

Guide to using the Community Impact Bucks Healthcheck

1) Enter your email address and click submit. You may be asked to complete this step twice.

2) You will then be asked some basic information about your organisation. Fill this in, click update and then click on the **Next (Governance) button** at the bottom right of the screen.

You will then be taken through a number of screens (6 in total). Simply read the list of statements and tick either 'yes', 'no' or 'n/a'. You will also have the option to tick the box 'request support', where an email will be sent to the relevant member of staff, who will contact you to discuss how we can help you further.

At the end of every screen, please **remember to click update** before moving to the next page. This will save the information you have completed and mean you will be able to return to the Healthcheck later.

To return to your Healthcheck at a later date, please access the Healthcheck using the link emailed to you.

3) Once you have been through all the pages and completed the questions, click Submit.

Please note that once you have clicked submit you will not be able to go back through the questions or change your answers.

4) On completion of the Healthcheck you will be taken to a screen where on the bottom you will see a full summary and will be given the option to download a pdf copy for your records.

When you click 'Download as PDF' you will be taken back to a screen and asked to re-enter your email address prior to being able to download the PDF.

Please note that once you close the website you will only be able to return to your PDF using the link in the email sent to you.

If you have requested additional support a member of the team will be in contact.

For help with the Healthcheck contact:

Ruth Humphrey, VCSE and Development Assistant on 01844 617226 or email ruth@communityimpactbucks.org.uk