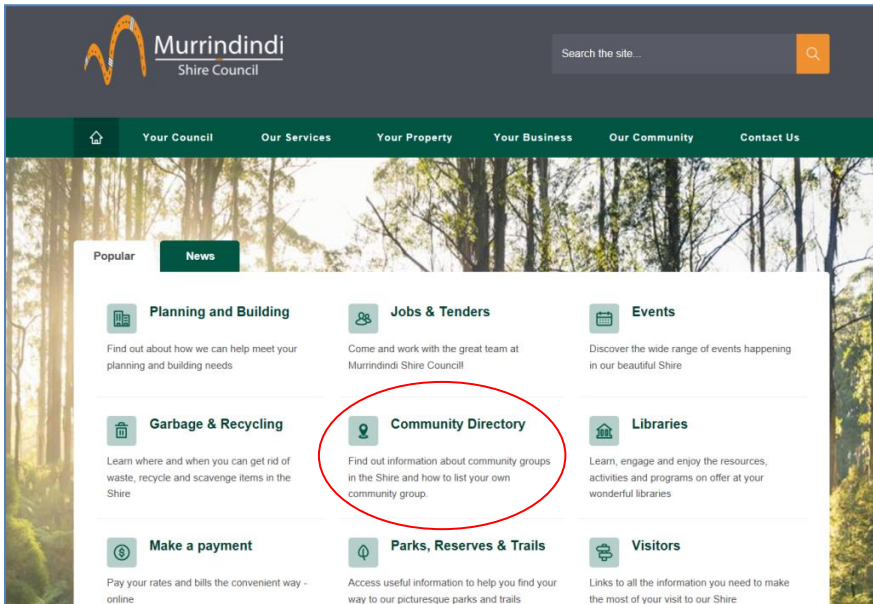


# Murrindindi Shire Council Community Directory User Guide

The Community Directory User Guide provides step by step instructions on how to register as a new user, LogOn

## Register as a new user

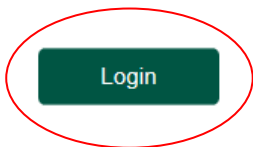
Step 1: Click Community Directory on the homepage



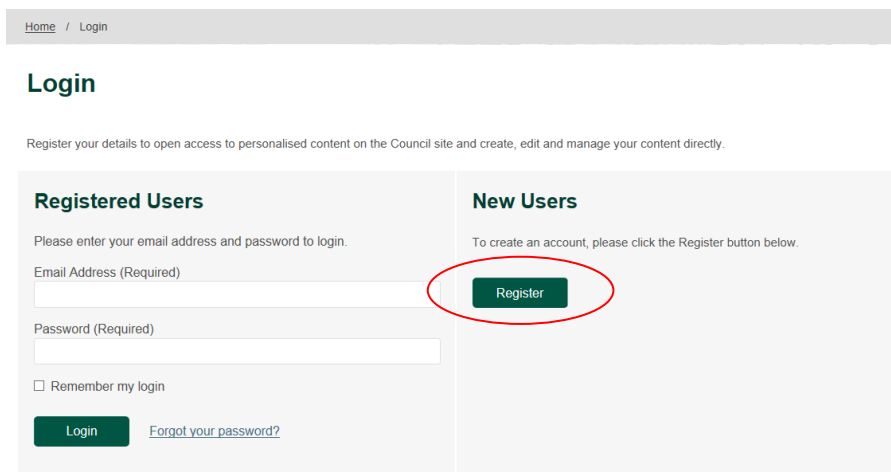
Step 2: Scroll to the bottom of the Community Directory page and click 'Login'



To access or create content in the Local Directory, please



Step 3: Click on the 'Register' button under 'New Users'



Step 4: Complete the details listed below and select 'Create Account' to submit your registration

## Register

Fill in your details below.

Email Address (Required)

Confirm Email Address (Required)

Password (Required) ?

Confirm Password (Required)

First Name/Organisation (Required)

Last Name

Contact Phone Number

Street Address (Required)

Suburb (Required)

Postcode (Required)

State (Required)

Create Account

## Log On to MyCouncil

Step 1: Go to [www.murrindindi.vic.gov.au/Secure/Login](http://www.murrindindi.vic.gov.au/Secure/Login)

Step 2: Enter your Email Address and Password, and select 'Login'

### Registered Users

Please enter your email address and password to login.

Email Address (Required)

Password (Required)

Remember my login

Login

[Forgot your password?](#)

## Create your Community Listing

Step 1: Log On to MyCouncil as per above instructions

Step 2: Click on the 'Local Directory' box and then click 'Add Item'

## MyCouncil

Welcome to the MyCouncil dashboard. Here you can access and update your details and create or update any personalised content.

[Update Details](#) [Change Password](#) [Deactivate Account](#)

[Logout](#)

### Local Directory

- ✓ Published 0
- ⌚ In Workflow 0
- ✗ Deactivated 0
- 📁 Archived 0

## Local Directory

[Add Item](#)

Step 3: Complete your Community Directory listing details as below and click the 'Publish' button

### Add or Edit

#### Organisation Details

Organisation/Business name (Required)

Short description

Listing category (Required)

Select

Logo or Feature image

Select

Image Gallery

Select

Remove

Add

Organisation/Business Description

Rich text editor with toolbar (Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Paragraph, Paragraph Styles) and content area.

#### Location Details

Show address on website

Yes

Building/Venue name

Street address

Suburb/Township

Postcode

Show postal address on website

Yes

Postal Address

#### Contact Details

Name

Email

Phone number

Website (starting with http:// or https://)

Facebook

Twitter

LinkedIn

Pinterest

Google+

Cancel

[Publish](#)

Step 4: Your listing will then go through an approval process with Council and once your listing is approved it will become live on the website.

### Maintain your Listing/Account

Step 1: Log On to MyCouncil as per the instructions listed on the previous page.

Step 2: Once you Log On you will be able to update details, change your password, deactivate your account or add another Community Directory listing.

## MyCouncil

Welcome to the MyCouncil dashboard. Here you can access and update your details and create or update any personalised content.

[Update Details](#) [Change Password](#) [Deactivate Account](#)

[Logout](#)

### Local Directory

- ✓ Published 0
- ⌚ In Workflow 0
- ✗ Deactivated 0
- 📁 Archived 0

All Community Directory listing will need to be reviewed at least once a year to remain active. A review notification will be sent to the email address provided as a reminder.

If you have any issues creating or editing your Community Directory Listing please contact Council's Communications Unit on (03) 5772 0333 or email [msc@murrindindi.vic.gov.au](mailto:msc@murrindindi.vic.gov.au).