## 'Enrich the List' – how to get started!

1. Register on the Historic England website:

https://account.historicengland.org.uk/register/.

Fill in your name and email address and choose a password. You will be sent an activation email – follow the link to finish setting up your account.

Create your account	Historic England
	Dear Katie,
Last name (required)	Thank you for registering with Historic England. Once your account is activated, you will be able to:
Email address (required)	<ul> <li>contribute a photograph or text to a Heritage List entry using 'Enrich the List'</li> <li>apply for an historic site or building to be protected by listing</li> <li>and see your own listed building applications.</li> </ul>
Password (required)	Activate my account
I would like to subscribe to the Historic England newsletter. I agree to the web site terms and conditions.	
(required)	

2. Find your church on the List at <u>https://historicengland.org.uk/listing/the-list/</u>.

Search using keywords, postcodes, or the map. If you enter a postcode, you will be shown a map with all the local listings marked by triangles. Click on the triangle above your church to bring up its List Entry.



## 3. Make your contribution!

Once you are in the List Entry, click on 'Comments and Photos' and then 'Add your comments, photos, or videos now'. Enter your comment in the text box and attach any images using the 'Add your photos' button. Click 'Submit for approval' and Historic England will review your contribution – then it will appear under your church's listing!

Listed on the National Heritage List for England. <u>Search over 400,000 listed places</u>	
Official List Entry	
Comments and photos  Logged in as Katie WylieView your profile  There are 7 comments  Add your comments, photos or videos now	Report an issue User contributions are not fact checked and do not represent the official position of Historic England. Request a correction of the list entry Read the Enriching the List Terms and Conditions For any other issue or if you need help, please email:
Official List       Add contribution         Comments and phot       Enter your contribution	Powered by Esri
Logger They Add Add 20 Million Add your photos	are not fact checked and do not al position of Historic England. In of the list entry the List Terms and Conditions or if you need help, please email: <u>HistoricEngland.org.uk</u>
Add a YouTube Video  Submit for approval	Cancel

## Things to Remember:

Remember that comments can be up to 1,000 characters and that you can add up to four images per post. We recommend trying to stay concise, relevant and friendly as much as possible.

## 4. Let us know you've taken part <u>here</u>.

Now is a great time to 'Enrich the List' because we are here to support you! Let us know how you found the experience, or what help you need, by answering our short <u>questionnaire</u> – which should take approximately five minutes to complete.

	Enrich the List Feedback
1	Thank you for letting us know that you have taken part!
	Please note, our privacy statement outlines how we process your personal information - this can be accessed at: www.baptist.org.uk/Articles/369731/BUGB_PRIVACY_STATEMENT.aspx
	This survey takes approximately five minutes to complete.
	<sup>c</sup> Required
	1. Name of Church *
	Enter your answer
	2. Who "Enriched the List" for this church? For example, did the Minister/Secretary/Treasurer/etc. do it alone, or did a group of members work together? *

You can read more about 'Enrich the List', including all the terms and conditions, on <u>Historic</u> <u>England's website</u>.

Having trouble finding your church on the List? Not sure whether your contribution will be relevant? If you need any help or advice, then please do drop Katie W an email at **listedbuildings@baptist.org.uk** or give her a call on **01235 611444**.