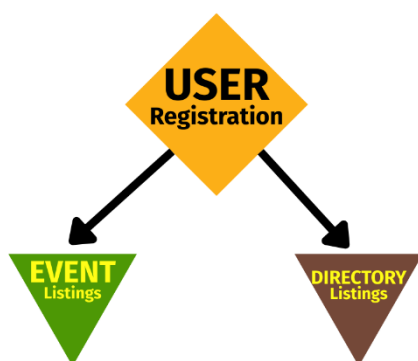# Community Events and Directory

This part of our website is free for community organisations and is made up of three parts:

Section 1: Register as a user. A few details and a verified email address and you're good to go!

Once a Registered User you can start making multiple Events or Directory Listings. This means one Registered User can look after listings for multiple organisations.

The Registered User who creates listings can be different to the contact person for an Event or Organisation.

Section 2: Create Event listing – for example your regular meeting times. **Events have the advantage of appearing in searches** on the Council website. One organisation can have multiple Events. Anything attached to times and dates can be an Event. They appear in order of DATE.

Section 3: Create a Directory listing – for example, details about your organisation, links to forms etc. To <u>search</u> for a Directory listing, you need to start at the Directory webpage on Council's website. It's important to add a Directory listing, so your organisation is part of the single, full list of organisations, replacing the *Leisure Services Guide*.

Directory listings appear in ALPHABETICAL order.

*Remember that once you make a listing, you then SUBMIT. It can take a few days before it appears LIVE on the website.

Get Started

Visit our Council website – what the community sees
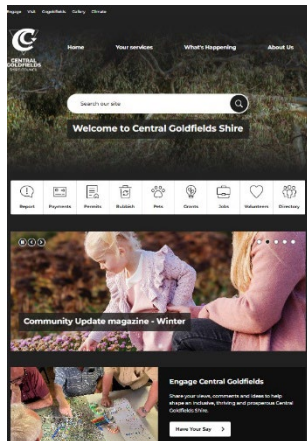
When our website appears on a screen, its search function is front and centre. Below is a line of buttons for easy access to the functions most people want – we know this because we asked our community about it when we upgraded.
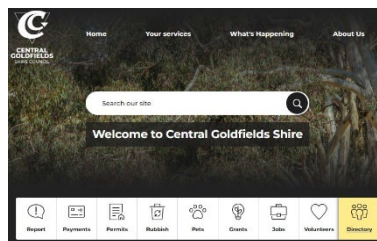
You can access the *Community Directory and Events section* using the "Directory" button (shown in yellow).
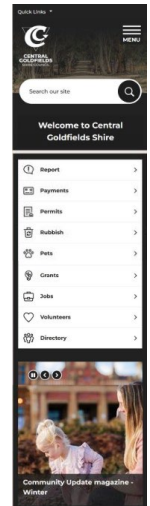
When our website appears on a smartphone it's a bit different – it's the same website, but all of the same functions and buttons are squashed into a pillar as they appear on a smartphone:

Home / Your services / Participation / **Community Directory Listing**

Community Directory Listing

Directory Listings
See all of the organisations listed.

Create your listing
Learn how to add your organisation or event to the Community Directory.

Please help us!
If you're having trouble listing your organisation, contact us for support.

Take a look at the Directory and see what other organisations have done. You can still get started from the Directory using the buttons.

When you're ready, start your Registration!

Enter your full name and email address...

Full name REQUIRED

Email address REQUIRED

Let's get started

Already have an account? Log in

Enter the code below we sent to ▢▢▢▢▢▢▢▢ REQUIRED

Don't see your code? check your spam folders and ensure noreply@opencities.com is added to your safe sender list.

Verify email

Haven't received the email? Let's start again.

A six-digit code will be **emailed** to you so we can test your email address. It can take a while to arrive – and be sure to check your SPAM/JUNK folder

Set your password

Password REQUIRED   ☐ Show password

○ 8 characters   ○ 1 uppercase character
○ 1 lowercase character ○ 1 number

Next

50% complete

Once you accept the Terms & Conditions, make your password:

12345678 – minimum eight characters, with at least one number

1234u678 – must have at least one small letter

1234uME8 – must have at least one big letter

The box will show you if your chosen password is ok, and if not, why.

You're now a Registered User

This is the Dashboard, and we suggest you start with **Submit Event**. That way as soon as you're live, you can be searched on our website!

CENTRAL GOLDFIELDS
SHIRE COUNCIL

Hi Jonathan Livingstone Seagull

Submit event   Submit directory   Manage Your Pages

Submit Event

Events can appear on our website in several different ways:

1. As a SEARCH result from our website

*notice, it only has the **name** and the "**sum up**"

2. As a LISTING on the Events page

*now it has name, **date**, sum-up, **picture/logo, location** and **categories**

3. As full Event DETAILS (when someone clicks on your event)

Once someone finds and clicks on your event, nearly everything is on display – but it's important to remember the two key parts:

- The Event name
- The Sum-up

...because that's what people will see first when they search the whole website.

*notice that the "sum-up" does not appear on the full page – it's replaced by the full description.

*also notice that there's a Photo Gallery – you can only have multiple images on an Event.

The process of creating the whole page is 4 simple parts:

1. Describe your event
2. Its location (and any special instructions)
3. Who to contact about the Event (does not have to be the Registered User)
4. Social media, website, downloads

Simply follow step-by-step, be sure to fill in 'REQUIRED' parts, and if you have missing information and cannot complete all 'REQUIRED' parts, you can go to the bottom and SAVE – your work will remain next time you log in.

Submit

It may take a few days for our system to authorise your page, and once approved you can make further changes.

When you SAVE your work, it does not get authorised – you must SUBMIT before getting the tick and going live. However you can return and edit anytime.

Whenever you do SAVE or SUBMIT, there should be a message confirming it. Look for this "hamburger" menu at the top, right corner of the page:

It will give you this:
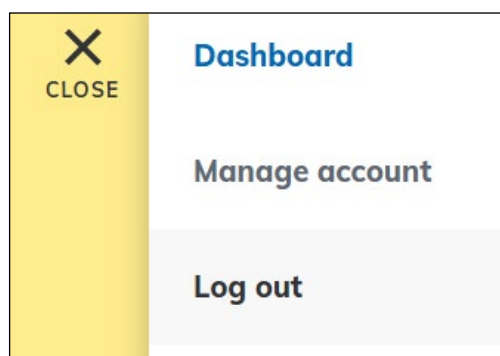
..so you can find

your bearings!

*If you need more guidance on this process there is a detailed, step-by-step picture map (with handy hints) showing where everything comes from and where it is placed on the page. Visit "Need more help?" at:

www.centralgoldfields.vic.gov.au/ListHelp

Directory Listings

Creating a main page for your organisation is vital, because the Directory is replacing the *Leisure Services Guide* which is no longer being updated.

The process is basically the same for a **Directory** as it is for an Event, but with three important differences:

1. Your organisation will remain in the list (in alphabetical order) regardless of its Events listings – you don't have to have an Event listed to be in the Directory, but we recommend you do for search purposes.
2. Organisations in the Directory can only be searched from the Directory – searching from the main Council page will not find an organisation as easily.
3. Directory listings can only have one image or logo.

- You might like to add a logo/picture. There is a limit of one picture per Directory listing page, and its size is ideally 480 pixels wide and 316 pixels high. This is the same for the image/logo at the top of an Events page.
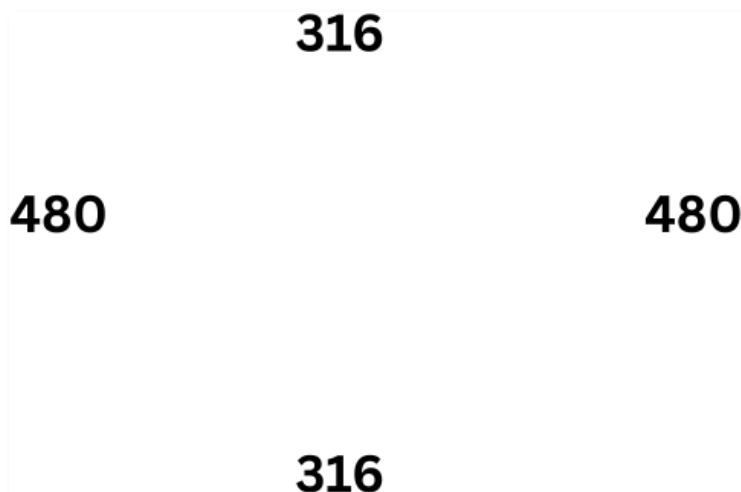
*it might take some experimentation to get your logo/picture right. Be sure to check how it appears both on your page, and the brief listing in the Directory.

Give it a go!

To get started, you can visit our site and click the **Directory** button on the right-hand side of the quick links at:
www.centralgoldfields.vic.gov.au