

# DIRECTORIES

(v0.2 16/04/2025 DRAFT)

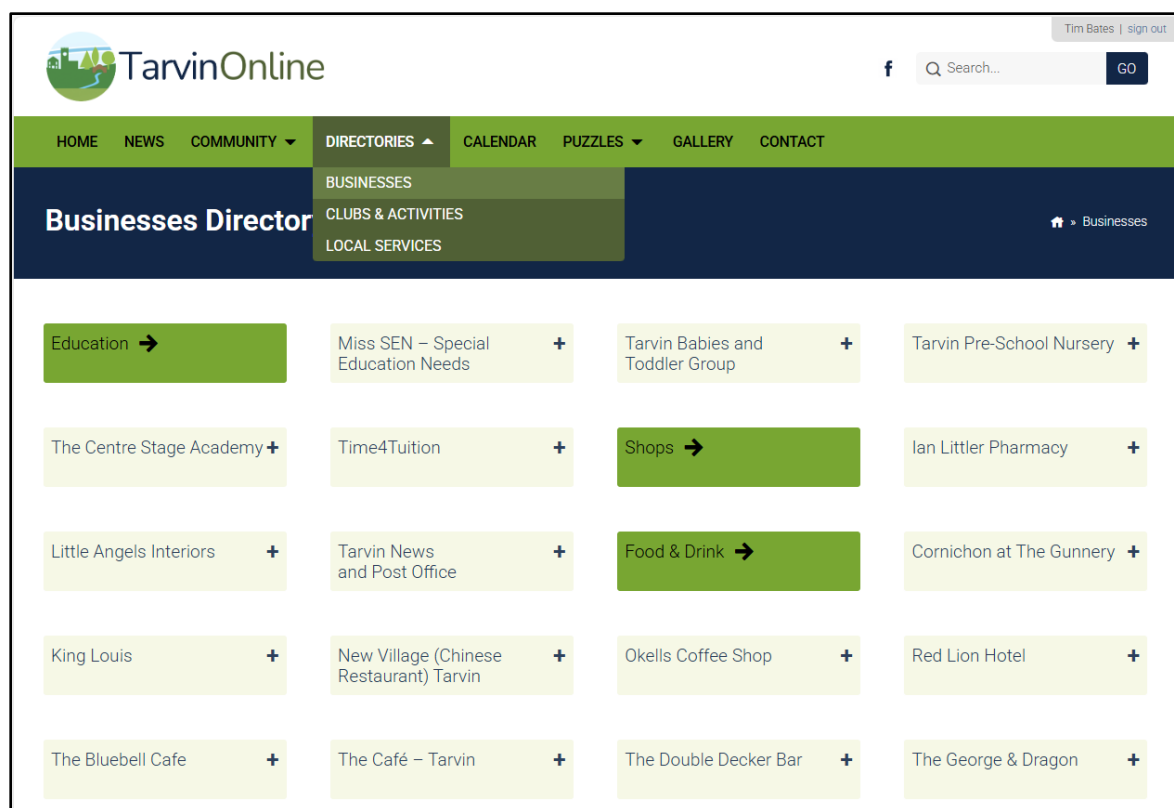
The directories on the Tarvin Online website are a wealth of information which helps Tarvin residents and visitors to connect with local businesses, clubs, societies and churches.

In order to keep these up to date, the Webteam ideally needs those organisations to let them know when any relevant information changes. In the past we have done several campaigns, reaching out to directory entry owners to update them, but this requires a significant amount of effort and time.


## Overview of Directories

The Directories menu gives access to three **Sub-Directories** – Business, Clubs & Activities and Local Services.

These are further broken down into **Categories** such as Education, Shops, Food & Drink, etc.



Clicking on the plus sign on any item will show further details. If there is a dedicated page on the website for the organisation then it will show a link to via **the more info >** text.


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## Businesses Directory

[» Businesses](#)

[Education →](#)

[Miss SEN – Special Education Needs +](#)

[Tarvin Babies and Toddler Group –](#)

Frankie Elliott

07513793124

Tarvin Toddlers Group has been running for many years from the Community centre by volunteer parents. It has been a great way to connect and network with other parents, grandparents and carers of our little ones.

They are now looking for a new team to head this up.

Tarvin Community Centre  
Fridays (in term time) 10.00 – 11.30am

[more info >](#)


[Tarvin Pre-School Nursery +](#)

[The Centre Stage Academy +](#)

[Time4Tuition +](#)

[Shops →](#)

[Ian Littler Pharmacy +](#)



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## Tarvin Babies and Toddlers Group

[» Clubs & Activities » Tarvin Babies and Toddlers Group](#)



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07513 793124

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**What we do**

Tarvin babies and toddler playgroup has for many years provided a warm welcome to all mums, dads, grandparents and carers to its friendly, weekly sessions...

... Tea, coffee and a chat for the big people... Drinks and snacks for the little people... Toys and equipment to suit all pre-school ages... Art and craft activities.

All in one large, spacious room!

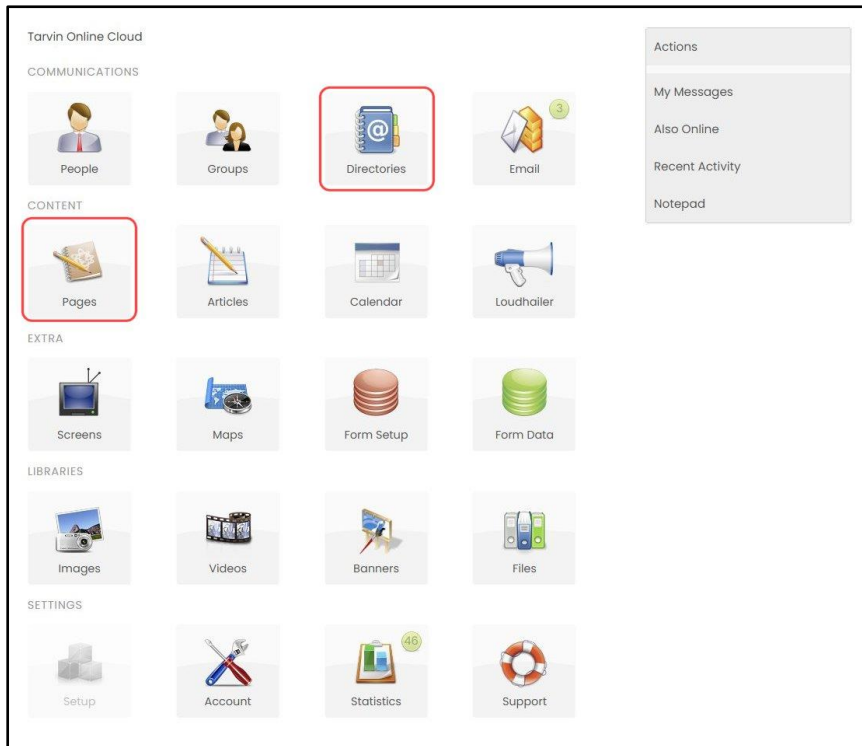
£2 per session per family

Over the pandemic, our current teams children have now all started school so a new team will be needed. Frankie will be able to show you the ropes.

Ed. :I ran Tarvin Toddlers group when my kids were little. It was really good fun for the kids and I and a great way to get to know other parents of kids the same age as mine, especially as we were relative newcomers to Tarvin.

## Configuring Directories and Directory Entries

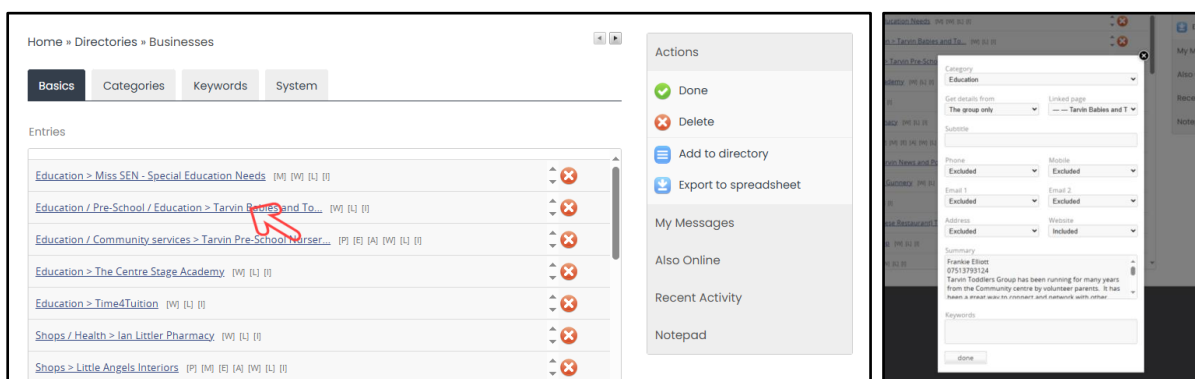
Directories and directory entries can be configured by clicking on the **Directories** button on the main menu of the Tarvin Online cloud system. Optionally, the pages that they reference can then be accessed via the **Pages** button. *(Creating new directory entries will be covered in a later section)*



The main sub-directories are shown and can be opened by clicking on them.



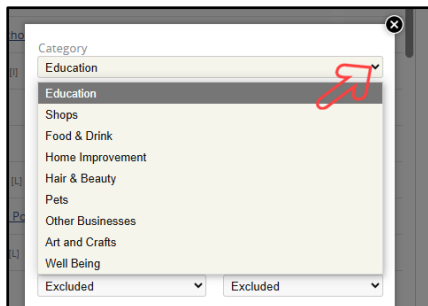
Clicking on an individual item will then open it for editing.



The important items that could be edited on this screen are –

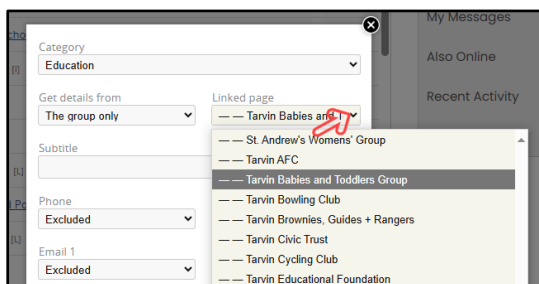
- **Category**

For example, Education, Shops, etc. Clicking on the drop down menu will show the Categories in the chosen sub-directory where the item will appear (in this case Business).



- **Linked Page**

If there is a dedicated page on the website for the organisation then this is where it can be referenced. Again, there is a drop down list to choose the relevant page.



- **Summary**

The summary is free form text which should give a short overview of the organisation. It could give contact details, but it may be more appropriate to reserve a lot of the detail for the linked web page if there has been one set up.

Finally, save any edits by clicking on the **Done** button.

***[Note that these edits may take a few minutes to refresh in the website]***

To create a new directory item (with the **Add to directory** menu item) would require that a relevant contact entry already exists in either the **People** or **Groups** (recommended) modules in the main menu. This will be covered in a later section.

## Creating and Configuring Linked Pages

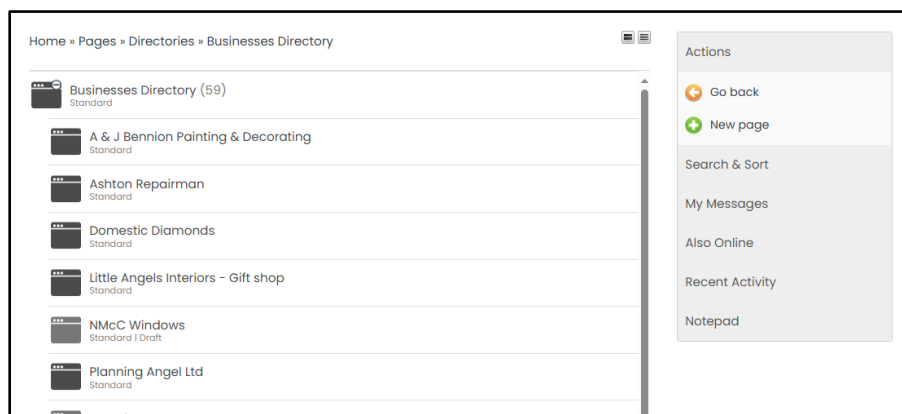
Pages that are linked to the Directory items can be set up and configured via the **Pages** button on the main menu of the Tarvin Online cloud system.

The Linked web pages are held in sub-folders within the **Directories** folder.

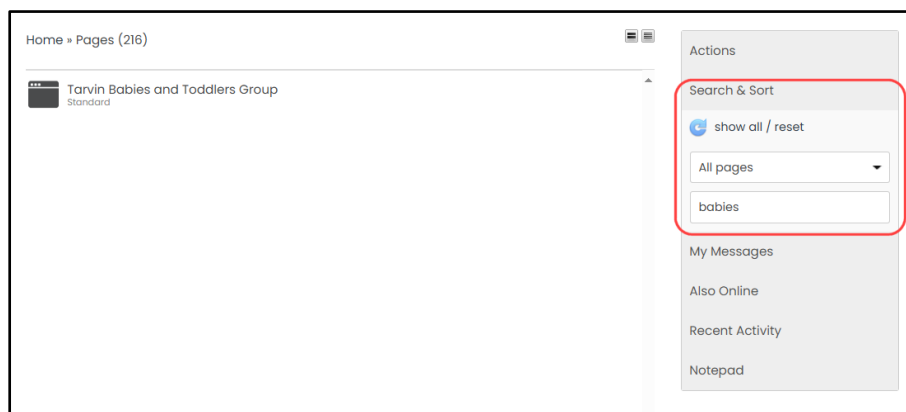
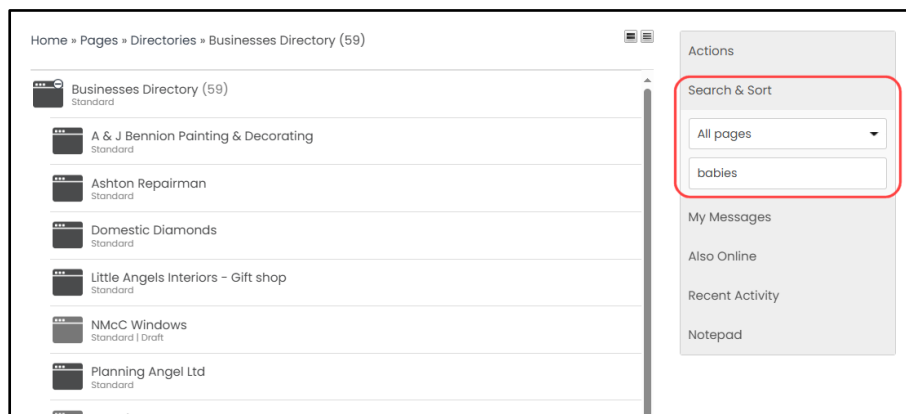
Click on the **Directories** folder (it must be the folder icon itself) to display the available **Sub-Directories**.



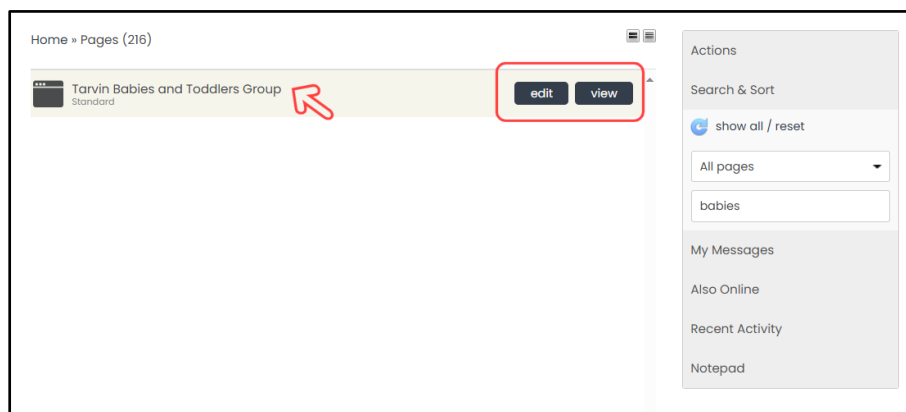
Click on the relevant **Sub-Directory** folder to display the list of web pages.



Note: if you have difficulty in locating an existing, specific webpage, you can use the **Search & Sort** menu item to find it.



Once the relevant web page has been found, either from the list or from using search, click on it to bring up the **edit** and **view** buttons.



Clicking on the edit button will bring up a very similar screen to the one used to create pages for articles.

However, note that the **Parent** option denotes which **Sub-Directory** the page will come under in the main **Directory** listing.

Home » Pages » Directories » Businesses » Tarvin Babies and Toddlers Group

Basics Meta System

Page title  
Tarvin Babies and Toddlers Group

Parent  
- Businesses

Menu name  
Tarvin Babies and Toddlers Group

Status  
Live

Content

H H H B I [List Icon] [Link Icon] [Image Icon] 207 words

Frankie Elliott  
07513 793124  
Tarvin Community Centre  
Fridays (in term time) 10.00 - 11.30am

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Actions

- Done
- Update
- Duplicate
- Delete
- Preview

My Messages

Also Online

Recent Activity

Notepad

Home » Pages » Directories » Businesses » Tarvin Babies and Toddlers Group

Basics Meta System

Page title  
Tarvin Babies and Toddlers Group

Menu name  
Tarvin Babies and Toddlers Group

Content

H H H B I [List Icon] [Link Icon] [Image Icon]

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Parent

- Businesses
- Where to Stay
- Walking and Cycling Routes
- Transport Links
- Where To Find Us
- Clubs and Activities
- Eat Local
- Directories
- Businesses
- Planning Angel Ltd
- A & J Bennion Painting & Decorating
- NMCC Windows

Actions

- Done
- Update
- Duplicate
- Delete
- Preview

My Messages

Also Online

Recent Activity

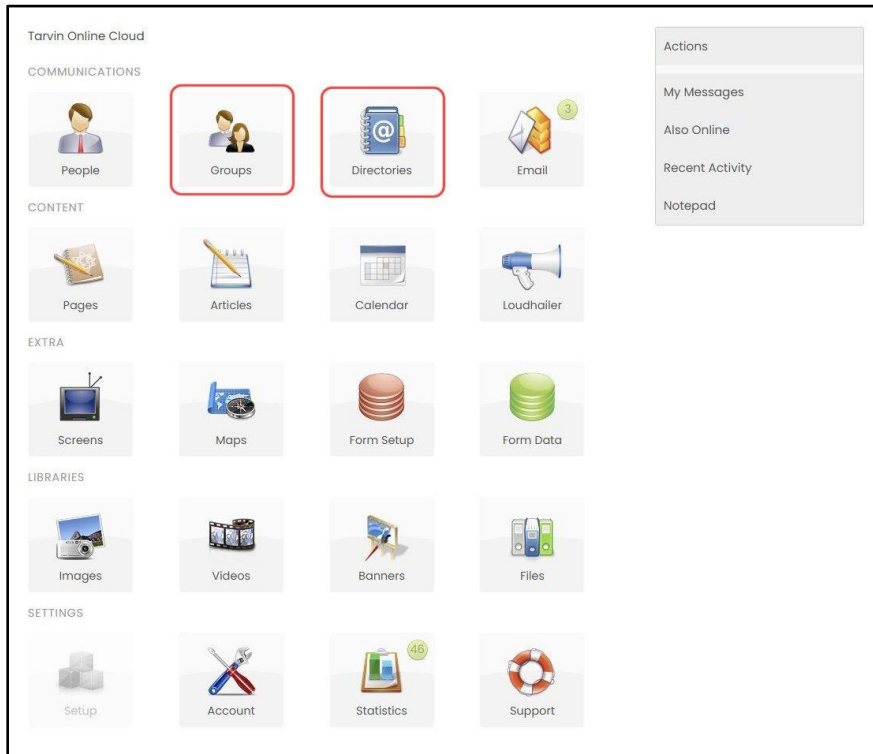
Notepad

The content of the page can be edited using the same process as for pages used for news articles – including formatting and adding images.

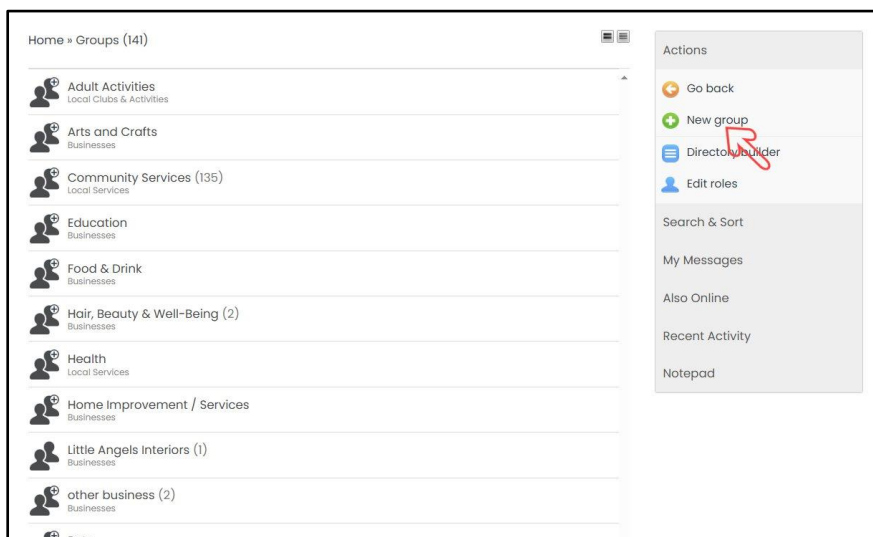
## Creating new Group and Directory Entries

A new **Directory** entry must be linked to an existing entry in the **Groups** or **People** modules (not both).

It is strongly recommended that directory entries are linked to a relevant **Group** record rather than **People**.



Clicking on the **Groups** button on the main menu of the Tarvin Online cloud system will bring up the list of existing groups. Click on New Group.





Fill out -

- The Title (note that a very long name may be truncated on the screen)
- The Category – Businesses, Clubs & Activities or Services
- The Parent group from the drop down list (purely to organise the list of Groups)

Then click on Add to Directory. (Note that this is one option – alternatively the new **Group** can be added to a **Directory** via the **Directories** module. See the next section)

Home » Groups » new group

Basics Members (0) Roles Contact System

Title: Deborah Wise Wills Ltd.

Category: Businesses

Parent group: other business

Actions:

- Done
- Cancel
- Add to directory
- My Messages
- Also Online
- Recent Activity
- Notepad

Select –

- Which sub-category from the relevant drop down list. This will determine the which sub-category it will be displayed in on screen.
- If a Page does not already exists for the business or organisation then leave this field as None. When and if a linked page is created then this field can be updated later by selecting from the drop down list.
- Create a short summary. This is only for reference and does not get displayed on the website. (TBC)

Home » Groups » Deborah Wise Wills Ltd

Basics Members (0) Roles Contact System

Title: Deborah Wise Wills Ltd

Category: Businesses

Parent group: other business

Actions:

- Done
- Duplicate
- Delete
- Edit directory entry
- Send email
- My Messages
- Also Online
- Recent Activity
- Notepad

Include in businesses directory: Other Businesses

Get details from: The group only

Linked page: Deborah Wise V

Include in clubs & activities directory: No

Include in local services directory: No

Subtitle:

Phone: Included

Mobile: Excluded

Email 1: Included

Email 2: Excluded

Address: Included

Website: Included

Summary: Personalised will writing services and estate planning by caring and experienced professionals.

done

Keywords:

Include in businesses directory: Other Businesses

Get details from: The group only

Include in clubs & activities directory: No

Include in local services directory: No

Subtitle:

Phone: Included

Email: Included

Address: Included

Other Businesses

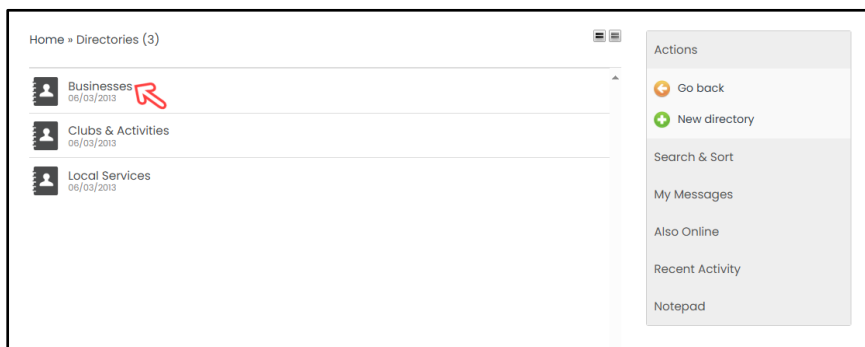
Art and Crafts

Well Being

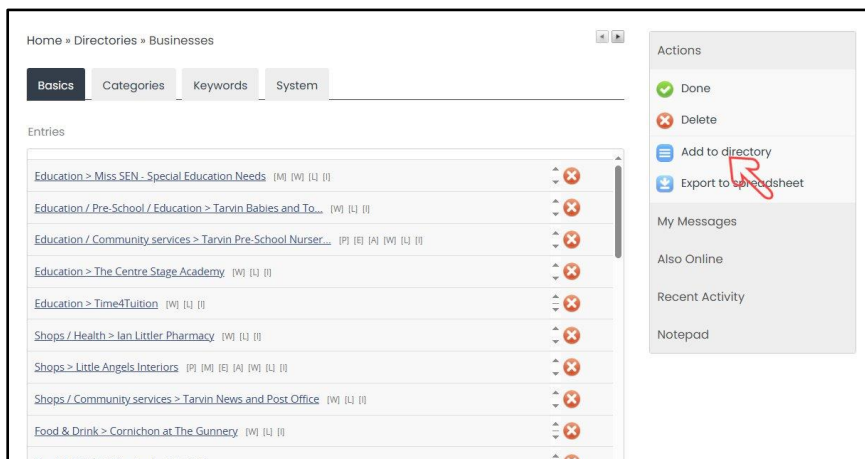
## Creating a new Directory Entry based on an Existing Group

If a new Directory entry has not been added as part of the creation of a new **Group** (see above section), then it can be added via the **Directories** module instead.

Clicking on the **Directories** button on the main menu of the Tarvin Online cloud system will bring up the list of top level directories. Click on the relevant top level directory to open up the list of directory entries.



Click on Add to Directory to create a new sub-directory entry.



Click on the Add Group drop down to select the relevant existing Group and update the relevant details as shown in the an earlier section.

