

Downloading your headcount

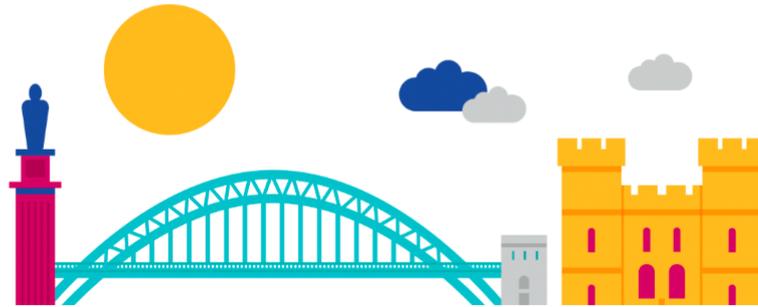
Go to <https://www.newcastlesupportdirectory.org.uk/> and login



[Listen and translate](#)

[Register](#) [Log in](#)

Newcastle Support Directory



Search this site



[Activities \(206 pages\)](#)

[Childcare \(287 pages\)](#)

[Education \(121 pages\)](#)

[Information, Advice and Guidance \(253 pages\)](#)

[Support Directory \(387 pages\)](#)

Enter username and password



[Listen and translate](#)

Newcastle Support Directory

[Register](#) [Log in](#)

Username*

Password*

[Log in](#)

Click log in

Newcastle Support Directory

[Register](#) [Log in](#)

Application verification code*

[Verify](#)

Enter verification code from your authenticator app (google authenticator, or other), Click verify



[Listen and translate](#)

Newcastle Support Directory

[My account](#) [Register](#) [Log out](#)

[View](#) [Edit](#) [Security](#)

1 month 1 week

[Your Content](#)

[Edit your The Early Years Team content](#)

Under Your Content, click edit your (name of setting) content – if you have more than one setting you will have a list.

Newcastle Support Directory

[Add new content](#)Published status Type

| Title | Content type | Status | Updated | Operations |
|--|--------------|-----------|--------------------|---------------------------|
| Early Years team Summer 2022 headcount | Headcount | Published | 19/04/2022 - 16:04 | Edit node |
| The Early Years Team | Service | Published | 10/03/2022 - 13:29 | Edit node |

Your headcount will be listed, click the title to download

Newcastle Support Directory

[View](#) [Edit](#)

Headcount Form

[The Early Years Team Summer 2022 Headcount.xlsx](#) 2.67 MB

Service

[Open file in new window](#)[The Early Years Team](#)

Click on the headcount to download, open it (bottom left of your screen on a PC, or from downloads)

Save the file – change the title as you save, for example add the date.

Edit accordingly, save again

Uploading your headcount

Log in (see above)



[Listen and translate](#)

Newcastle Support Directory

[My account](#) [Register](#) [Log out](#)

View **Edit**

Headcount Form

The Early Years Team Summer 2022 Headcount.xlsx 2.67 MB

Service **Open file in new window**

[The Early Years Team](#)

From this screen click on edit

Remove the old file (the one we sent you)

Newcastle City Council online form

Edit Headcount The Early Years Team Headcount Summer 2022

View Edit

[My account](#) [Register](#) [Log out](#)

Home » » The Early Years Team Headcount Summer 2022

Title *
The Early Years Team Headcount Summer 2022

Service
The Early Years Team (2124)

Headcount Form
 The Early Years Team Summer 2022 Headcount.xlsx **Remove**

Published
Last saved: 21/04/2022 - 13:19
Author: laura.lewis@newcastle.gov.uk
 Create new revision
Revision log message

Briefly describe the changes you have made.

Save Preview

Choose your file and open, then save!

Newcastle City Council online form

Edit Headcount The Early Years Team

View Edit

Home » » The Early Years Team Headcount Summer 2022

Title *
The Early Years Team Headcount Summer 2022

Service
The Early Years Team (2124)

Headcount Form
Choose file No file chosen

One file only.
50 MB limit.
Allowed types: xlsx xls numbers.

Save Preview

Open

Organise New folder

| Name | Date modified | Type |
|--|------------------|-------------------|
| Payments from Wizard | 06/04/2022 10:15 | File folder |
| Pre-populated headcount | 21/04/2022 12:10 | File folder |
| BLANK HEADCOUNT Summer 2022.xlsx | 21/04/2022 12:14 | Microsoft Excel W |
| Children_byTerm_AllStatus.xlsx | 11/04/2022 15:10 | Microsoft Excel W |
| New 2YO starters Summer 2022 existing ... | 11/04/2022 18:01 | Microsoft Excel W |
| New 2YO starters Summer 2022.xlsx | 11/04/2022 15:11 | Microsoft Excel W |
| Provider capacity.xlsx | 23/03/2022 09:49 | Microsoft Excel W |
| ProviderExport_20220421.xlsx | 21/04/2022 11:34 | Microsoft Excel W |
| TEST headcount for upload to Wizard 230... | 23/03/2022 11:08 | Microsoft Excel C |
| The Early Years Team Summer 2022 Head... | 21/04/2022 12:14 | Microsoft Excel W |

File name: All Files (*.*)

Open Cancel

To check you have uploaded correctly, log out and back in and check the title of the document and that it is your latest version.