

1. You will need an email address to begin
2. Visit the site www.meandervalleycommunitydirectory.com.au
3. Choose *REGISTER* at top of Homepage
4. Complete the form and click *Create New Account*
5. You will receive an email confirming that your application has been received and is pending approval
6. Once approved, you will receive another email with information on how to log in, set your password and other details
7. Now you have access you can enter the site at any time to develop your group's page
8. To do this, Choose *LOGIN* at the top of the Homepage and enter your *Username* and *Password*. Then follow the instructions to *Create a Page*.
9. There are four steps to creating your page. It only takes a few minutes, but if you get interrupted there is a *SAVE* button at the bottom of each step.
TIP: Before you start, have a few words prepared about your organisation (500 characters max) and up to 4 photos (each less than 1MB each).
10. Once you have created your page it will be posted on to the Directory after a few minutes.
11. Your information can be edited at any time under *Your Content* which is on the right hand side of you're *My Account* page
12. Later, you can post your events to a calendar and list any resources you want to share, sell or loan from you're *My Account* page
13. You can set up more than one group under your registration. Just begin each one at No 9 above. They will all be listed together for editing as No 11 above.

The site is free and functioning well. The Admin team look forward to having your group on board. If you would like assistance please call the Deloraine Online Access Centre on 6362 3537