

# Community organisation directory user guide



## Create a MyCity account

1. Open this webpage: <https://www.moorabool.vic.gov.au/MyCity/Log-in?Mode=Register>
2. Enter your full name and valid email address to create your MyCity account
3. Passwords must be minimum 8 characters and contain upper and lowercase letters, number and special character
4. When you have completed this process, follow the directions below to create a community group or organisation listing.

A screenshot of a registration form on a dark blue background. The form is white and contains the following elements: the Moorabool Shire Council logo in the top left; the heading "Get your free account" in bold; the subtext "Sign up to connect with your city"; two input fields: "Full name" with a "REQUIRED" label and a password strength indicator (three dots); "Email address" with a "REQUIRED" label; a blue "Let's get started" button; and a link "Already have an account? Log in" at the bottom.

## Submit your listing

1. Once logged into your account, visit your dashboard.
2. Click on the Submit a community directory listing tile



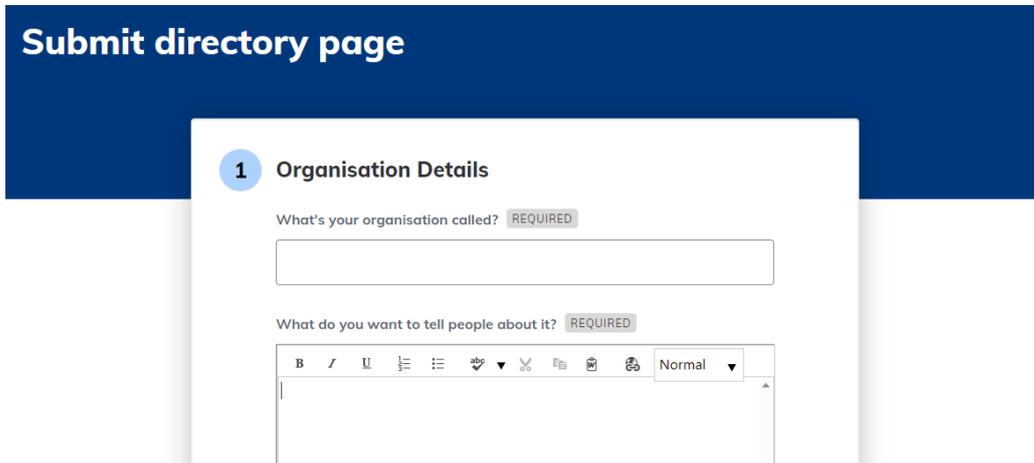
**Submit business  
directory listing**



**Submit community  
directory listing**

## Community group or organisation information

3. Fill in your community group or organisation's details in the form.



The screenshot shows a form titled "Submit directory page" with a dark blue header. Below the header, a white box contains the form content. The first section is labeled "1 Organisation Details". It contains two required fields: "What's your organisation called?" and "What do you want to tell people about it?". The second field is a rich text editor with a toolbar showing options for bold, italic, underline, list, link, unlink, and a dropdown menu set to "Normal".

4. Once you have completed filling in the form, click the submit button



The screenshot shows a confirmation screen with a white background and a dark blue header. Below the header, a horizontal line is followed by the text "This page will be submitted for review before it's published." At the bottom, there are three buttons: "Cancel", "Save", and "Submit". The "Submit" button is highlighted in dark blue.

5. Once submitted, Council will review the details of your community listing to make sure it meets our terms and conditions.
6. You will receive an email once your listing has been approved and published on Council's website. **Please allow up to five business days for listings to go live.**

## Maintaining your community listing

We recommend updating your community listing regularly to ensure the information presented is up to date. You can self-manage all your MyCity listings by following these steps:

### Log in to your MyCity account

1. Open this webpage: <https://www.moorabool.vic.gov.au/MyCity/Log-in>
2. Log in to your MyCity account
3. Visit your dashboard
4. Click on the Manage my listing tile



Submit a community  
event listing



Submit business  
directory listing



Submit community  
directory listing



Manage my listings

5. Select the listing you wish to update and complete your updates and submit.
6. Once submitted, Council will review your updates and publish.

**Please allow up to five business days for the changes to be made live.**