

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.

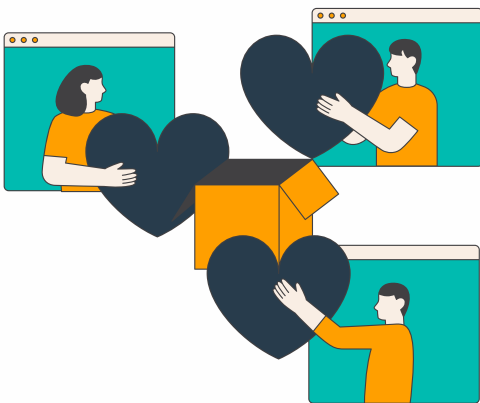
Contains:

Creating a new account (Pages 2-4)

Creating a new page (Pages 5-6)

Updating pages (Pages 7-8)

Existing users - troubleshooting (Page 9)



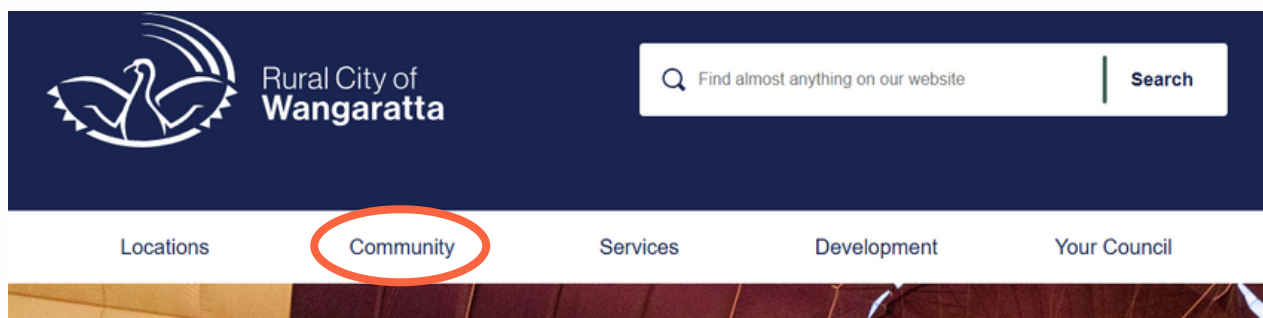
Contact us:
5722 0888
communitydirectory@wangaratta.vic.gov.au



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".

[Home](#) / [Community](#) / [Community Directory](#)

Community Directory

Welcome to the Wangaratta Community Directory! This Directory allows local community groups to share information about who they are and what they do. From sports clubs to support groups, services, arts, social groups and culture, we hope you find a group that is just right for you.

Want to register your community group? [Create an online account](#)

Need to update your community page? [Login here](#)

Browse by Categories in the side bar or

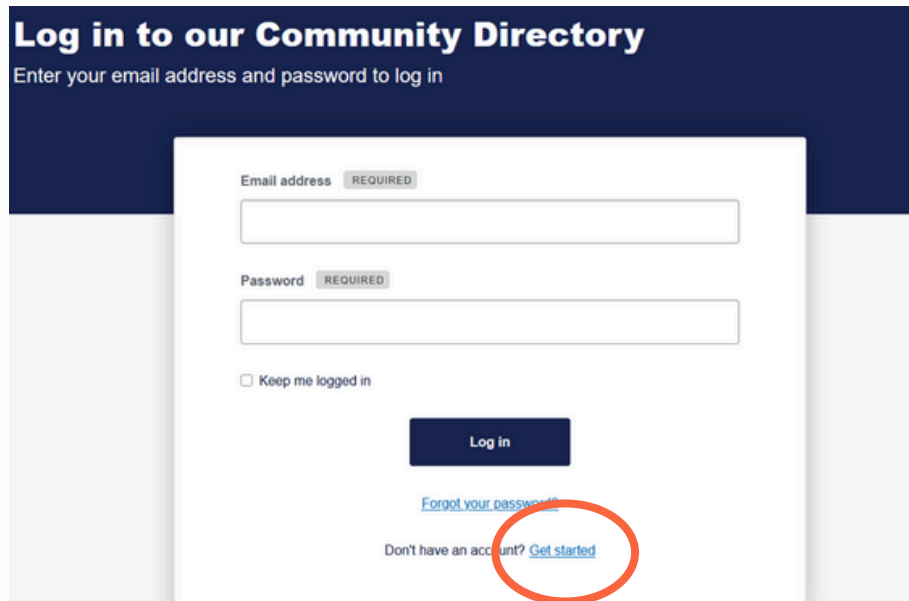
[click here to view all listings](#)

Categories

- [Art and crafts](#)
- [Community food](#)
- [Community organisations and groups](#)
- [Environment and sustainability](#)
- [Gardening](#)
- [Galleries and museums](#)
- [Halls and recreation reserves](#)
- [Music groups](#)
- [Religion](#)

CREATING A NEW ACCOUNT

3. Select "Get Started".



Log in to our Community Directory
Enter your email address and password to log in

Email address REQUIRED

Password REQUIRED

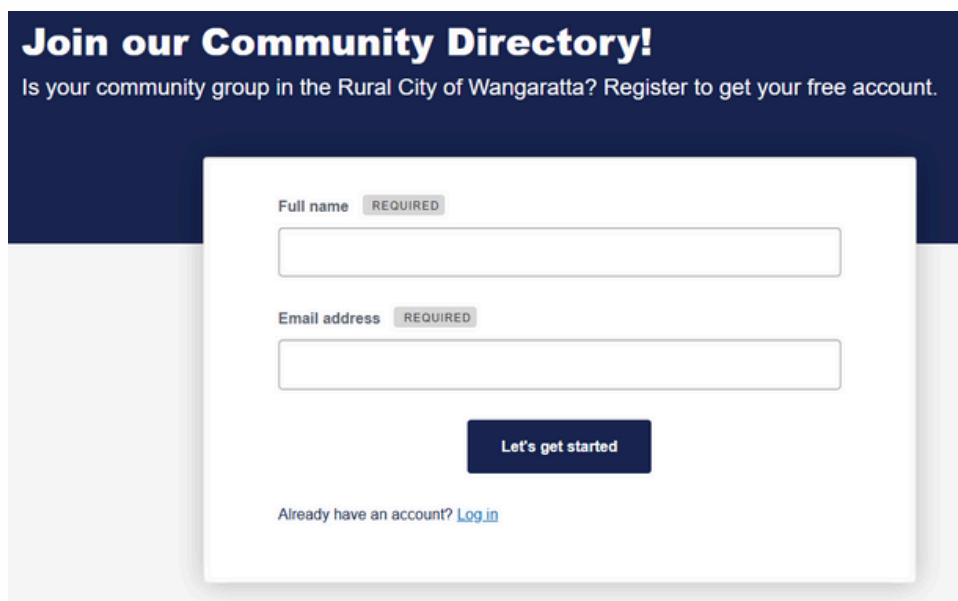
☐ Keep me logged in

Log in

[Forgot your password?](#)

Don't have an account? [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).



Join our Community Directory!
Is your community group in the Rural City of Wangaratta? Register to get your free account.

Full name REQUIRED

Email address REQUIRED

Let's get started

Already have an account? [Log in](#)

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@wangeratta.vic.gov.au is added to your safe sender list.

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

Don't see your code? check your spam folders and ensure recreation@wangeratta.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

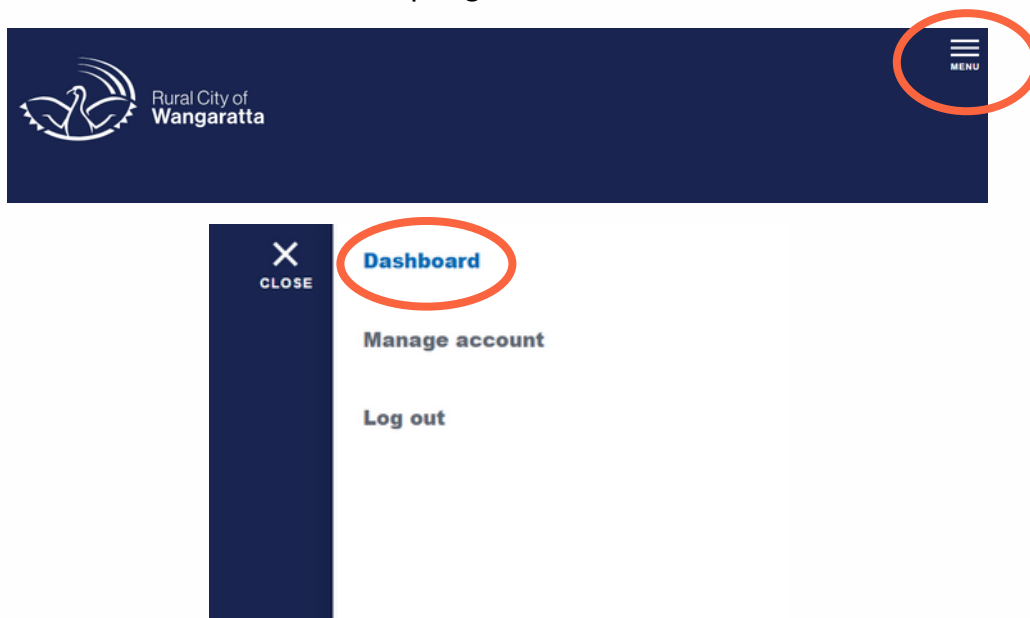
6. Review the terms of use, if you agree click "Create Account"

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"

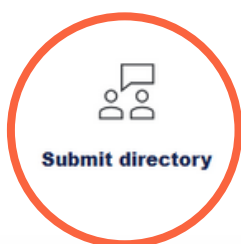


2. Choose "Submit Directory". This is where you enter your group's details.

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

Welcome to your Community Directory dashboard.

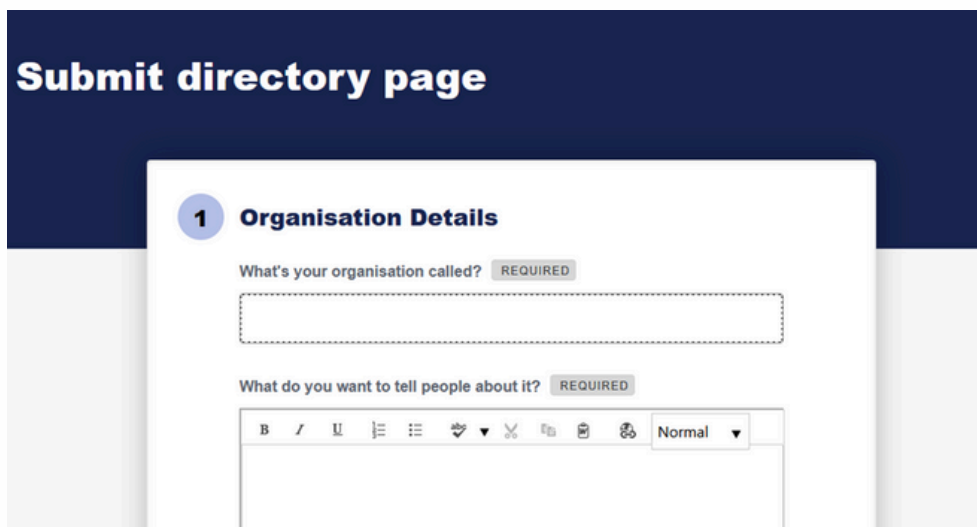
You can add new community group listings or manage your current pages. If you need help, please refer to our user guides further below.



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.



Submit directory page

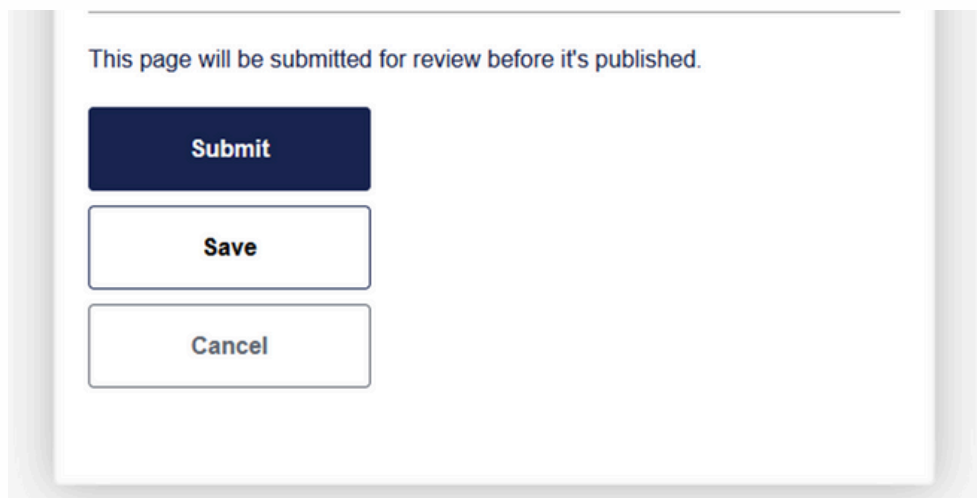
1 Organisation Details

What's your organisation called? REQUIRED

What do you want to tell people about it? REQUIRED

B I U | | | | | | | | | | Normal ▼

4. Council staff will review submissions before publishing.



This page will be submitted for review before it's published.

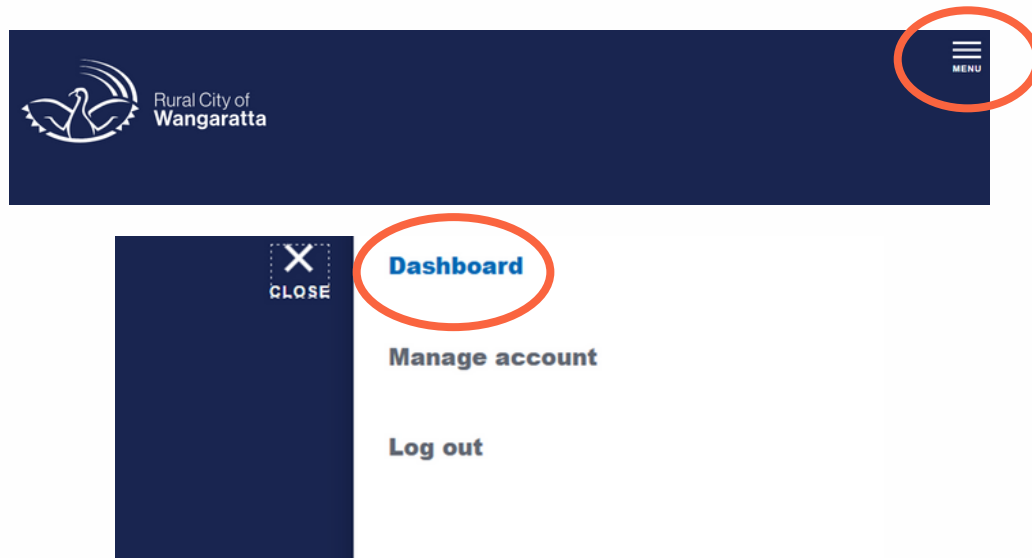
Submit

Save

Cancel

UPDATING PAGES

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



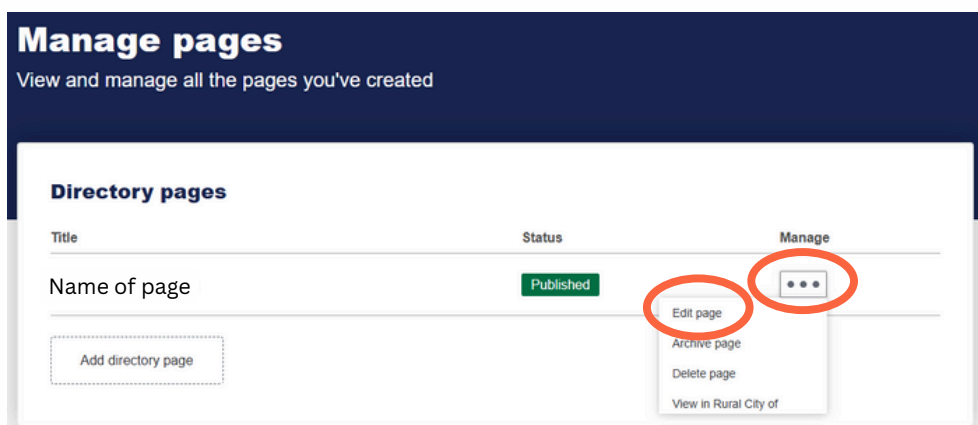
2. Choose "Manage pages".

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.

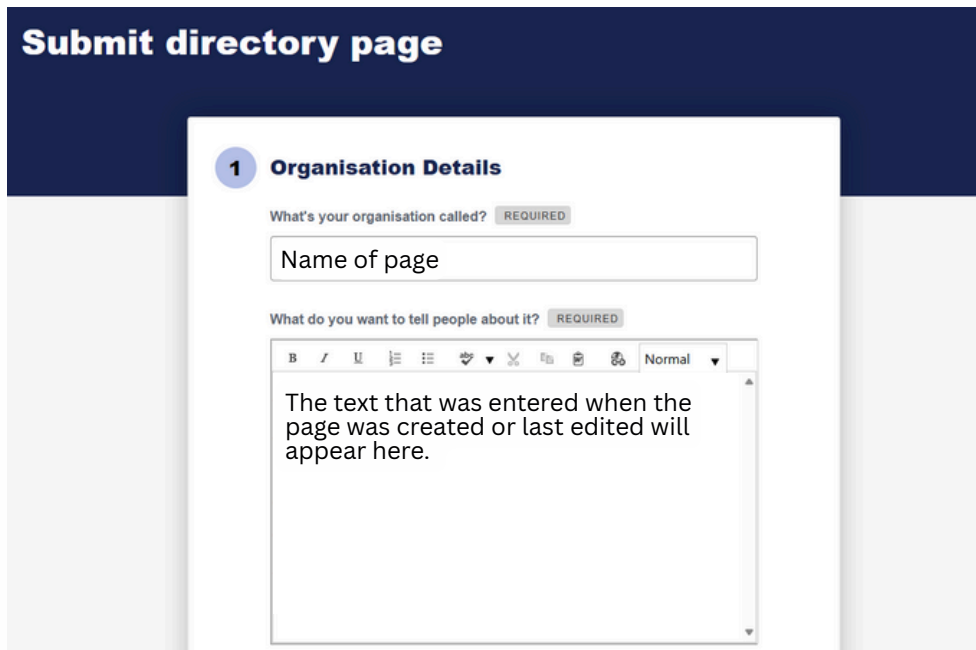


3. This shows the pages that have been created using your account. Click the 3 dots under "Manage" and then click "Edit page"



UPDATING PAGES

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



The screenshot shows a web form titled "Submit directory page" with a dark blue header. The form is divided into sections, with the first section titled "1 Organisation Details". It contains two required fields: "What's your organisation called?" and "What do you want to tell people about it?". The first field has a text input box with the placeholder text "Name of page". The second field has a rich text editor with a toolbar and the placeholder text "The text that was entered when the page was created or last edited will appear here.".

Submit directory page

1 Organisation Details

What's your organisation called? REQUIRED

Name of page

What do you want to tell people about it? REQUIRED

B / *I* U **B** Normal ▼

The text that was entered when the page was created or last edited will appear here.

4. Council staff will review the updates before publishing.

This page will be submitted for review before it's published.

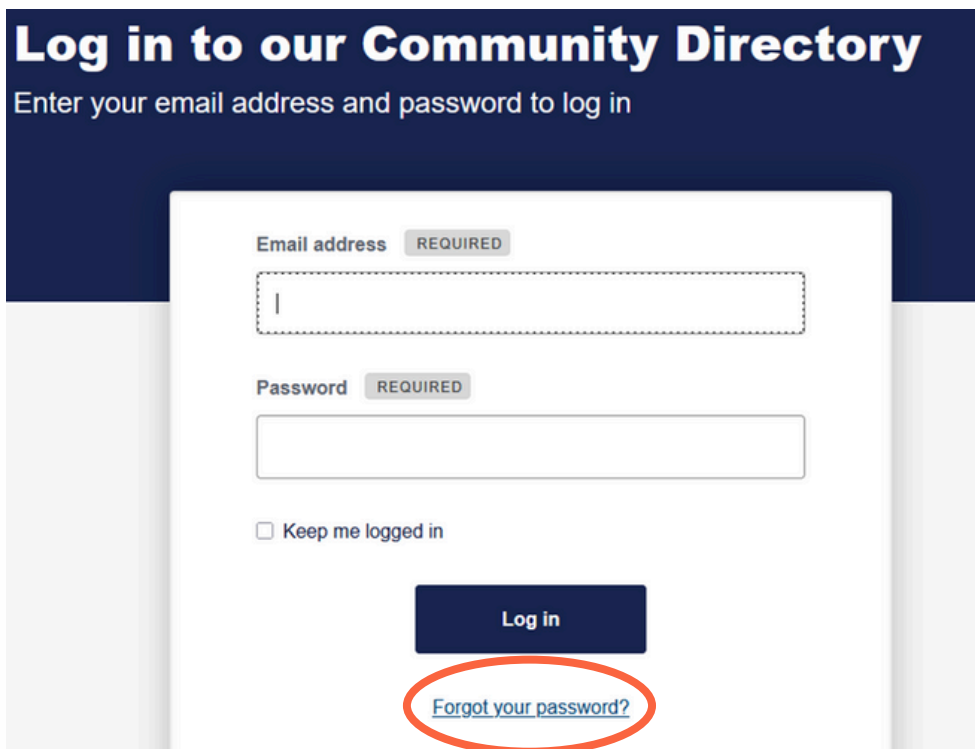
Cancel

Submit

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



Log in to our Community Directory
Enter your email address and password to log in

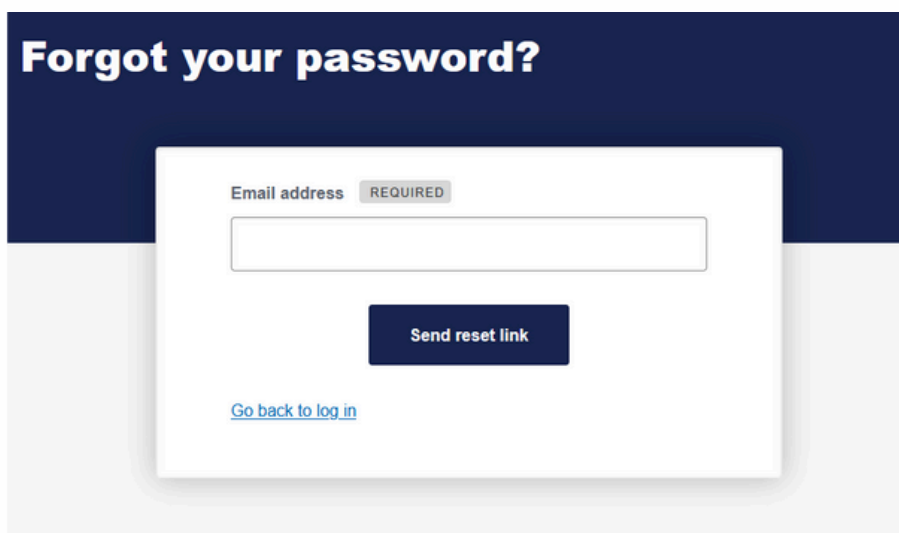
Email address REQUIRED

Password REQUIRED

☐ Keep me logged in

Log in

[Forgot your password?](#)



Forgot your password?

Email address REQUIRED

Send reset link

[Go back to log in](#)

If you already have a page or an account but have forgotten the group's email address, you can contact Council on communitydirectory@wangeratta.vic.gov.au and the team will help you.