

Adding to the Positive Activities database in Oxfordshire.

Please find below instructions on how to add an activity to the Positive Activities listings.

The type of activity that should be added to the database is one that 13 to 19 year olds in Oxfordshire are able to join. Activities should not include those that take place in school hours. Examples of activities:

- Sports, outdoor activities
- Clubs, groups and socials
- Music, arts, other creative activities
- Courses, classes, support groups
- Volunteering and community groups

Publicly, privately, non-profit and commercially provided activities are all welcomed.

Should you have any problems or queries please contact the Opportunities Team within the Integrated Youth Support Service, via opportunities@oxfordshire.gov.uk or 0845 6029375 / 01865 328460.

Step 1: Find the form

Amendments to existing entries and new activities are normally submitted via the website. www.activitiesoxfordshire.info (or just Google 'positive Oxfordshire, activities oxfordshire').

To add a new activity, click on 'Add an activity'.



The screenshot shows the homepage of the 'Activities Oxfordshire' website. The header features the title 'ACTIVITIES OXFORDSHIRE' and the tagline 'Positive activities for young people in Oxfordshire'. Below the header is a search bar with the text 'Find an activity by keyword: e.g. football and/or location: e.g. Kidlington Search'. The main content area is divided into several sections:

- Main menu:** A list of navigation links including 'Home', 'About Positive Activities', 'Information and Advice', 'Use this activity', 'Add an activity' (highlighted with a red circle and a red arrow), 'Browse by Category', and 'Volunteering'.
- Contact us:** Provides the address of the Positive Activities Opportunities Team (62 Stert Street, Abingdon, Oxfordshire, OX14 3UQ) and the telephone number 01865 328460.
- Search form:** A form for finding activities, with fields for 'Aged 13 - 19, living in Oxfordshire and at a loose end? Find something to do near you.', 'activity', 'and / or', and 'by location:'. A red arrow points to the 'activity' field.
- Browse by category:** A grid of buttons for different activity categories: Youth groups, Sport and leisure, Arts, dance, music, theatre, Buildings and venues, Community groups, Learning, Health and wellbeing, Advice and information, and Special interest.
- Links:** A grid of logos for various partner organizations and services, including Spired.com, Connexions, Oxfordshire Prospectus, Big Voice, Facebook, Bebo, Live Journal, MySpace, Oxfordshire Sports, Oxford Inspires, Oxfordshire County Council, Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse, West Oxfordshire District Council, Oxfordshire Family Information Service, Survival Guide, Blast, and The City of Oxford.

To add a new entry click through to the online form

ACTIVITIES OXFORDSHIRE
Positive activities for young people in Oxfordshire

Find an activity by keywords: e.g. football and/or location: e.g. Kidlington Search

Main menu

- Home
- About Positive Activities
- Information and Advice
- Update an activity
- Add an activity**
- Rate an activity
- Browse by Category
- Volunteering

Add an activity

How to add positive activities for young people in Oxfordshire to the positive activities database and get activities listed here on the Activities Oxfordshire website.

Does your group run an events, groups or other positive activities for young people? Do you know about positive activities for young people which are not on this website? Please add them to the database.

Activities are added using this online form.

Please provide a contact for your activity, and you will need to be able to state whether or not your activities are accessible to disabled young people.

What activities are suitable?

This website is for positive activities suitable for young people aged 13 to 19 who live in Oxfordshire. All sorts of different activities are suitable. Examples of activities:

- Sports, outdoor activities
- Clubs, groups and socials
- Music, arts, other creative activities
- Courses, classes, support groups
- Volunteering and community groups

It does not matter who funds the activity. You can list activities funded by councils, charities, companies or other groups.

You must provide a contact for the activity.

Activities listed here are mainly for people aged from 13 to 19, but can also include activities for young people outside this exact age range. Your activity will be checked before going live to make sure it is suitable.

Contact us

Positive Activities Opportunities Team
62 Stert Street
Abingdon
Oxfordshire
OX14 3UQ

Tel: 01865 328460
Send an email

SHARE

Spired.com

oxfordshireprospectus

... which you can fill in with the details of your activity and the main contact for this activity.

Oxfordshire Key - Oxfordshire County Council - Windows Internet Explorer

http://www.oxfordshire.gov.uk/wps/portal/publicsite/dotonline/oxfordshirekey?nav=ADD_ORG&positive=Y

Oxfordshire positive

Oxfordshire Key - Oxfordshire County Council

Normal text size Large text Extra-large text High-contrast version Help

Oxfordshire
All you need to know about Oxfordshire from your county council

Home Council services News About your council About Oxfordshire Contact us Jobs

Add an organisation

Add your organisation to the local clubs and societies database. The local clubs and societies database is part of the Oxfordshire Key partnership, and organisations added may also be shown on partner web sites.

Please note that any suggested additions or changes requested are subject to a moderation process and will not be viewable in the listings until they have been approved by an administrator.

Fields marked with an (*) are required fields and must be completed.

Step 1

Please enter your club or organisation's name and address information

Name: *

Address line 1: *

Address line 2:

Town: *

Postcode: *

Done Local intranet 100%

To amend an existing activity, find the existing entry, click on “suggest update for this organisation”. This will take you to a form where you can update the information.

Please be aware that both amendments and new activities submitted online do not go onto the website instantly – they are moderated first – this is completed within a few days of submission.

Step 2: Fill in the form

The form can be filled in easily in about 10 minutes, but to make sure that all the young people who might be interested in your activity will be able to find it, please take a few moments to make sure that you:

- Include your full address, including the name of the town your activity is in. If you work in a particular area of a larger town, fill in that area, and the town, e.g. Wolvercote, Oxford. If you work in multiple locations, list these in your description. This makes sure people can find you by the location search
- Include the name of the activity you organise in your description, e.g. street dance, multi-sports. Be as detailed as you can. If your activity is called several things, or if you organise several different activities, list them all. Try to include all the different names in the description, e.g. trampoline, trampolining, rebound therapy, gymnastics. This will help people to find you using the activity search. Remember, people will find you by searching for words that are in your entry, so try and include everything relevant.
- Make sure you include information about disabled access and of any special activities you have for young disabled people
- You can select multiple categories for your organisation. Please select all categories that are applicable. This will help people find your organisation through the browse function.

You can update your information as often as you like, so don't worry if things are going to change for your organisation soon. It is also OK to list:

- Activities which are occasional, e.g. gigs once a month
- Activities which are planned, e.g. a new music group
- Activities which will happen if enough young people show interest, e.g. a trip or visit

The aim of this database is to put young people in touch with the wealth of positive activities available to them in Oxfordshire.

Step 3: Update the form

Although there is a group checking and updating the Positive Activities database – contact them at opportunities@oxfordshire.gov.uk – you are the best person to update your own information.

It's a good idea, when you fill in your information, to set yourself a reminder to review and update your information. Depending on your organisation, this might be:

- In a month's time
- Before next term or holiday
- In six months time

If you have multiple records

If you have a large number of activities to submit in one go, you might like to request a spreadsheet template from the Opportunities Team – opportunities@oxfordshire.gov.uk

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Return the completed (all red fields please) spreadsheet to the opportunities team and they will put the entries onto the database for you.

Please be aware that activities submitted in this way will be added in small batches, over a period of time. If you are keen to have your activity listed right away, please use the online form.

Adding to the Positive Activities Database in Oxfordshire – version 1.3 – December 2009
Queries/improvements to this document? Send to:
Jeremy Day – jeremy.day@oxfordshire.gov.uk