GOLDEN PLAINS SHIRE COUNCIL

Online Community Directory User Guide

The Golden Plains Shire Online Community Directory provides easy-to-find information and assists residents and visitors in engaging with the many local community groups, clubs, services, associations and facilities based in the Golden Plains Shire.

This user guide gives you step by step instructions on how to create an account on the Golden Plains Shire Council website, so that you can create and manage your Online Community Directory listing.

Benefits of creating a listing include:

- Increase your club or organisations visibility and attract new members.
- A great way to engage new volunteers.
- Free exposure to advertising your upcoming and annual events and regular programs.
- Give new residents and visitors insight into what's happening in your community.

Before you begin, please make sure you have read the eligibility requirements and disclaimer.

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1. Accessing and viewing the Online Community Directory

STEP 1

Visit www.goldenplains.vic.gov.au/community-directory

STEP 2

To view directory listings, you do not need to create an account.

- Type in a key word e.g. Progress Association
- Select a category by using the drop down tab.
- Add a Town by using the drop down tab.
- Then select Apply.

2. Creating a log in for the Online Community Directory

To create an Online Community Directory listing, you will need to create a log-in, if you do not already have one.

STEP 1

Visit www.goldenplains.vic.gov.au/user/login

STEP 2

The best way to check if you already have an account is type your email into the "Log In" below.

Log in

Welcome to the new Golden Plains Shire Council website. If you have an online account with us, please use the *Forgot your password?* button to reset your account.

Email or username *

Enter your email address or username.

Password *   Forgot your password?

⊗ Password field is required.

Enter the password that accompanies your email address.

[Log in]   Create an account?

STEP 3

If your email is not recognised then:

- Select 'Create an account?'
- Complete all required fields.
- Select 'Create new account'.

Create new account

Welcome to the new Golden Plains Shire Council website. If you have an online account with us, please use the *Forgot your password?* button to reset your account.

You have already an account? Log in

Email *

A valid email address. All emails from the system will be sent to this address. The email address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by email.

First Name

Last Name

Mobile Number

Street Address

Town

State

Victoria

Post Code

Create new account

3. Creating a listing for the Online Community Directory
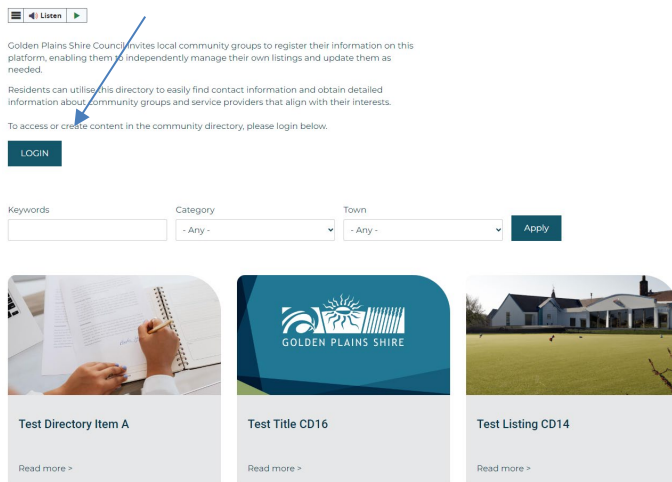
STEP 1

Once a new account has been created:

- Visit www.goldenplains.vic.gov.au/user/login
- Log in using your email or username and password

STEP 2

To create a new community listing.

- Once you have logged in visit www.goldenplains.vic.gov.au/community-directory
- Click LOGIN

- Click Create a new listing

STEP 3

Populate content for the community group, using the prompts provided.

- Items with a red asterix* must be completed to progress the listing.

Website

https://www.goldenplains.vic.gov.au

This must be an external URL such as *http://example.com*.

Facebook

This must be an external URL such as *http://example.com*.

Instagram

This must be an external URL such as *http://example.com*.

Contact Name *

Test

Contact Position *

Test

Mobile Number *

1111111111

Phone Number

Email *

edooley@symphony3.com

Preferred Contact Hours

Eg: 9AM to 5PM - Mon to Fri

🟢 Volunteers welcome

⚪ Membership available

⚪ Virtual group

Facility Address

Completely fill in the address details below to display a map to your facility on the page. You can leave this blank if your listing does not have an address.

Country

Australia

Street address *

2 Pope Street

Suburb *

Bannockburn

State *

Victoria

Postal code *

3331

Description *

| B | I | 🔗 | ☷ | ☷ | ☷ | 99 | Format ▾ | ⧉ Source |

This is a test description

Text format Basic HTML

About text formats

Write more details about your organisation. Keep your description under 500 words.

- Complete the opening hours section to let people know your hours of operation.

Opening Hours

	From	To	Operations
Monday	09:00 AM 🕐	09:00 PM 🕐	Add time slot Remove Copy last day
Tuesday	--:-- -- 🕐	--:-- -- 🕐	Add time slot Copy previous day
Wednesday	--:-- -- 🕐	--:-- -- 🕐	Add time slot Copy previous day
Thursday	--:-- -- 🕐	--:-- -- 🕐	Add time slot Copy previous day
Friday	--:-- -- 🕐	--:-- -- 🕐	Add time slot Copy previous day
Saturday	--:-- -- 🕐	--:-- -- 🕐	Add time slot Copy previous day
Sunday	--:-- -- 🕐	--:-- -- 🕐	Add time slot Copy previous day

STEP 4

Select and click the Disclosure once you have read and understood the requirements.

Personal information collected on this form will be used by Council's Community Wellbeing unit to develop a public online community directory.

Council may disclose your information to other internal departments such as communications and engagement, customer experience, recreation and community infrastructure, and children's services to develop the public online community directory. Your information will not be disclosed to any external party without your consent, unless required to do so by law.

If you do not provide us with all required information Council will not be able to include your profile in the public online community directory. You have the right to access your personal information and make any necessary corrections. If you have any queries or wish to gain access to amend your information, please contact Golden Plains Shire's Privacy Officer on (03) 5220 7111 or enquiries@gplains.vic.gov.au.

Council will comply with its Privacy Policy and Information Privacy Principles in schedule 1 of the Privacy and Data Protection Act 2014 and the Health Records Act 2001 in relation to the use, storage and disclosure of information. If you have any queries regarding this Collection Notice, please contact the Privacy Officer in writing to enquiries@gplains.vic.gov.au or PO Box 111, Bannockburn 3331.

By ticking the checkbox above you consent for the details you have provided to be made available to the public and displayed on the online community directory.

STEP 5

Scroll to the top of the page and select 'Save' for your group listing to be sent through for review, before being uploaded onto the Community Directory.

You will then receive an email from our team (to the email address you have provided) noting your new Community directory listing is being reviewed.

4. Searching Online Community Directory listings

STEP 1

Visit www.goldenplains.vic.gov.au/community-directory

STEP 2

Type in a keyword. Or select a category and/or Town.

Then select Apply

5. What your listing will look like

When your community group listing is published on the Golden Plains Shire Community Directory, how the listing appears will depend on what information you have entered.
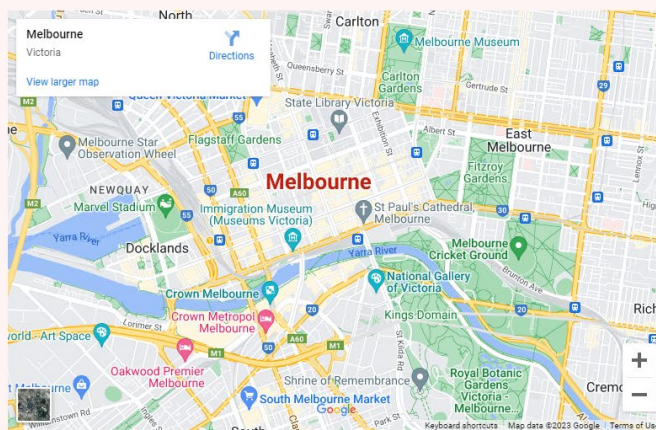
Example listing 1

Test Comm Dir

Directory category
Heritage
Crafts and Hobbies

Town
Barunah Park

Website
https://www.symphony3.com

Facebook
https://www.facebook.com/keepingupwithc...

Instagram
https://www.instagram.com/lovegoldenpla...

Contact Name
Test

Contact Position
Test

Mobile Number
3333333

Phone Number
333333

Email
webmaster@symphony3.com

Preferred Contact Hours
10AM to 5PM Monday to Friday

Volunteers welcome
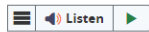Yes

Membership available
Yes

Virtual group
Yes

Facility Address
123 Main Street
Melbourne VIC 3333
Australia

Example listing 2

Cressy Cricket Club - Test

☰ ◀) Listen ▶

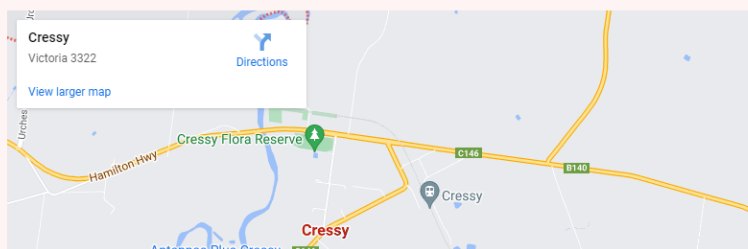| View | Edit | Delete | Revisions |

Etiam ultricies nisi vel augue.

Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Donec mollis hendrerit risus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. In turpis. Fusce risus nisl, viverra et, tempor et, pretium in, sapien.

Fusce commodo aliquam arcu. Ut a nisl id ante tempus hendrerit. Praesent congue erat at massa. In auctor lobortis lacus. Vivamus quis mi.

Sed hendrerit. Maecenas vestibulum mollis diam. Morbi vestibulum volutpat enim. Nullam cursus lacinia erat. Donec interdum, metus et hendrerit aliquet, dolor diam sagittis ligula, eget egestas libero turpis vel mi.

Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Fusce id purus. Fusce egestas elit eget lorem. Nullam cursus lacinia erat. Nullam nulla eros, ultricies sit amet, nonummy id, imperdiet feugiat, pede.

Integer tincidunt. Maecenas ullamcorper, dui et placerat feugiat, eros pede varius nisi, condimentum viverra felis nunc et lorem. Aenean tellus metus, bibendum sed, posuere ac, mattis non, nunc. Proin sapien ipsum, porta a, auctor quis, euismod ut, mi. Ut varius tincidunt libero.

Directory category
Social
Sporting Clubs

Town
Cressy

Website
https://www.symphony3.com

Facebook
https://www.facebook.com/keepingupwithc...

Instagram
https://www.instagram.com/lovegoldenpla...

Contact Name
Philip Joseph

Contact Position
Secretary

Mobile Number
0427612813

Email
cricket@gplains.vic.gov.au

Preferred Contact Hours
10AM to 5PM Monday to Friday

Volunteers welcome
Yes

Membership available
Yes

Virtual group
Yes

Facility Address
123 Main Street
Cressy VIC 3333
Australia

Opening Hours
Sunday:	Closed
Monday:	9:00-15:00
Tuesday:	9:00-15:00
Wednesday:	9:00-15:00
Thursday:	9:00-15:00
Friday:	Closed
Saturday:	Closed

6. Edit your listing

STEP 1

Log in to your account
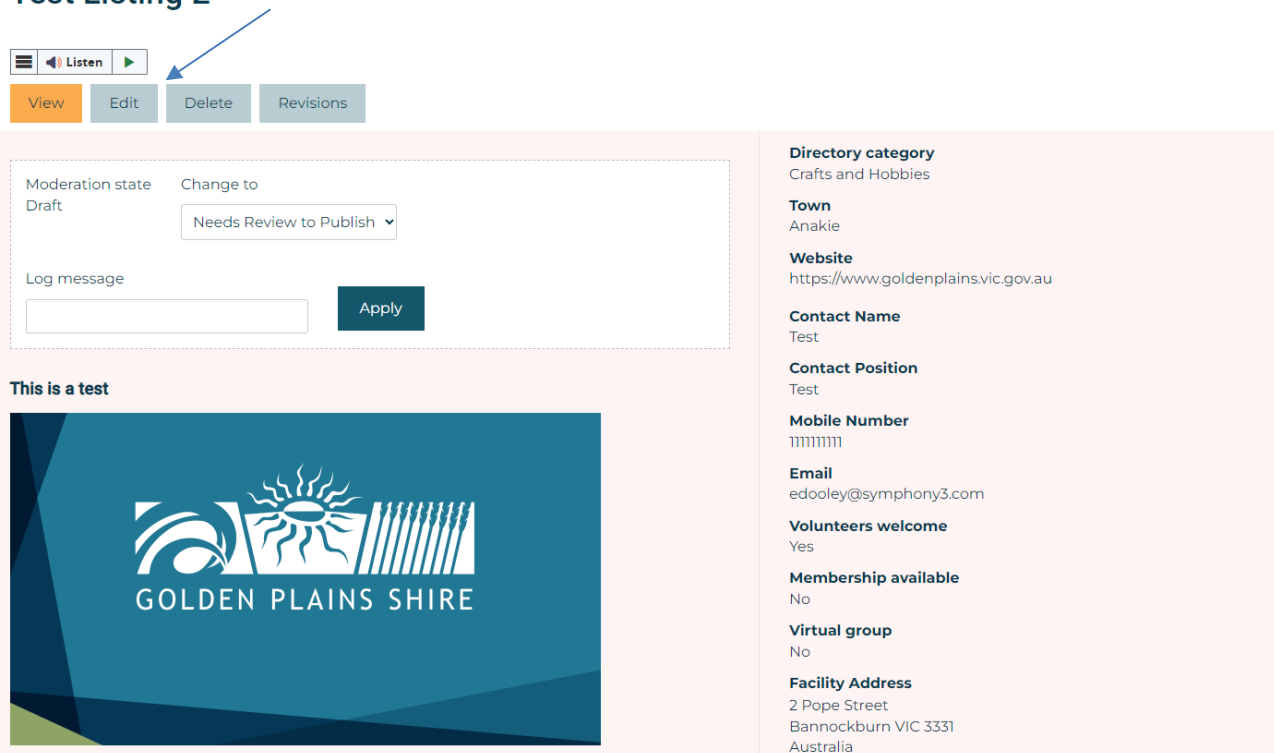
STEP 2

Visit www.goldenplains.vic.gov.au/community-directory

STEP 3

Search for your listing, then select Edit
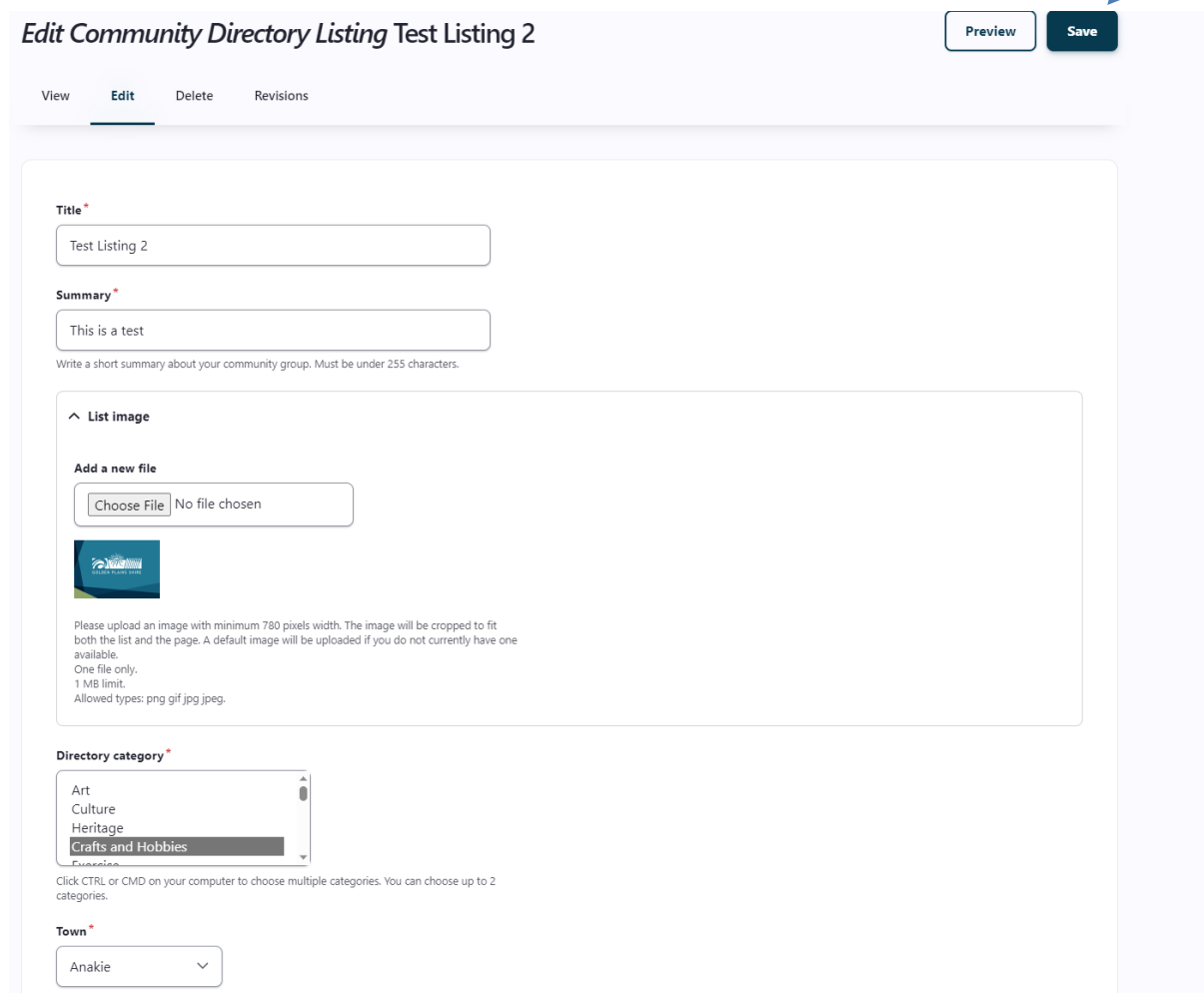
STEP 4

You will see your community listing and be able to edit information.

Once completed scroll to the top of the page and select 'Save'

7. Additional Assistance

If you require additional assistance in creating or editing your Online Community Directory listing, please email communityplanning@gplains.vic.gov.au or call 03 5220 7111.