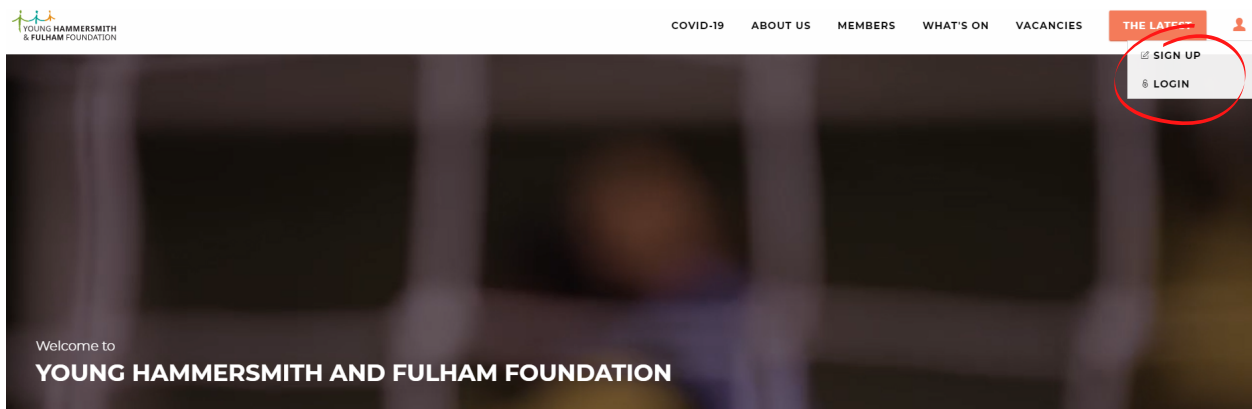
A lot of organisation run projects for participants between boroughs, but if they have not specified this on their project listing, please contact them directly to double check.

For more support, please get in touch with your local YPF organisation and they will direct you to the right person

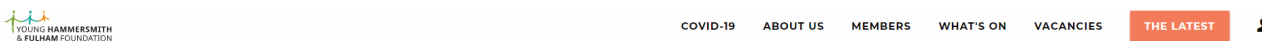


GETTING STARTED

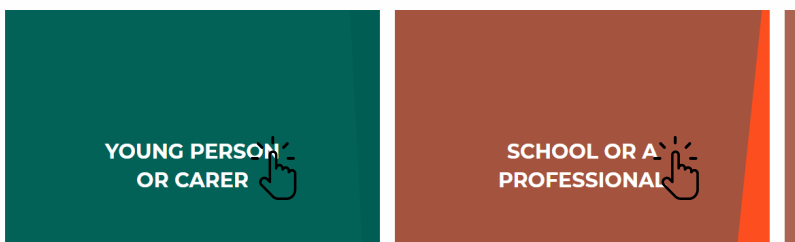
In the top right hand corner there is a little button with a drop down that says 'Sign Up or Log in'. Click **'SIGN UP'**



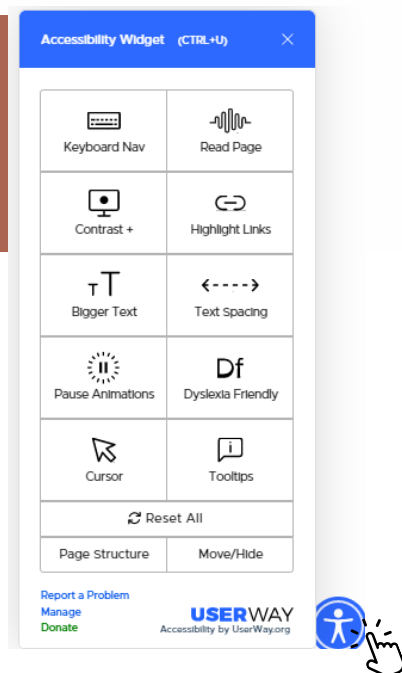
Then click **'young person or carer'** or **'school or a professional'** depending on which applies best to you



CREATE A YOUNG HAMMERSMITH AND FULHAM FOUNDATION ACCOUNT WHO ARE YOU?



TIP: IF YOU REQUIRE SUPPORT, CLICK ON THE USERWAY WIDGET IN THE BOTTOM RIGHT CORNER, WHICH WILL ENABLE YOU TO ADAPT THE PAGE FOR A SIMPLER AND MORE ACCESSIBLE BROWSING EXPERIENCE.



Then you will be directed to the website '**CREATE AN ACCOUNT**' page which you need to complete with your details. It will look like this:

TIP: IF YOU ARE ALREADY SIGNED UP ON ANOTHER YPF WEBSITE, PLEASE USE THE SAME EMAIL AND THE SYSTEM WILL NOTIFY YOU THAT YOUR SIGN UP HAS BEEN SENT WITH YOUR PROFILE FROM THE FIRST YPF YOU SIGNED UP WITH - AND AS LONG AS THEY VERIFY YOU THEN YOUR PROFILE IS AUTOMATICALLY CHANGED ACROSS ALL SITES WHEN YOU MAKE EDITS.

CREATE AN ACCOUNT

First Name*	Last Name
Paul	Smith

Email*

Paul.Smith@hammermithschool.com

Password*

.....

Repeat Password*

.....

Borough*

Hammersmith

Name of the school*

Hammersmith School

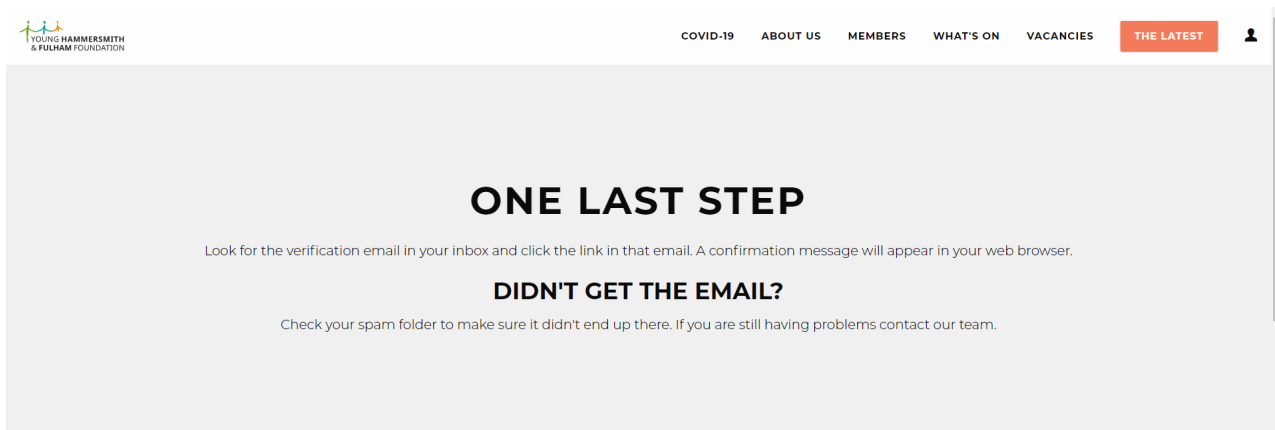
Your Job Title*

✓
I'm not a robot

reCAPTCHA
Privacy - Terms

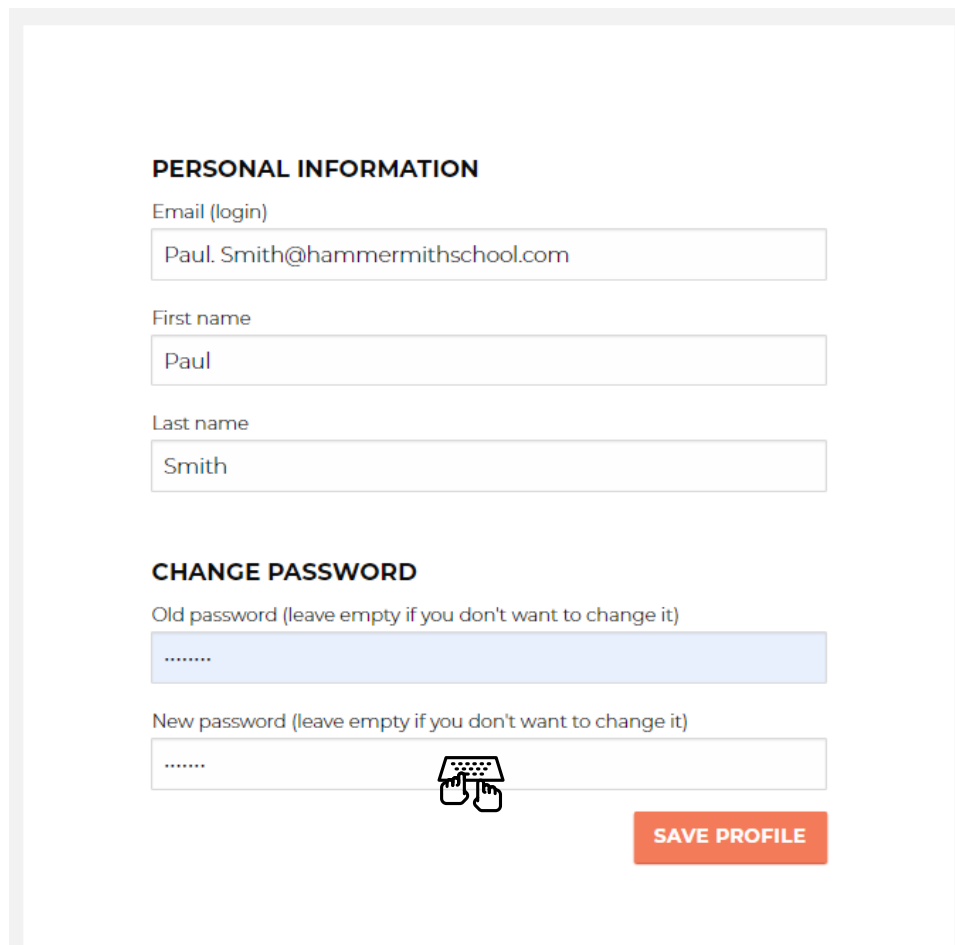
REGISTER

After you have submitted your details and clicked '**REGISTER**' you will receive an automated email confirming your submission.



Then you will receive a further email from YHFF when your account has been confirmed by one of the team.- Please allow **3 working days**.

Once you receive the activation email, follow the link in the email to the YHFF website and click '**CREATE PROFILE**' You will be directed to this page:



The screenshot shows a web form with two main sections. The first section is titled 'PERSONAL INFORMATION' and contains three input fields: 'Email (login)' with the value 'Paul. Smith@hammermithschool.com', 'First name' with the value 'Paul', and 'Last name' with the value 'Smith'. The second section is titled 'CHANGE PASSWORD' and contains two password input fields, both with masked characters '.....'. A cursor icon is positioned over the 'New password' field. At the bottom right of the form is a red button labeled 'SAVE PROFILE'.

The '**PERSONAL INFORMATION**' page will allow you double check your information and also change your password should you need to.

Once you become a member you will be able to do the following;

THINGS TO DO:

You will be granted full access to upcoming projects and event form our members.

REVIEWS:

You will be able to leave reviews on services you have attended or used, to let other people know how well and/ or useful they are.

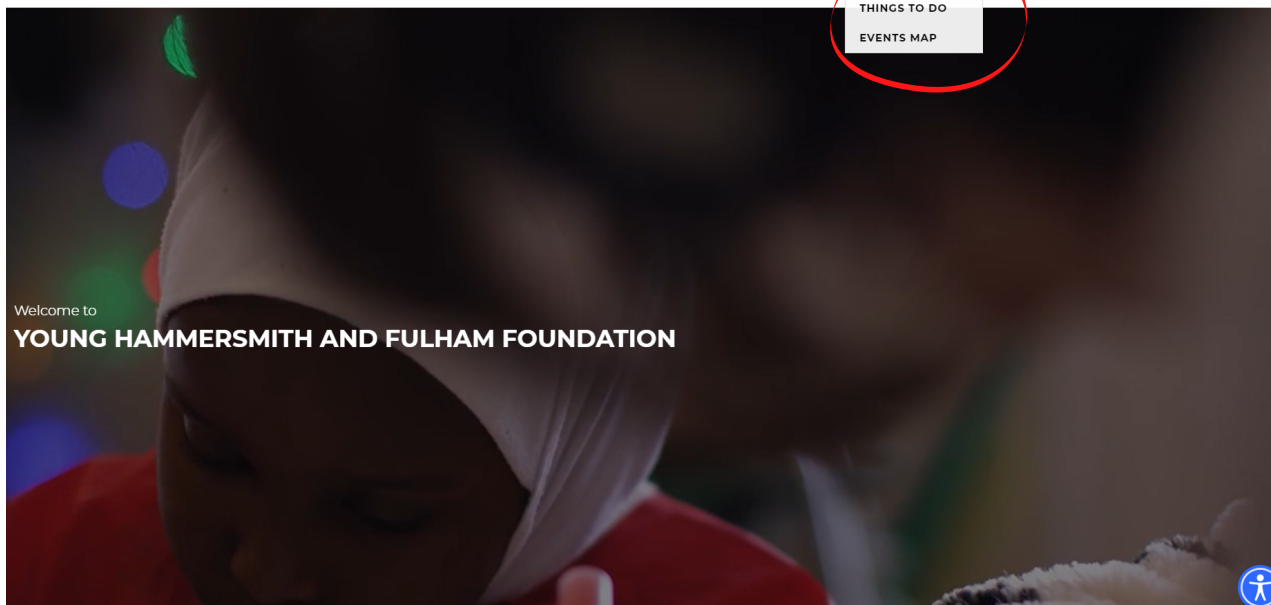
Searching for things to do on our website is super simple!
Go to the menu bar and click on **'WHAT'S ON'** and then click on **'THINGS TO DO'**

SEARCHING FOR THINGS TO DO

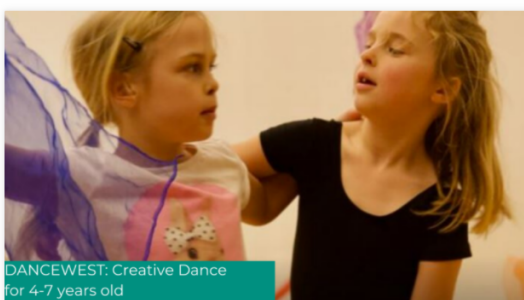


COVID-19 ABOUT US MEMBERS **WHAT'S ON** VACANCIES THE LATEST ACCOUNT

THINGS TO DO
EVENTS MAP



You will then be taken to this page which will allow you to browse all the current projects on offer.



DANCEWEST: Creative Dance for 4-7 years old

EARLY YEARS

Ages 0 - 5

SEE PROJECTS



Masbro Youth Club (MYC)

CHILDREN & YOUNG PEOPLE

Ages 6 - 25

SEE PROJECTS



Once you select the '**PROJECTS**' from the relevant categories, it will take you this page where you will be able to '**REFINE THE RESULTS**' to filter the projects on offer, in order to find the most suitable one(s) for your need.

Once you find a project you like and click on it, you will be taken to the project page where you can find more information (e.g. Type/Cost / Organisers).

← BACK | LAST UPDATED ON 05/08/2020

ABOUT PROJECT

Join us for a 10-week programme that explores and teaches the craft of Directing for Stage. During this series of online classes, you will acquire the skills and understand the process of a theatre director from page to stage. Classes will cover directing classical work, touring productions, devising and musicals.

This class is aimed at those who are directing work towards the end of their formal education or are considering pursuing a career as a theatre director.

Live Interactive classes will run weekly on a Thursday from 5pm - 6.30pm, online via zoom following the Hammersmith & Fulham term dates, starting on the 24 Sep and finishing on the 03 Dec (there is no class on the 29 Oct).

Bursary spaces are available. Please email learning@lyric.co.uk for more information on bursaries.

Please note you must book for this class before 10am on the 14-Sep 2020.

- Online Support
- Young People
- £40 per 10 sessions
- 16 - 25
- 24/09/2020-03/12/2020

ORGANISER



You will also find a calendar informing you when the event is taking place, as well as the option to review the project once you have attended it.

PROJECT RUNS WEEKLY
 During: **School Term**
 Excluding: **School Holidays & Bank Holidays**

Mo	Tu	We	Th	Fr	Sa	Su
			18:00-19:30			

No session during half term - 29th October

Application is required for this project

[APPLY ON MEMBER WEBSITE](#)

REVIEWS



FEELING LUCKY?
 Why not leave a review now for a chance to win a YHFF notebook in our monthly prize draw? Go on, you know you want to really.

There are no reviews yet!

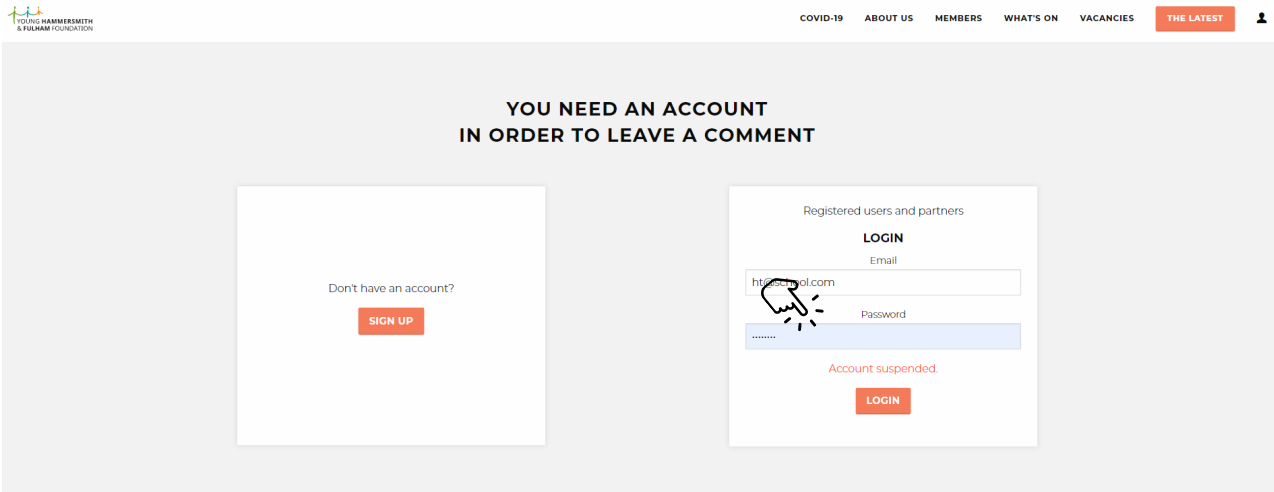
[WRITE A REVIEW](#)

REVIWEING PROJECTS

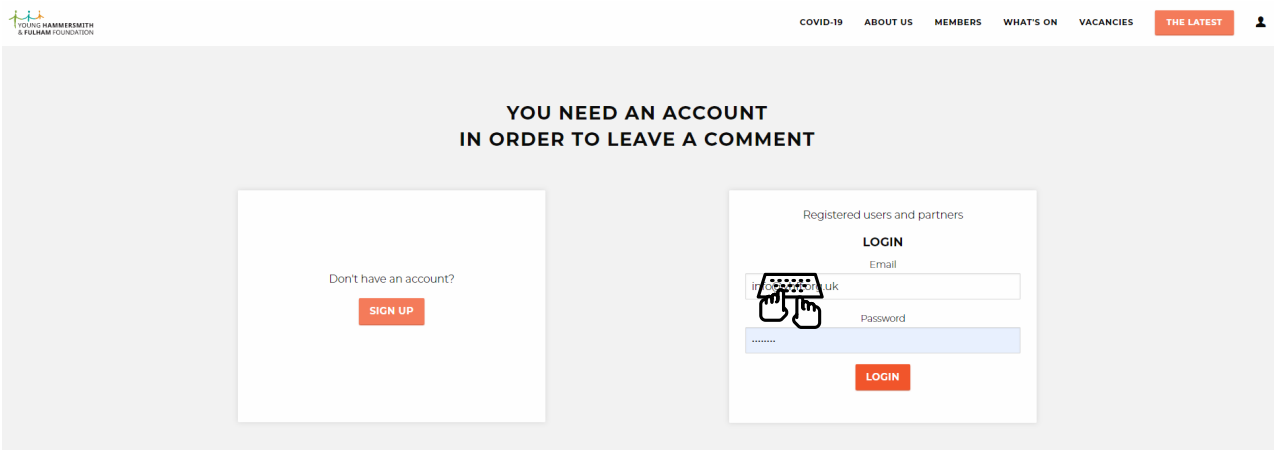
TIP: LEAVING A REVIEW AUTOMITACLLY ENTER YOU INTO A PRIZE DRAW, SO THERE MORE REVIEWS YOU LEAVE, THE MORE LIKE YOU ARE TO WIN SOMETHING

To review project you simply need to select the project and click on review, if you are not logged in at the time, you will be asked to login as you need to have an active account to log in.

If your account has not been used in while you might find your account has been suspended, if you get the error message as listed below, email info@yhff.org.uk to get your account reactivated.



Once your account has been reactivated you simply click on the 'review' on the project again which will bring you to this screen again, where you can fill in your login details.



You will be taken to this screen where you can leave your star and text reviews.

COVID-19 ABOUT US MEMBERS WHAT'S ON VACANCIES THE LATEST ACCOUNT

REVIEW DIRECTING FOR STAGE (AGES 16 - 25)

Your rating
★★★★★

Review:
I loved it! :)

SUBMIT

Once you save your comment, it will show up on your dashboard where you will have the option to edit it if you change your mind.

COVID-19 ABOUT US MEMBERS WHAT'S ON VACANCIES THE LATEST ACCOUNT

PROJECT REVIEWS

There are no reviews yet

Directing for Stage (Ages 16 - 25) ★★★★★
[edit]

Your review will also be shown on the page of the event. The more reviews a project has, the higher it will be ranked in the searches.

you know you want to really... 😊

★★★★★ 5 | 1 votes

WRITE A REVIEW

★★★★★ | 1 day ago

WRITE A REVIEW