The following guide has been prepared to assist you and your group to join the community database at www.OurCommunity.com.au. To successfully complete the enrolment you will need access to an internet enabled computer. Please follow the steps carefully and in sequence to sign up for your **free** Our Community account, and be listed on the community database.

1. Open Internet Explorer (or the Internet Browser you prefer)

2. In the Address bar type: www.ourcommunity.com.au (press enter)
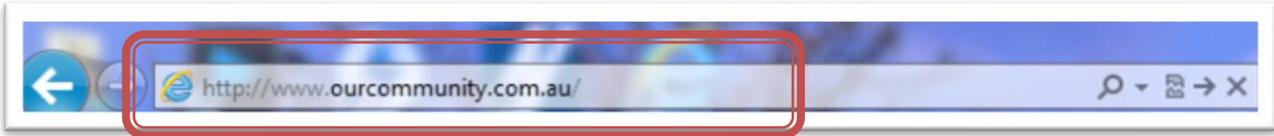
3. On the Our Community Homepage *left mouse click* on "***Join In Join Up***"

Handy Tip:

When filling in an online form pressing the **Enter key** can sometimes take you to the next page before you are ready. To avoid this problem from this point:
DO NOT PRESS ENTER
Use the mouse and *Left Click* to make your choices then *Left Click*

Submit

4. On the *"Join In Join Up"* page *left click* on *"**Add my group to the Directory**"*

5. **Step 1:** *Left click* the circle next to the statement that best describes your group then;
   a. Name of Organisation: *Left click* in the box and enter your groups name
   b. *Left click* "***Submit***" when ready to continue

6. **Step 2:** Fill in all the following fields (boxes) and then *left click "**submit**"*. You may have to scroll down the web page to see all the questions (bar on the right of the screen)

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Step 2 - Please enter your details

This section is for our records and to help our team ensure that your membership and contact details are accurate. It is NOT for public display.

Contact details

Name: -- Select -- [ ] [ ] [ ]

      Title   First Name   Last Name

Position: [ ]

Email Address: [ ]

Daytime Phone: [ ]

Fax: [ ]

Mobile Phone: [ ]

Address: [ ]

[ ]

Suburb: [ ]

State: -- Select -- [ ]

Postcode: [ ]

Login and Password details

Please enter a login and password. These are used to match you with your correct membership and product details when you next log in to Our Community.

Your Login: [ ]

Your Password: [ ] At least 6 characters

Please re-enter your password: [ ] To confirm

For times when you may have forgotten your password, enter a question that you believe only you would know the answer to. Then, should you have forgotten your password, we will ask you the question, and if you answer correctly we will email your password to you.

Question: [ ] eg. mother's maiden name?

Answer: [ ] Jones

Receive your FREE copy of Our Community Matters bulletin

☑ Receive our FREE monthly news bulletin, **Our Community Matters** which contains the latest news and views from the community and non-profit sector. Please un-tick here if you do NOT want to receive this free bulletin.

Please send me more information about Our Community

☐ I want to receive online donations for my community group (FREE service)

☐ I want to take advantage of lower fees for my group's banking needs - Westpac is our alliance partner.

Submit

7. **Step 3:** Fill in all the following fields (boxes) and then *left click "**submit**"*

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Step 3 - Please tell us about your organisation

Providing us with your information helps us to understand what you do. This information is also used so we can promote what you do more widely through your free inclusion in our Directory of Organisations.

☑ Tick if you want your group to appear in our free Directory of community groups - it's a great free service.

Organisation Interests

Please select the one key area from the list below that your organisation works with or represents. This selection will help potential supporters to find groups relevant to their interests.

- ○ Animal Welfare
- ○ Children & Family
- ○ Community Services
- ○ Economic Development
- ○ Emergency & Safety
- ○ Faith & Spirituality
- ○ Indigenous
- ○ Multicultural
- ○ Rural & Regional Development
- ○ Sport & Recreation
- ○ Youth

- ○ Arts & Culture
- ○ Community Communication & Advocacy
- ○ Disability
- ○ Education, Employment & Training
- ○ Environment Conservation & Heritage
- ○ Health & Wellbeing
- ○ International
- ○ Older People
- ○ Science & Technology
- ○ Women

What are your organisations aims?

This helps people to understand what you do and what you stand for.

What are your recent accomplishments or achievements?
(Can be in dot points)

What does your group do / what services do you provide?
(Can be in dot points)

What geographic areas do you work in or service?

- ☐ International
- ☐ All States and Territories
- ☐ Australian Capital Territory
- ☐ New South Wales
- ☐ Northern Territory
- ☐ Queensland
- ☐ South Australia
- ☐ Tasmania
- ☐ Victoria
- ☐ Western Australia

Or

Within _____ km of postcode _____

If your organisation has branches or chapters that act independently. Please enter your branch or chapter name here. e.g. Landcare - Newcastle or Red Cross - Qld division.

Wanneroo Community Men's Shed Inc - _____
Please leave blank if your organisation does not have any branches or chapters

Submit

8. **Step 4:** If you answer *yes*, more fields will appear, fill them all in and then *left click "submit"*

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Step 4
- Additional Information if people can join or participate in your group

Participation in your group

Can people join or participate in your group?
- ○ Yes
- ○ No

Submit

If Yes:

Who is eligible to join your group?
- ◉ Anyone
- ○ Restricted - explain restrictions

Where do you meet?

B *I* | ☰ ☰ | ∞ ⚓ | ✂ 🖹 📋

Is your venue wheelchair accessible?
- ○ Yes
- ○ No

How often do you meet and when?

B *I* | ☰ ☰ | ∞ ⚓ | ✂ 🖹 📋

Membership fees

B *I* | ☰ ☰ | ∞ ⚓ | ✂ 🖹 📋

Submit

9. **Step 5:** Fill in the following fields for your Public Listing on the Directory of Organisations and then *left click "**submit**"*

Step 5 - Public Contact Details for the Free Listing in the Directory of Organisations

These details will appear on our Directory of Organisations. Please amend if you want to display different contact details for the general public to contact you.

Public Contact Details For the Free Listing in the Directory of Organisations

Name:	-- Select -- ▼		
	Title	First Name	Last Name

Position:

Phone Number:

Fax Number:

Email:

Website: http://

Physical Address

Address:

Suburb:

State: -- Select -- ▼

Postcode:

Postal Address

☐ Same as above. (Selecting this will over-ride any address details entered below)

Address:

Suburb:

State: -- Select -- ▼

Postcode:

Submit

10. You should now see the following screen. Your Directory Listing will now appear to everyone with the options you selected.
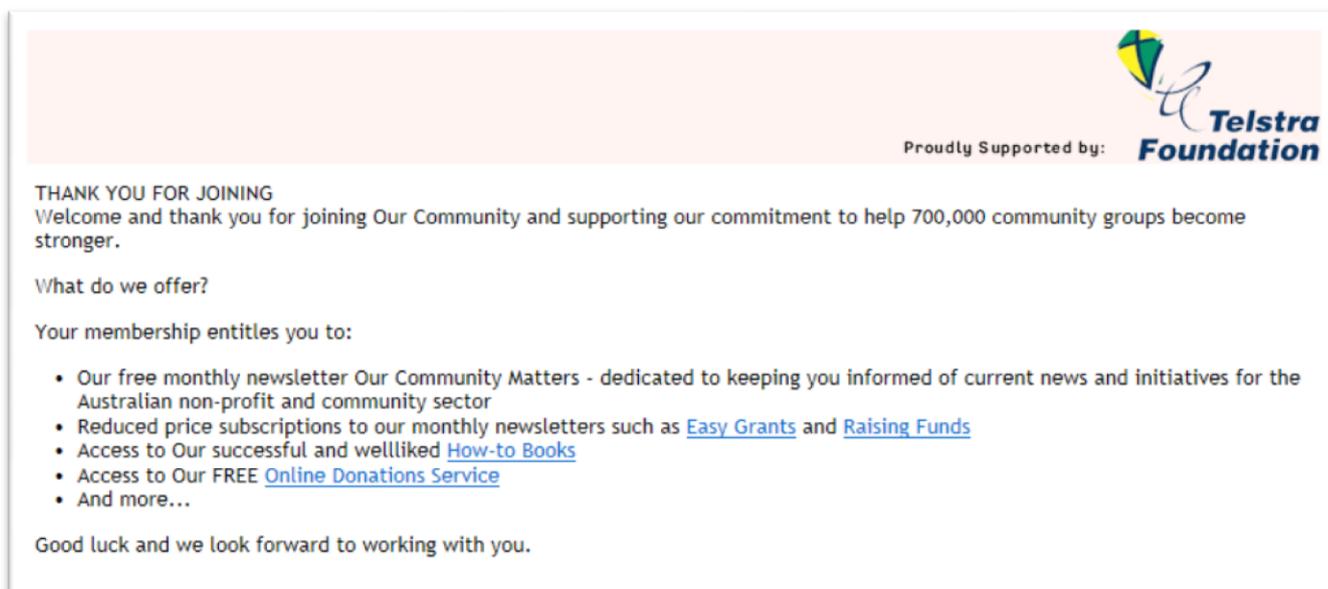
11. You can now explore the other services and information available to you on www.OurCommunity.com.au. Use the websites navigation bar to view them at your leisure.

The End!