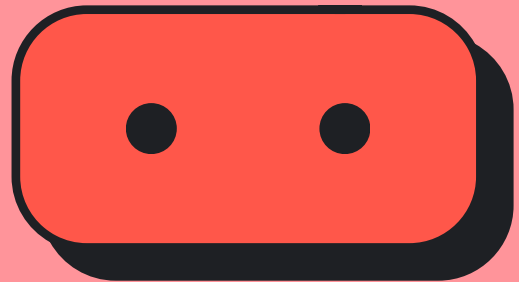




bazaar

**a marketplace
for the mind**



**Bazaar
Web Guide**


bazaar

www.opendoorcharity.com



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For any questions regarding delivery, please contact your programme facilitator, or contact partnerships@opendoorcharity.com

01. Login Details

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Account Login Details (bazaarmindmarket.co.uk):

Test organisational account (test account for staff to create test users and explore the programme):

- Username: WPDU@test.com
- Password: WPDU1234!

Please do not include any real personal data when setting up test users through the test account.

Organisational account details will be provided separately via a password protected document to the Programme Facilitator.

02. Key **Terminology**

- **Member** – Someone who has accessed or is currently accessing Bazaar.
- **Mentor** – an individual who has completed training and will guide members through the Bazaar programme.
- **Pairing** – The process of matching a mentor and a member together in preparation for sessions.
- **Licences** – Licences are the pre-agreed number of users that can be created, i.e. the number of people who can go through the programme as part of a partnership. One licence = one member going through up to eight hours of support.
- **Organisational Login/Account** – An account made for the institution/organisation that only staff will have access to. Through this is the ability to create user accounts (that members will access the programme through) and to see live data.

03. Logging In

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1. Go to bazaarmindmarket.co.uk
2. Click the login button to the left of the 3 lines found in the top right corner of the screen
3. Log in with either your test account or organisational account details.
4. Logging in will take you to the Data page, with other sections accessible by clicking the 3 lines in the top right corner once logged in.



04. Data

At first, the data page won't be populated, and will update as individuals go through the programme/as surveys and feedback are added for test users. The following guides and information will be to demonstrate how this section can be used once populated.

User Search:

At the top of the page is the option to search for an individual member, or by clicking "All Users" you'll see a full list with their names, email addresses (can be copied by right clicking the "Email [User's Name]" and copying), and the Chapter they are on.

By clicking on the name of the member, you'll also be able to see the information that has been inputted during sessions for each Chapter. If there has been a safeguarding flag (i.e. they have flagged on the direct safeguarding question or on PHQ-9.9, this will show a notice next to that week). Safeguarding flag notifications will also go directly to the email associated with the account, as well as any additional emails provided to Open Door. You can also click the plus button to see how all feedback and surveys were answered for that week, as well as the end of programme feedback.

Completed 06/10/2025

Chapter One

Suicide Warning +

Remember: In the data section where it says what Chapter a member is on, it will always say the week they are going to attend. E.g., when a member is signed up, they will be on Chapter 1, when they have finished Chapter 1, they will be on Chapter 2, and if they have finished Chapter 8, it will be marked as Completed.

On the main data page, you'll see an aggregate of all the inputted data and feedback from everyone who has been through the programme.

To filter this over time, click the calendar icon on either the "Date from" or "Date to" section and choose a window to review between. This will then show data for all members who have gone through the programme (up to the stage they were at at the end date of the filter).

Date From dd/mm/yyyy



Date To dd/mm/yyyy



Below the user search section, there is the "Current Programme Score". This logs the average rating out of 10 given by those that have completed the programme.

In this section there are also three written feedback areas - member feedback (end of session feedback from members), mentor feedback (end of session feedback from mentors) and programme feedback (separate end of programme feedback from members). By clicking on any of these you can see all the feedback given in these categories, with the option again to filter over time, and also for specific chapters.

Tip: Click either the Bazaar logo in the top left, or the 3 lines in the top right and then select "Data" to return to the main data page

Tip: Clicking print on any page will allow you to save the data as a PDF. If the raw data is required in a different format, this can be provided on request.

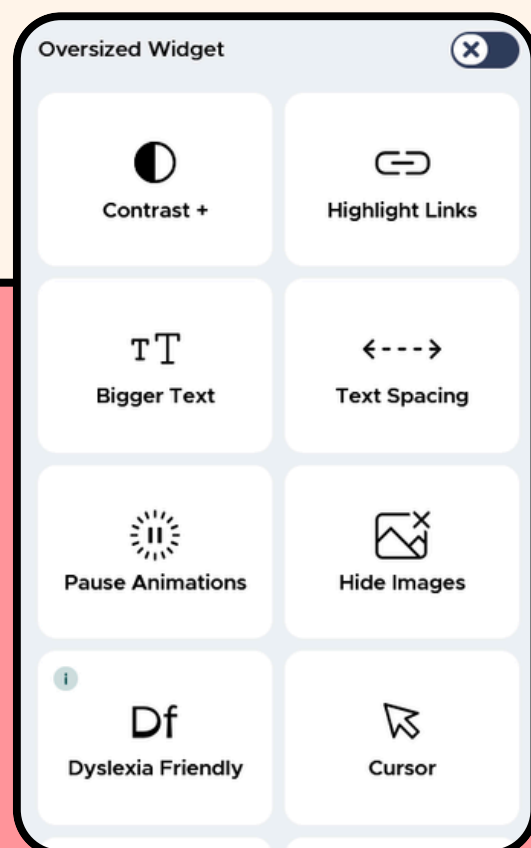
The rest of the data below this is as follows, and specific values can be seen by hovering over the bar of the table:

- Average Anxiety and Depression Score - Overall average given each week to how anxious/depressed they are feeling out of 10
- Average PHQ-9 and GAD-7 Scores - Average for clinical surveys answered at Chapters 1, 5 and 8
- Average Impact Scores - Average rating given for each Chapter at the end of the session out of 10
- Gender, Ethnicity, and Age (at sign up) - demographics of individuals as logged when creating the member's account
- Current Chapter Distribution - will show what stage members are at, stating the Chapter after the one they have most recently finished, unless marked as completed.

05. Accessibility

The Bazaar website includes the accessibility plugin Userway, which offers various adjustments including contrast, bigger text, spacing, hiding images, a dyslexia friendly setting, larger cursors, a dictionary and more. Feel free to test this out and have a look through the options.

Click this icon:  in the top right to see what options area available.



06. Chapter Content

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Through the organisational account you'll have access to all the chapter content by clicking the 3 lines in the top right and selecting "Chapters".

Each chapter is only accessible once the previous has been completed, however this just requires 'finishing' each chapter, which can be easily sped through by clicking through the pages if on the organisational account you want to look at later Chapters without having to answer each survey and read every bit of content.

Each session will have multiple forms to fill out, with PHQ-9 and GAD-7 surveys at weeks 1,5 and 8, self-reported anxiety and depression surveys each week, and feedback for members and mentors at the end of each session.

Postcards are provided for each week of the programme, with a QR code that leads to a recap of content for that week, as well as the drills for that week. These are to be given to the member by the mentor at the end of each week, and mean that the member can see the week's content without filling in the surveys and feedback or attempting activities without a mentor there to discuss with.

Recaps can also be found directly through these links, however these are only to be shared with members once they have completed that session:

- Chapter One: <https://bazaarmindmarket.co.uk/c1320/>
- Chapter Two: <https://bazaarmindmarket.co.uk/c2456/>
- Chapter Three: <https://bazaarmindmarket.co.uk/c3672/>
- Chapter Four: <https://bazaarmindmarket.co.uk/c4275/>
- Chapter Five: <https://bazaarmindmarket.co.uk/c5345/>
- Chapter Six: <https://bazaarmindmarket.co.uk/c6176/>
- Chapter Seven: <https://bazaarmindmarket.co.uk/c7389/>
- Chapter Eight: <https://bazaarmindmarket.co.uk/c8349/>

07. Signing Up Members

Once signed in (as the organisational account) click on the three lines in the top right corner to open the navigation menu and click add user to create an account for a new member.

The information required to create a user is:

- Name*
- Email*
- D.O.B.*
- Gender**
- Sexual Orientation**
- Ethnic Group**
- Address
- Tel. Number
- Secondary Contact details (Name, relationship to member, tel. no.)
- Password* (this should be held by the university and it is advised not to be given to the member)

Tip: When clicking “Add User”, at the top of the box for inputting their details, you’ll see how many licences are available. If this is at 0, you can request more by emailing partnerships@opendoorcharity.com.

(*Essential, **Essential, but with “Prefer Not to Say” as option)

Through this, you will create a unique username and password for a member. You can then provide the mentor with the login rather than the member, so they can login ahead of the session and the member cannot go ahead on content in their own time.

08. Extra Documents

We can also provide easily accessible extra pages within the Bazaar website if you would like to keep specific documents within the website. These could be codes of conduct, safeguarding procedures, or other guides to help members and mentors.