

Column	Description
Service name	The specific name of the service. Please consider any additions that may support search enquiries, e.g., ' <i>Peer support group</i> ' to ' <i>Parent peer support group</i> '.
Organisation	Name of the organisation that provides the service.
Target audience	Describe who the service is specifically targeted at, e.g., ' <i>Parents of babies 10 weeks to 20 months</i> ' or ' <i>Over 55s</i> '.
Cost	If a service has no cost, please type ' <i>Free</i> ', alternatively please specify the potential cost and any stipulations, e.g., ' <i>Free if criteria met, £65 per one-hour session otherwise</i> '.
Description	A free text description. This should ideally be 3-5 short sentences describing the specific service. This should be in third person, e.g., avoid use of ' <i>we</i> ' and ' <i>our</i> '.
Status	The current status of the service which can be ' <i>active</i> ', ' <i>inactive</i> ', ' <i>defunct</i> ', or ' <i>temporarily closed</i> '.
Interpretation Services	A free text description of any interpretation services available for accessing this service.
Application Process	A free text description of the steps needed to access this service. Please feel free to include website links for any specific application forms.
Accreditations	A free text description of any accreditations held by the specific service. These should be formal evaluations against best practice standards by an accrediting organisation.
Required Documents	The details of any originals or copies of documents that are required in order to access or use services, e.g. ' <i>Proof of receipt of Personal Independence Payment (PIP)</i> '.

Service contact	Name of the person that a customer would get in touch with for any questions. If there is not a specific person, please type ' <i>General Enquiries</i> '.
Contact email	The specific email address for this service. This could be the same as the organisation's generic email address. If an email is not available leave blank.
Contact phone	The specific phone number for this service. If a specific phone number is not available, please leave blank.
Coverage	The geographical area that the service covers, e.g. 'Dorchester and Bridport'. If it is available across Dorset, please state 'Dorset wide'.
Age min	The minimum age where someone can access the service.
Age max	The maximum age where someone can access the service.
Gender eligibility	Any exclusions relating to gender for accessing the service.
Service weblink	The webpage for this specific service.
Service Provider website	The main website for the organisation or group providing the service.
Service Provider contact name	The main point of contact for the organisation or group. This should be the same for all services.
Contact email	The contact email for the main point of contact for the organisation or group.
Contact phone	The contact phone number for organisation or group.
Provider address	The street address for the organisation or group.
Provider Post code	The postcode for the organisation or group.
Opening Times	The specific opening times of the organisation or group, e.g. ' <i>Monday to Friday 09:00-17:00</i> '.
Opening Times 2	Any additional opening time details.

There is a separate 'Sessions' tab in the Excel document, so that you can tell us about support groups or sessions delivered by your services and when and where they take place.

Column	Description
Service name	This should be identical to the 'Service name' provided on the 'Service' tab.
Session venue	The name of the venue the service is located at. If it is not a physical venue, then leave this blank. If the service is run at more than one venue, then add the other venues on subsequent lines.
Session venue postcode	The venue postcode.
Valid from date	The date when the session should be advertised publicly. DD/MM/YYYY
Valid until date	The date when the session should no longer be advertised publicly. DD/MM/YYYY
Start date	The date of the first session in the series. DD/MM/YYYY
End date	The date of the final session in the series. DD/MM/YYYY
General frequency	Please state 'Weekly', 'Fortnightly', or 'Monthly'.
Specific session frequency	How often is the service run/held at this venue? Weekly on a Tuesday from 5-6pm for example
Session days	Add an 'X' to indicate which days sessions take place.