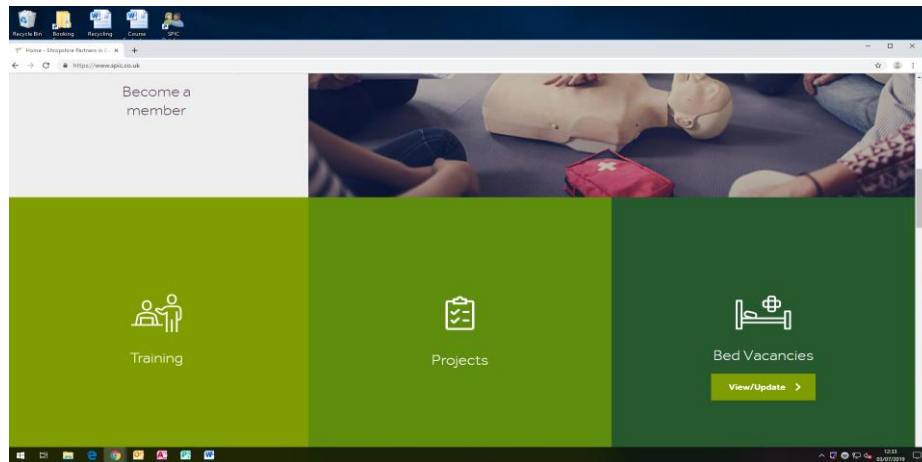
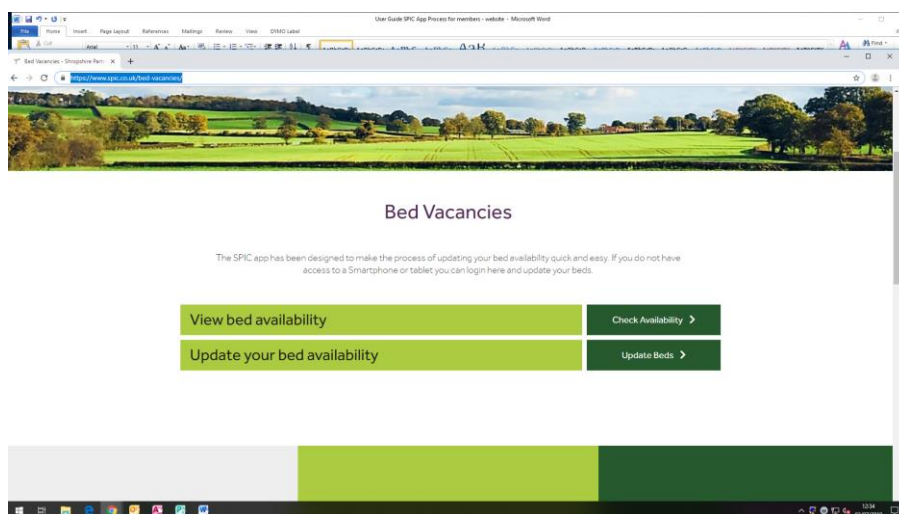


USERGUIDE FOR SPIC MEMBERS - BED AVAILABILITY FUNCTION (Updating beds via the Website)

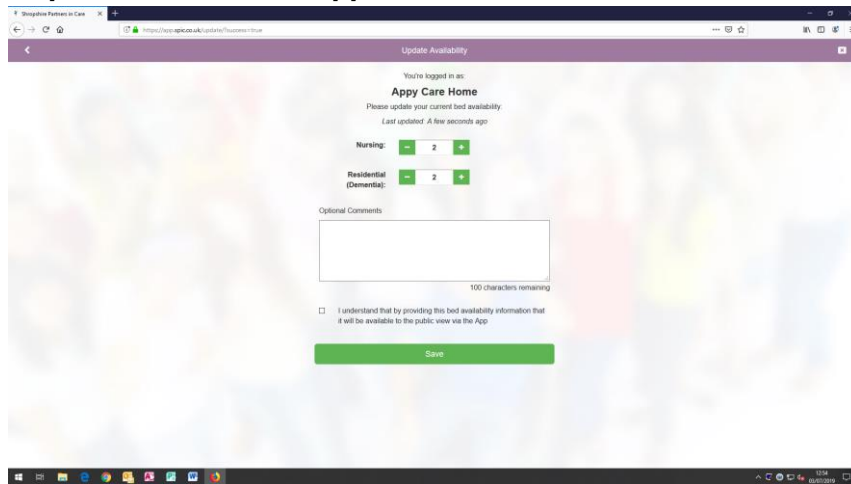
1. Users will need to go to the SPIC website (www.spic.co.uk) and click on the 'SPIC Bed Availability' button. Alternatively the direct link is here:
<https://www.spic.co.uk/bed-vacancies/>



2. You will then see the screen below:
3. To update bed vacancies , click the box “update your bed availability



4. On the login screen, enter your registered email address and password and click “Login”. If you have forgotten your password, click “Reset Password” and a link will be sent to that email which will allow you to change your password.
5. The next screen will show your bed categories (type – i.e. Nursing, Residential etc.) Please update using the plus/minus buttons (+ / -) If you have any comments please put in optional comments box (i.e single bed/en-suite room/ upstairs room) *Tick to agree that the bed availability information will be available to public view via the app* and click “Save”.



6. You will see following screen to confirm that your changes have been saved. To log out press the “X” to take you back to the first login screen

