

Training manual for community groups

Resource



This resource was developed for Mount Alexander Shire Council. It is a training manual to help community groups use the Connect Mount Alexander website to create connections between community groups, clubs and organisations.

What is Connect Mount Alexander?

Connect Mount Alexander is an online community directory that brings together not-for-profit community groups, clubs and organisations in the Mount Alexander Shire.

It's a place for our community to connect with groups that share their interests, find services, and promote the range of skills and resources our local community groups can provide.

Connect Mount Alexander is currently in beta testing phase, which means we'll periodically be making changes to improve the site and you may find the odd error here and there.

We welcome your feedback.

Your organisation profile

Community organisations within the Mount Alexander Shire can complete a profile, similar to a Yellow Pages style listing, to ensure your organisation is easy to find.

Your organisation profiles can include:

- a spiel about who you are and what your group is all about
- how to contact your group
- upcoming community events you are hosting
- a call for volunteers
- equipment and assets that your organisation can provide to the community
- skills and services that your organisation can provide to the community
- details of your next meeting or annual general meeting.

Registration

To create a profile for your organisation, you need to create a user account with a password. This will allow you to come back and edit the profile later to keep information up to date.

To register and set up a password, go to the [registration page on the Connect Mount Alexander website](https://connectmountalexander.com.au/wp-login.php?action=register)
<<https://connectmountalexander.com.au/wp-login.php?action=register>>.

Your username is set when you are established as a user in the system by the administrator and cannot be changed. Your username could be either your personal name or the name of the organisation you represent.

Usernames cannot include spaces, commas or apostrophes.

You can control how your name will be displayed on the website once your profile has been created.

Maintaining a strong password is important to make sure you are the only person logging in and making changes under your username.

Caution: Strong passwords are at least seven characters long and contain a combination of upper and lower case letters as well as numbers and symbols such as !@#"?\$%^&*()

Creating a profile for your organisation

All not-for-profit or community-based organisations working within the Mount Alexander Shire can create a profile.

To create a profile, go to the [Connect Mount Alexander website](http://www.connectmountalexander.com.au) <http://www.connectmountalexander.com.au> and click on the link to 'Register an organisation'.

Completing your profile	Mandatory
Organisation name	Y
Logo (ideally a png file, 300px wide by any height)	N
Description about your organisation (up to 500 words)	Y
The primary contact person for your organisation. This will be available to the public. Phone numbers should include an area code.	Y
The president or chairperson of your organisation. This will only be visible to site administrators.	N
Address of organisation. This will auto populate as a Google map entry, so please be as accurate as possible. If your address doesn't appear on Google maps, we can add it for you later.	N
Category: This lets people know what kind of organisation you are and will help them find you. You can select multiple categories.	Y
Skills and Services: Let us know what skills and services you can offer to the community.	N
Equipment and assets: Let us know what equipment & assets you can offer to the community.	N
Area you operate in: This could be shire-wide or a specific township within the shire.	Y
Tags or keywords for search: These are terms that will help people to find your organisation within the website. You can add up to five keywords.	N
Seeking volunteers: Check this box to let people know if you are looking for volunteers	N
Annual general meeting / meeting information	N
Link to your website	N
Links to your social media accounts	N
Photo gallery to showcase your organisation and add a splash of colour to your profile page	N

Once you have submitted the form, your organisation profile will be available on the directory within 3 business days once it has been approved by an administrator.

You'll receive an email once your profile has been published. If you haven't heard by from us after 3 business days, please email [Connect Mount Alexander](mailto:connect@mountalexander.vic.gov.au) <connect@mountalexander.vic.gov.au>.

Uploading images

Please make sure you resize your images to reduce the file size. This will make them quicker to load.

Register a community event

As a member of Connect Mount Alexander you are able to add community focused events that are occurring within the shire, such as Annual General Meetings, open days, festivals, workshops, and conferences.

Commercial events will not be accepted.

To add an event to the calendar, go to the [Connect Mount Alexander website](http://www.connectmountalexander.com.au) <<http://www.connectmountalexander.com.au>> and click on the link to 'Register an event'.

Event Listing options	Mandatory
Event title	Y
Description: (up to 500 words)	Y
Event date as well as start time/ finish time	Y
Event category (so people know what type of event you are hosting)	N
Cost of event: you can list full price / concession or simply type '0' if your event is free.	N
Event tags: these are terms that will help people to find your event within the website. You can add up to five keywords.	N
Venue: the website has been built pre-populated with many of the venues in and around Mount Alexander Shire. You can select an existing venue, or add your own.	N
Organiser's details: so people can contact you	N
Event URL or booking URL (for third party booking systems)	N
Event target to: lets people know if the event is for a specific group of people.	Y
Event format: let people know if it's a workshop, a meeting or something else	Y

Once you have submitted the form, your event will be available on the community calendar within three business days once it has been approved by an administrator.

You'll receive an email once the event has been published. If you haven't heard by from us after three business days, please email [Connect Mount Alexander](mailto:connect@mountalexander.vic.gov.au) <connect@mountalexander.vic.gov.au>.

Please note: The Community Calendar will hide events as they finish. If you are a registered user, you can still access all your previous events from the last 24 months by logging into your account here.

Feedback

We welcome your feedback. Please email [Connect Mount Alexander](mailto:connect@mountalexander.vic.gov.au) <connect@mountalexander.vic.gov.au>.

This sample resource has been provided with the support and permission of Mount Alexander Shire.

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