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, log on to MyCouncil and maintain your listing.

Register as a new user

Step 1: Click 'Community Directory' on the homepage of Council's website at www.murrindindi.vic.gov.au

Make a payment   Garbage & Recycling   Jobs & Tenders

Planning and Building   Libraries   Council Meetings

Community Directory   Visitors   Parks, Reserves & Trails

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

To create a new listing or update an existing listing click the 'Login' button below.

Login

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

Home / Login

Login

Register your details to open access to personalised content on the Council site and create, edit and manage your content directly.

Registered Users

Please enter your email address and password to login.

Email Address (Required)

Password (Required)

☐ Remember my login

Login   Forgot your password?

New Users

To create an account, please click the Register button below.

Register

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

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

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, which can take a few days to complete. You will receive a notification email from 'Seamless' or 'OpenCities' advising that your listing has been submitted for approval. 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 listings will need to be reviewed at least once a year to remain active.

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