

City of Ballarat

Online Ballarat Community Diary User Guide

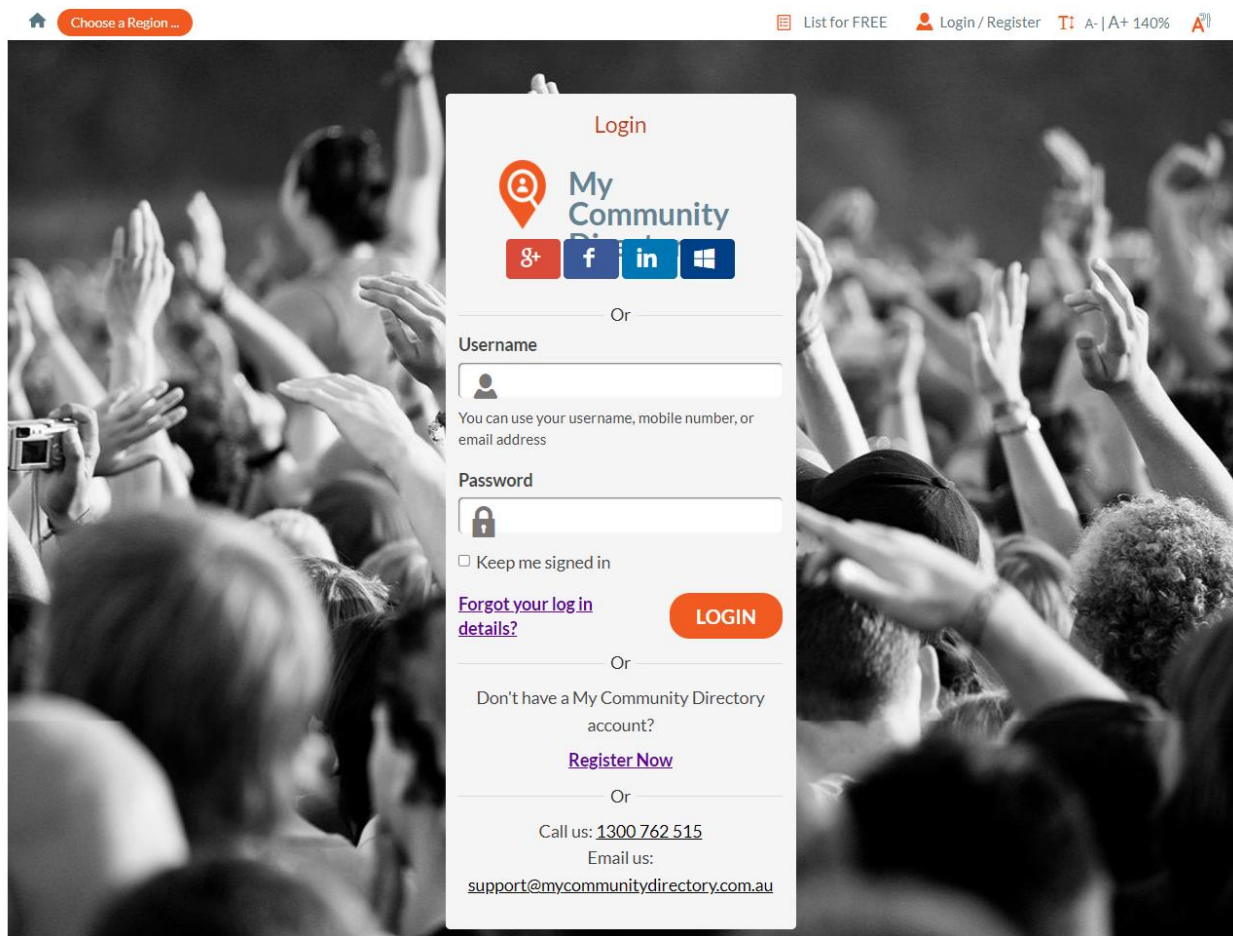
As a registered organisation or community group, you have the ability to post your community events and programs on the Ballarat Community Diary. This will help promote your events and programs to the wider community for free.

How to list your event

Step 1

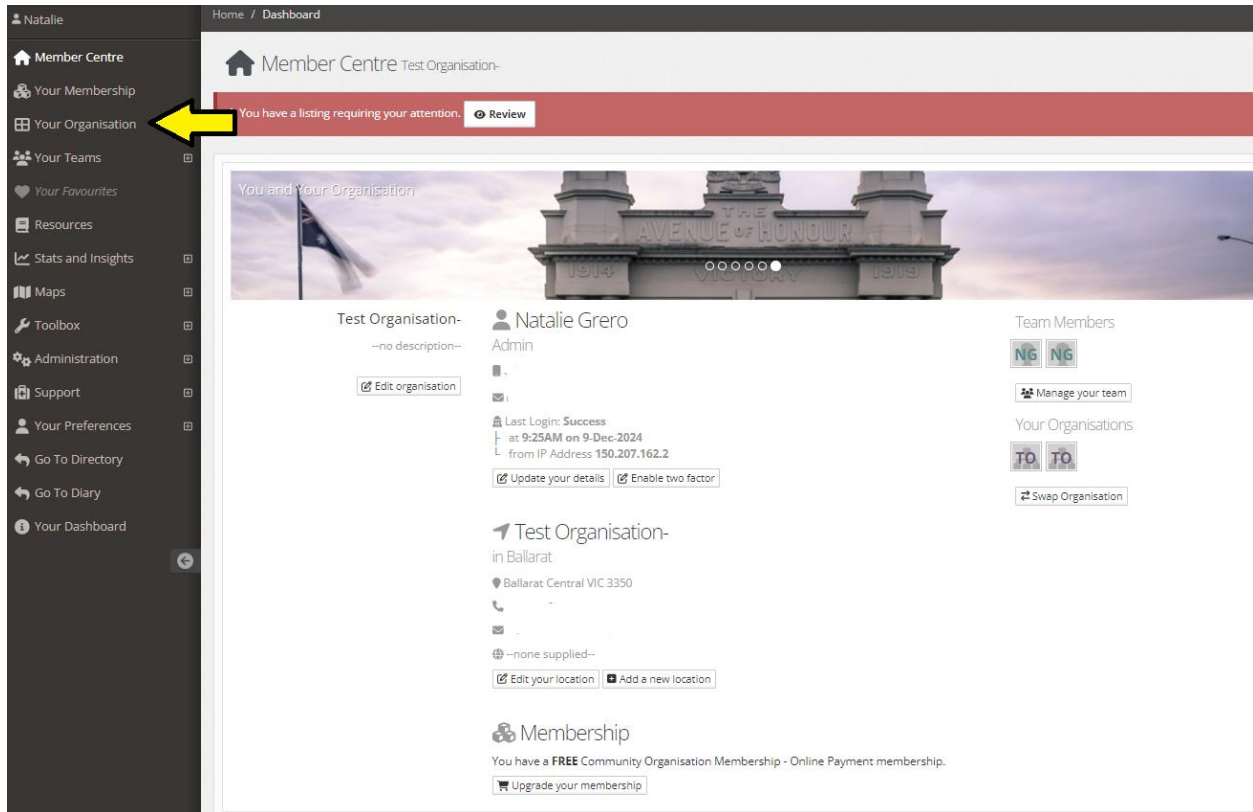
Head to www.mycommunitydirectory.com.au/Account/Login

Enter your registered username and password



Step 2

- Click on “Your Organisation”



The screenshot displays a user dashboard for 'Natalie' with the breadcrumb 'Home / Dashboard'. The main heading is 'Member Centre Test Organisation-'. A red notification bar at the top states 'You have a listing requiring your attention.' with a 'Review' button. A yellow arrow points to the 'Your Organisation' menu item in the left sidebar. The main content area features a banner image of a building with 'THE AVENUE OF HONOUR' and 'VICTORY' visible. Below the banner, the user's profile 'Natalie Grero' is shown as an 'Admin' with a 'Last Login: Success' at 9:25AM on 9-Dec-2024 from IP Address 150.207.162.2. The profile includes buttons for 'Edit organisation', 'Update your details', and 'Enable two factor'. The 'Test Organisation-' section shows the location 'in Ballarat' with address 'Ballarat Central VIC 3350' and buttons for 'Edit your location' and 'Add a new location'. The 'Membership' section indicates a 'FREE Community Organisation Membership - Online Payment membership' with an 'Upgrade your membership' button. On the right, there are sections for 'Team Members' (with 'NG NG' icons and a 'Manage your team' button) and 'Your Organisations' (with 'TO TO' icons and a 'Swap Organisation' button).

Step 3

- Click Your Events

The screenshot displays the 'Member Centre' interface for 'Test Organisation-'. The left-hand navigation menu is expanded, and a yellow arrow points to the 'Your Events' option. The main content area shows the organization's profile for 'Natalie Grero', including details like 'Admin', 'Verify', and 'Edit organisation'. The right-hand sidebar contains summary statistics: 0 My Networks, 0 My Organisation, 0 Diary Events, 2 Team Members, and 0 Favourites. Below these are sections for 'Recent Updates' and 'Upcoming Events'.

My Community Directory

Member Centre

Home / Dashboard

Need Help? Phone: 1300 762 515 or E-mail: support@mycommunitydirectory.com.au

PDF VIEWS: 0

TREND: 0%

⚠ You have a listing requiring your attention. [Review](#)

You and Your Organisation

Test Organisation-
-no description-

[Edit organisation](#)

Natalie Grero
Admin
[Verify](#)

Team Members
NG NG
[Manage your team](#)

Your Organisations
TO TO
[Swap Organisation](#)

Test Organisation-
in Ballarat
Ballarat Central VIC 3350

Ⓜ -none supplied-
[Edit your location](#) [Add a new location](#)

Membership
You have a **FREE** Community Organisation Membership - Online Payment membership.
[Upgrade your membership](#)

0 My Networks

0 My Organisation

0 Diary Events

2 Team Members

0 Favourites

Recent Updates

- Ballarat Aquatic & Lifestyle Centre updated their listing 4 days ago
- Ballarat Cricket Association updated their listing 5 days ago

Upcoming Events [Activity](#)

You do not currently have any upcoming events.
Why not create one now?

Step 4

Click +Add New Event

Events > City of Balarat

Filter

Select the location by choosing from the list then show or hide expired events & location events to customise your view of events within your organisation.

All Locations

Hide Expired events

Hide All location events

+ Add New Event

Upload Events

Print Preview

Calendar View List View

All Events

December 2024

month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Step 5

- Select applicable location and services by clicking the drop down boxes
- Complete relevant details listed

