Shellharbour Connect

How to guide
1. **Visit** the Shellharbour Connect website at:


2. **Search** for your organisation or group by using the search tab, located on the top right of the website.

   *Type* the name of your organisation or group in the search box and press **FIND**.

3. A list of search results will be displayed.

   *Click* the link that matches your organisation/group's name.

   ![Search results](image)

   Your organisation/group's profile will be displayed.

   *Where possible, we have attempted to input as much information as we have on your organisation / group to your profile. We are aware some of this information may have become outdated or have been extracted from your website.*

   **To edit your listing, click** the ‘Edit this listing’ button under your title, located in the top left of your profile.
4. If this is the first time you are editing your profile, you will need to claim your account.

Click the 'Claim Now' button.

A password will be send to your organisation / group’s listed email address.

Please note, if this is no longer the correct name or email address for your organisation and you can not access the inbox the password was sent to, please contact Shellharbour City Council on 4221 6170 or email info@shellharbourconnect.com.au. Council will be able to promptly change the email address listed.

Due to spam reasons, email addresses are not displayed on the website. Enquiries can be made through the ‘send a message’ button displayed on each profile.

5. After receiving your password via email, return to the sign in / claim page of Shellharbour.

Type your new password into the type box.

Press 'submit'.
6. A form to change your details will now be displayed.

**Categories** - Select up to two categories and two sub categories that your organisation fits under. Your profile will be listed under these categories in the ‘browse directory’ section of the website.

**Location** - Add the physical location of your organisation/group. This will address will then be used as a pin point on your profile's map. Please use your street address as google maps does not always recognise building names e.g. Bowling Club.

**Social Media** - Add the web links to your Facebook, YouTube and Twitter accounts if applicable. If you don’t use social media, just leave these fields blank.

**Contact details** - Add or change the details of your website, phone and fax number.

**Mailing address** - If different to your physical address, add details of your organisation/group's mailing address.

**Images** - You can also add 4 images of your organisation/group including a logo. Generic sample photos have currently been added to your profile. To remove these photos, tick the delete image box. To add a new photo, click the browse button and add photos from your computer library.
**What we have to share** -

This part of the website is still under construction.

This feature is being constructed to allow organisations to log in and find resources, equipment, skills, room hire etc that they are willing to share with other local groups in Shellharbour.

*e.g.* You may be looking for a shade tent for your next event. This feature will allow you to search for a shade tent in the search feature and link you with organisations that have this particular resource available to share or hire.

This feature will not be visible to the general public as it is only available to see if you are signed with your organisation’s log in.

It is hoped this feature will essentially assist in the efficient sharing of resources across the community services sector.

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**Description** - Add a description about your organisation / group. This can be up to 500 words.

**Opening hours** - Add the opening hours of your organisation by typing in the day and time one line at a time.

*e.g.*

- **Day:** Monday  
  **Times:** 9am-5pm

- **Day:** Tuesday  
  **Times:** 9am-5pm

**Projects and Programs** - You can also add titles of your organisation’s key projects, programs and events. You may like to list the activities happening at your community centre or topics/ issues your organisation specialises in.

*e.g.* Cancer Council NSW may add ‘Relay for Life’

Please note, that the search functionality of the site will also pick up key words from your listed projects. That means, people will also be able to find your organisation / group by searching for particular projects/events you do.

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**Update Profile**
To make further or future changes to your account:

1. **Search** for your organisation by using the search box located in the top right of the website.

2. Once you have located your profile, click the **edit the listing** button located on the top left of the profile.

3. Use your email address and previously allocated password to sign in to make further changes.

4. Follow the same procedure as listed in the instructions in previous section.
To add your local news and events to the homepage feeds, news and/or events pages:

1. **Click** the 'Add your News or Event' button, located in the green box.

![Image of Shellharbour Connect homepage](image)

2. **Choose** what you would like to add - either an event or news.

![Choose what to add: Add Event, Add News](image)

3. **Sign in** using your password sent to you when you claimed your listing.

![Sign in form](image)
4. To add an event, **fill out** the 'Add Your Event' Form

**Event details -**

Add your event name, event dates and times. Please use the date format dd/mm/yyyy and time format 10am-4pm.

Also add an image if applicable.

You can also choose whether your organisation is shown as the author - this provides a link to your profile.

**Description -**

Add a description about your event and what is happening in the area. Please note this is up to 290 characters.

**Contacts, links & Address -**

This section allows you to add your organisation's phone number, web page, event address and RSVP details.

You can also upload a supporting document. E.g. event flyer or poster to a size limit of 500KB.

**Once finished, press the 'publish event' button.**

After approval, your event will be listed in the event feed and events page of the website.
5. To add your news, **fill out** the 'Add your News' Form.

**Add news headline:**

(Please limit news headline to 80 characters)

**Hide author of article:** ☐ Yes ☑ No

**Add external web page link (optional):**

http://

(Add a link to another web page containing further information)

**Upload document (optional):**

(Upload a 500 KB max. DOC or PDF file containing further information)

**Add full article:**


**Publish Article**

By publishing this article you agree to the [Disclaimer and Privacy policy](#).

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**News details -**

Add the details of your news article including a headline, external link to a website and supporting documentation if needed.

You then have space to add your article text.

You can also choose whether your organisation is shown at the author and provides a link to your profile.

Once finished, press the 'publish article' button.

After approval, your news will be listed in the news feed and news page of the website.