COMMUNITY DIRECTORY HOW TO GUIDE

A step-by-step guide to help you create or update your community group's listing on the Rural City of Wangaratta's Community Directory.
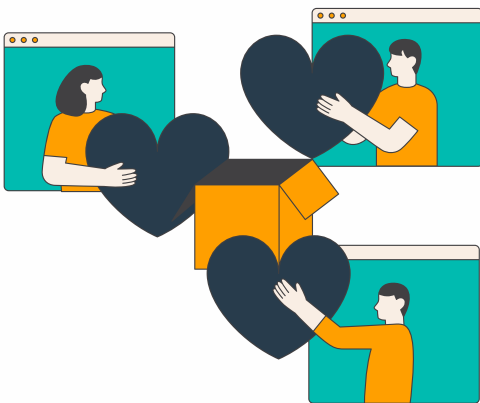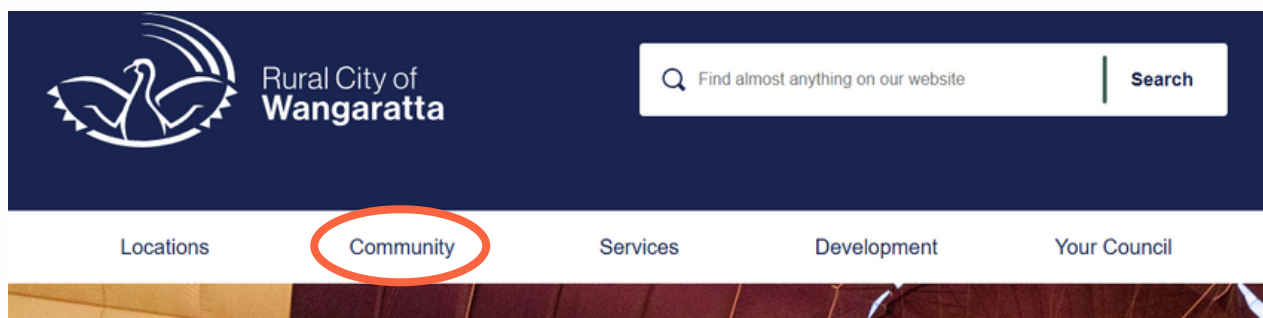
Contact us:
5722 0888
communitydirectory@wangaratta.vic.gov.au

Rural City of **Wangaratta**

CREATING A NEW ACCOUNT

1. Open the Council's website https://www.wangaratta.vic.gov.au/ and click "Community"

2. Select "Community Directory". This page displays a map of the groups and organisations already listed, and categories they are grouped under.

As a new group you will need to Register your Community Group by selecting "Create an online account".
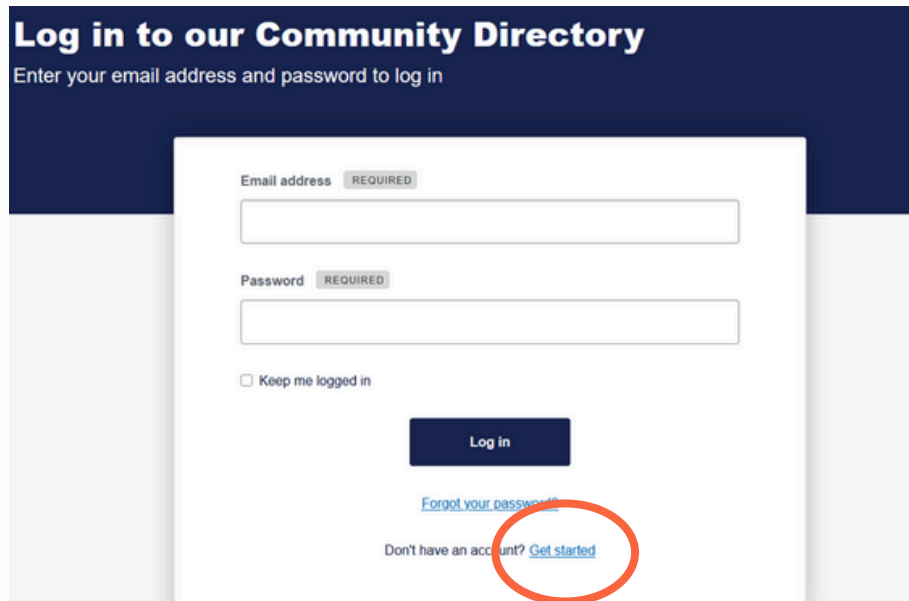
CREATING A NEW ACCOUNT

3. Select "Get Started".
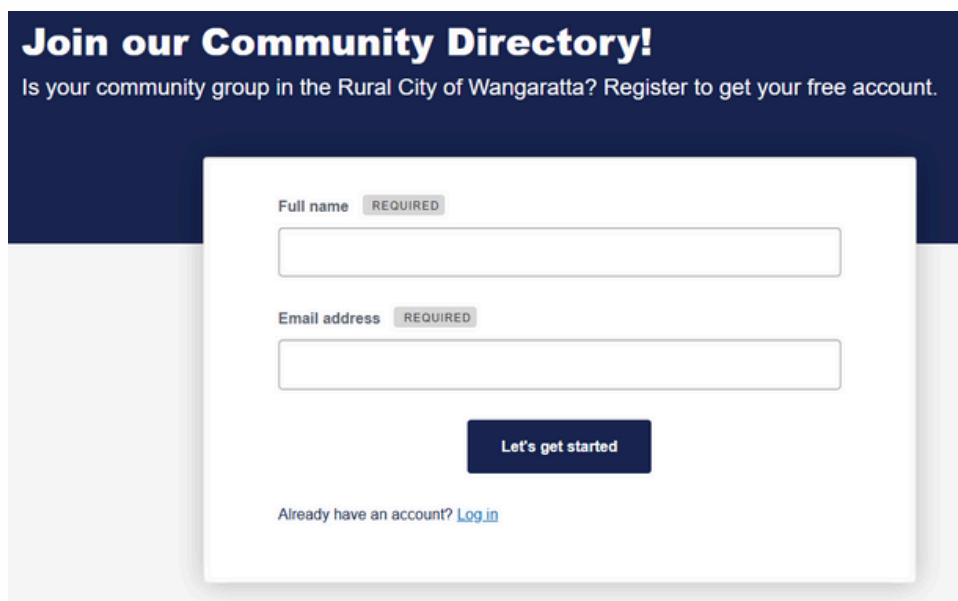
4. Next you will be prompted to enter your name and email address. We suggest using a "group" email address that is used solely for the community group (e.g. not a member's private email).

CREATING A NEW ACCOUNT

5. You'll get a verification code sent to your group's email address.

Enter the code we emailed you
This will help us verify that the email address is yours

Don't see your code? Check your spam folders and ensure recreation@wangaratta.vic.gov.au is added to your safe sender list.

Enter the code below we sent to connecting@opendoornh.org.au
REQUIRED

Don't see your code? check your spam folders and ensure recreation@wangaratta.vic.gov.au is added to your safe sender list.

Verify email

Set your password

Password REQUIRED   ☐ Show password

○ 8 characters
○ 1 number

Next

Complete your profile
These details are for in case we need to contact you. They won't appear on our site.
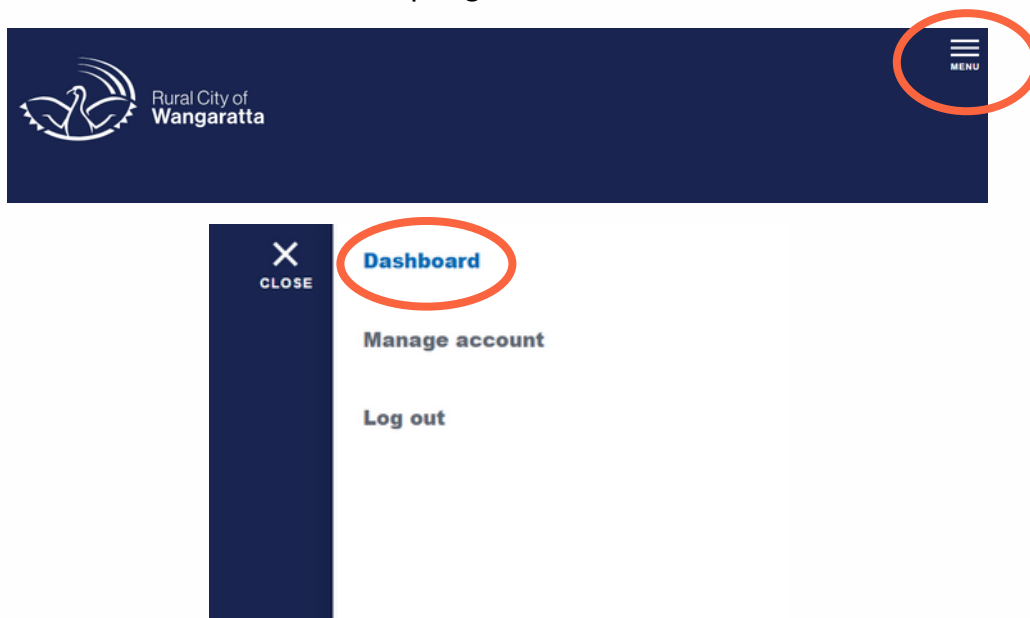
Organisation

Next

6. Review the terms of use, if you agree click "Create Account"

Clicking 'Create account' means you have read and understood our terms of use and agree to comply with them.

Create account

CREATING A NEW PAGE

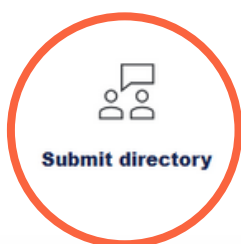1. Click on the Menu icon in the top right corner and select "Dashboard"

2. Choose "Submit Directory". This is where you enter your group's details.

After you have created your page, you will be able to update the information using "Manage pages" - see page 7 for more information on this

CREATING A NEW PAGE

3. Tips for completing this section:
- Remember to use the group's shared contact details and email address.
- Within this section you will be asked to upload a picture – this can be a relevant picture of your group or a logo.
- Please select all categories relevant to your group E.g. Social group, Sport and recreation, Music groups etc.

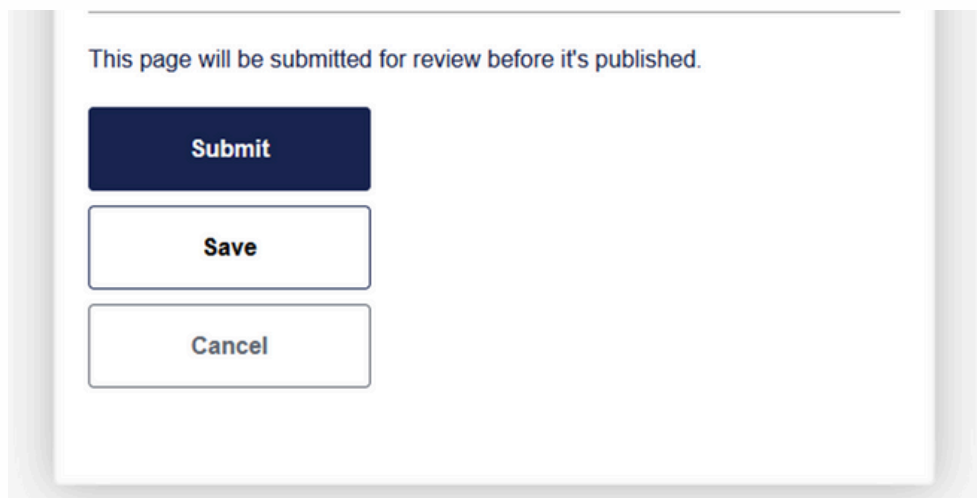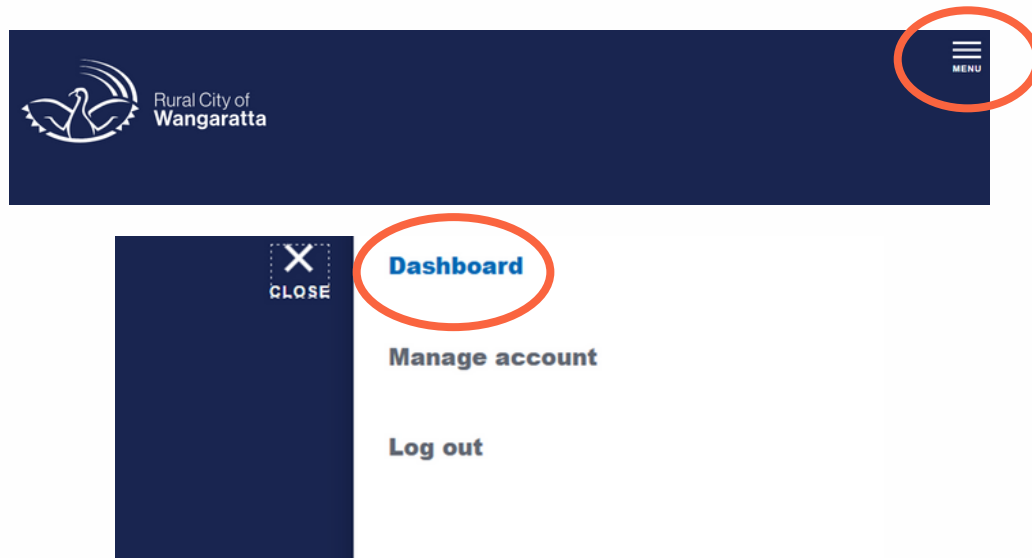4. Council staff will review submissions before publishing.

UPDATING PAGES

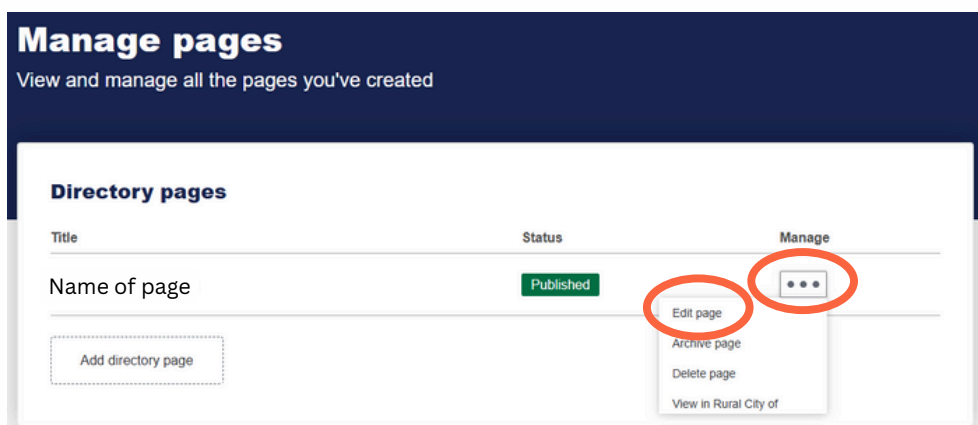1. Click on the Menu icon in the top right corner and select "Dashboard"

2. Choose "Manage pages".

Welcome to your Community Directory dashboard.

You can add new community group listings or manage your current pages. If you need help, please refer to our user guides further below.
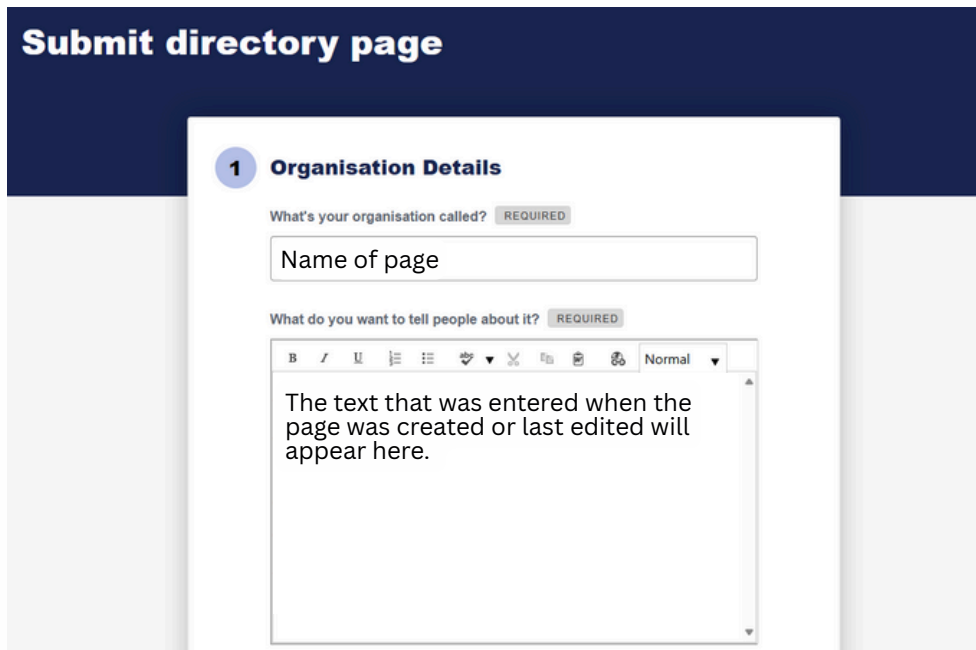
Submit directory   Manage pages

3. This shows the pages that have been created using your account. Click the 3 dots under "Manage" and then click "Edit page"

Manage pages
View and manage all the pages you've created

Directory pages

Title	Status	Manage
Name of page	Published	•••

Add directory page

Edit page
Archive page
Delete page
View in Rural City of

UPDATING PAGES

4. Edit your information by filling out the boxes, the same as when you created the page.

4. Council staff will review the updates before publishing.
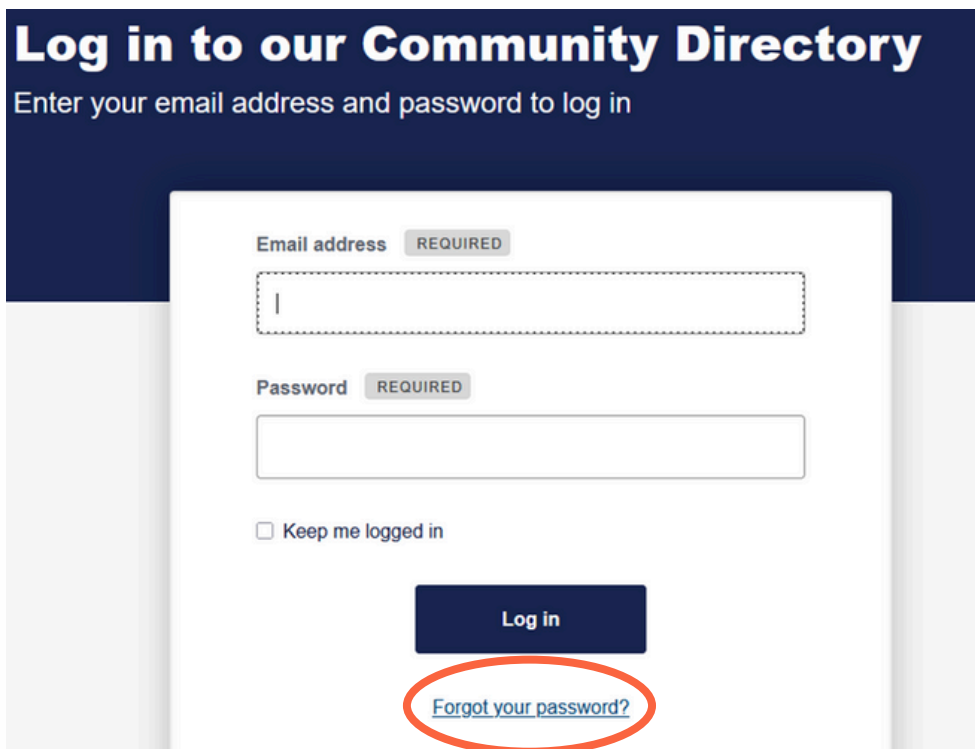
EXISTING USERS

Troubleshooting

If you have forgotten your password. Select " Forgot Password" you will be prompted to enter an email and a "reset link " will be emailed
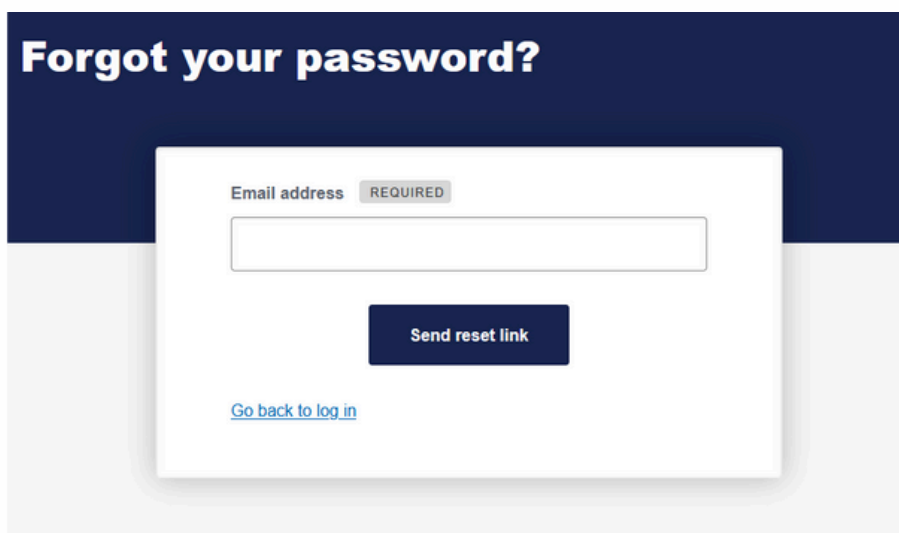
If you already have a page or an account but have forgotten the group's email address, you can contact Council on communitydirectory@wangaratta.vic.gov.au and the team will help you.