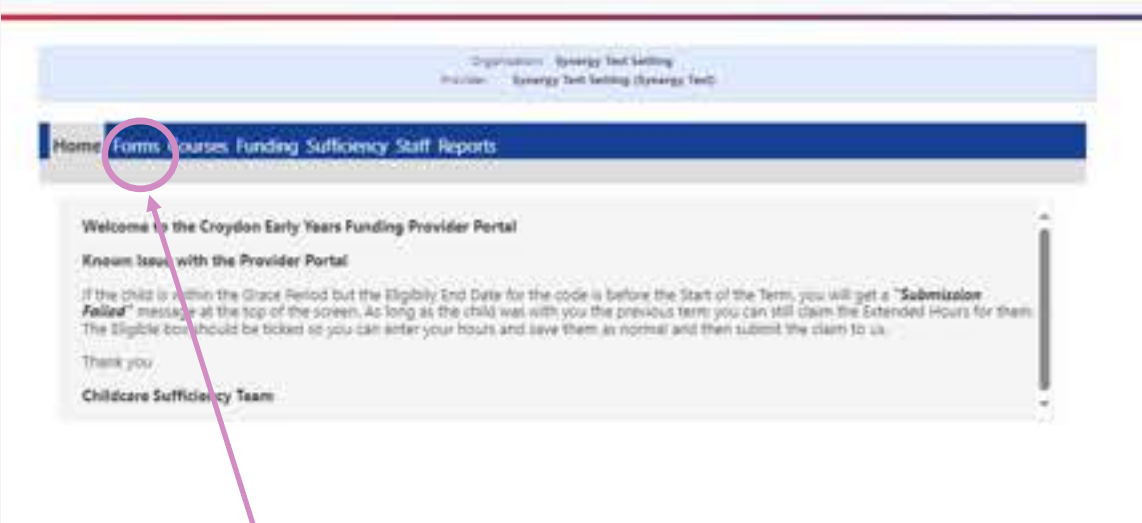
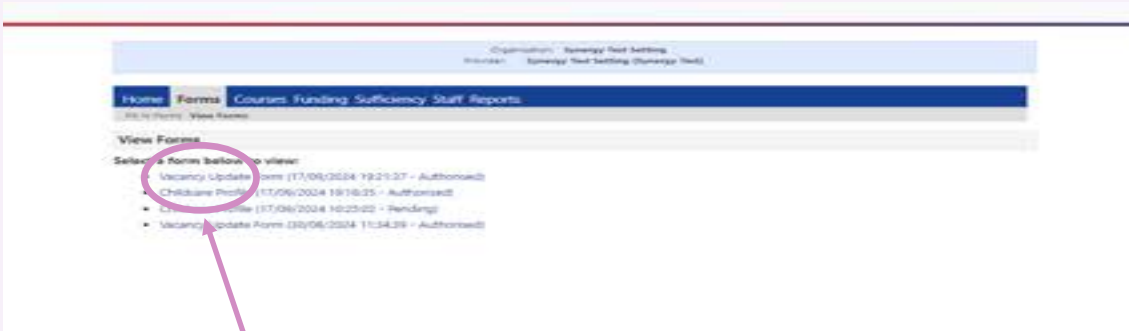


Guide on how to update your vacancies on the Provider Portal

Please click on the link to enter the provider portal: [Synergy - Enquiry \(servelec-synergy.com\)](http://servelec-synergy.com)



Click on forms



Click Vacancy Update Form

This system will open a new page titled Main Vacancy Updates (please see next page)

Vacancy Updates

Next Page | Select page: Vacancy Details

Provider Name: Nanny's Toy Toy

Please update the Vacancies box with the number for each Age Group:

Age Group	No. Registered For	No. of Places Available	No. Currently Caring For	Vacancies
0-1	11	11		
0-5	11	11		
2-2	11	11		
3-5	11	11		

Total Number of Vacancies:

Additional Information about Vacancies:

Date Vacancies Updated:

Next Page | Select page: Vacancy Details

Please complete vacancies fields and add any additional information about vacancies in the box, then click Next Page

Title

Next Page | Select page: Vacancy Details

Next Page | Select page: Vacancy Details

Submit Form

Please click Submit.

Your information will be imported by the LA, we will aim to import once a day, once imported your advert will be updated on the family space website.

For additional support please email:
child.care@croydon.gov.uk or
Early.learning@croydon.gov.uk

