



Explore our local spaces & spaces



Celebrate our local heroes



Discover our community organisations & groups



Be a local story teller. Add your listing now

Every community has far more assets than anyone knows

Shellharbour Connect

How to guide



EDITING YOUR LISTING FOR THE FIRST TIME

1. **Visit** the Shellharbour Connect website at:

<http://shellharbourconnect.com.au/home>

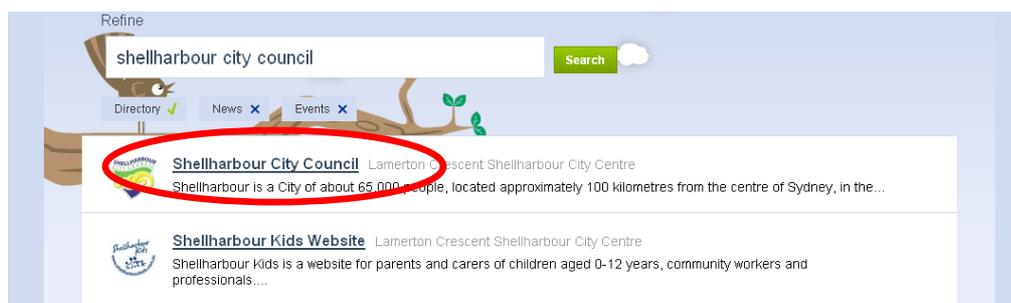
2. **Search** for your organisation or group by using the search tab, located on the top right of the website.

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.



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 We are aware some of this information may have become outdated or have been extracted from your website.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.

EDITING YOUR LISTING FOR THE FIRST TIME

Shellharbour City Council
Lamerton Crescent, Shellharbour City Centre NSW 2529

<http://www.shellharbour.nsw.gov.au>
4221 6111 fax 4221 6016
Locked Bag 155, Shellharbour City Centre NSW 2529

[Edit this listing](#) [Send a message](#)

Opening hours

Monday	8.30am to 4.30pm
Tuesday	8.30am to 4.30pm
Wednesday	8.30am to 4.30pm
Thursday	8.30am to 4.30pm
Friday	8.30am to 4.30pm

Upcoming Events

- Australia Day Breakfast by the Lake 26 January 2013 to 26 January 2013 | 7am -11am
- Shellharbour and Kiama Interagency 14 February 2013 to 14 February 2013 | 1:00 pm

Projects and programs

- Community Services
- City Strategy

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 sign in

Password:

[Submit](#) [Password Reminder](#)

Claim your Shellharbour Connect account

[Claim Now](#)

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'.

A password was sent to the email address nicole.collins@shellharbour.nsw.gov.au please refer to this email for instructions on how to access your account.

Please sign in

Password:

[Submit](#) [Password Reminder](#)

Claim your Shellharbour Connect account

[Claim Now](#)

EDITING YOUR LISTING FOR THE FIRST TIME

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

Category:

Sub-category:

Category 2:

Sub-category 2:

Street address:

Suburb: State: Postcode:

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

Facebook:

Youtube:

Twitter:

Website:

Phone:

Fax:

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.

Mail Address

Address 1:

Address 2:

Suburb:

State:

Postcode:

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

Images


Caption: Delete Image


Caption: Delete Image


Caption: Delete Image


Caption: Delete Image

Image (jpg, png, gif):

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.

EDITING YOUR LISTING FOR THE FIRST TIME

Description

meeting. The centre offers a large hall space that seats up to 110 people, a kitchen and office space. For all enquiries and bookings, please contact Shellharbour City Council on 4221 6111

Opening Hours

Day: Available on booking Times: Delete Time

Day: Times: Delete Time

Day: Times: Delete Time

Day: Times:

Day: Times:

Day: Times:

Day: Times:

Our projects and programs

Title: Baby Health Clinic Link: Delete Project

Title: Australian Red Cross Link: Delete Project

Title: Casual Hirees Link: Delete Project

What we have to share

Equipment

PA system

Shade tents

Laptop

Projector

Mobile tablet

Trailer

BBQ

Camera / Video Camera

Gardening and conservation skills

Community engagement skills

Demographics of the City

Fundraising

Web and blog development

Language other than English

Other

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.

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.

Once finished, press the 'update profile' button.

After approval, your profile will be updated to reflect the changes made.

UPDATING YOUR LISTING

To make further or future changes to your account:

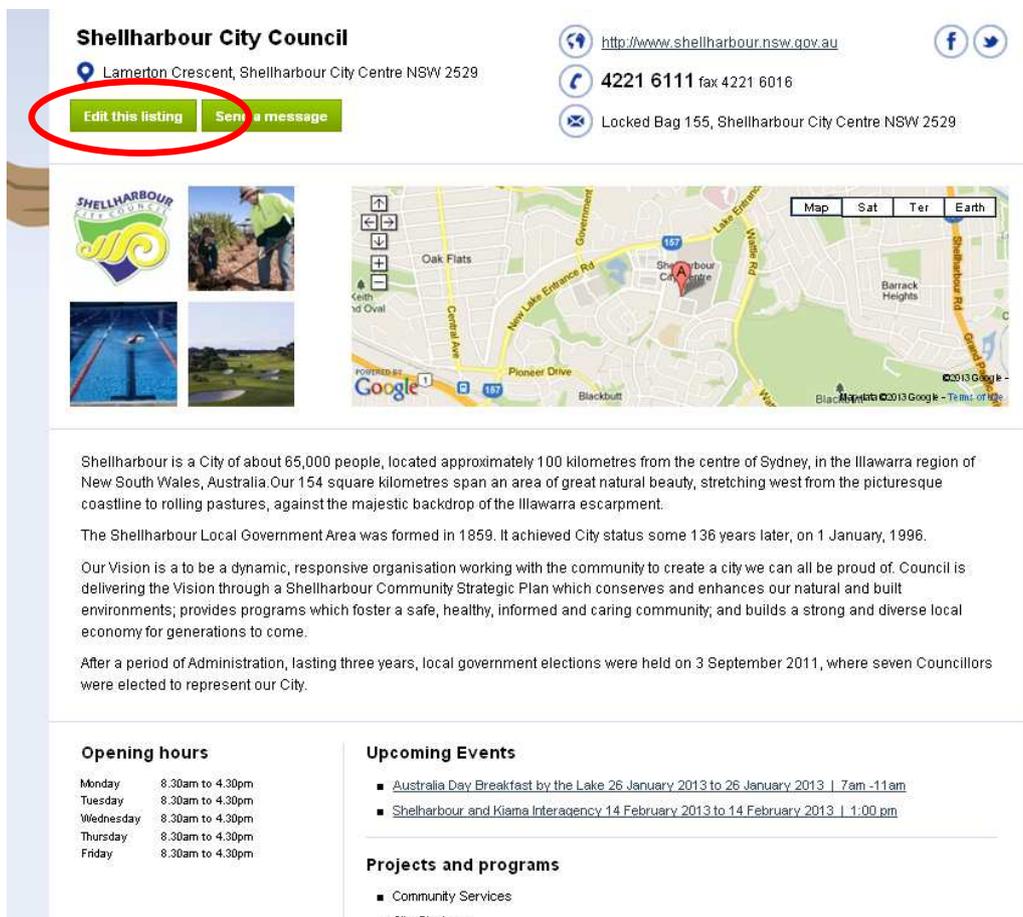
1. Search for your organisation by using the search box located in the top right of the website.



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.

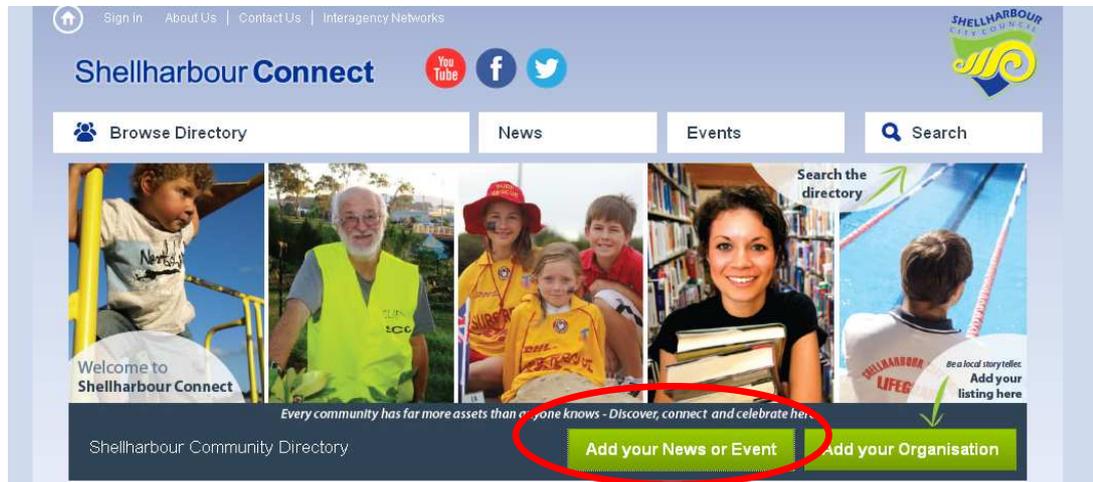
4. Follow the same procedure as listed in the instructions in previous section.



ADDING NEWS / EVENTS

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.



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

Choose what to add:

[Add Event](#)

[Add News](#)

close

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

Please sign in

Email:

Password:

[Submit](#)

Forgot your password?

Email:

[Reset Password](#)

ADDING NEWS / EVENTS

4. To add an event, *fill out* the 'Add Your Event' Form

Add your Event

Add event name:

Enter event dates and time:
Start: End: Time:
(Please use date format; dd/mm/yyyy and time format 10am - 4pm)

Upload image (optional):

(Upload a 500 KB max. jpg, png or gif file)

Hide author of event: Yes No

Description:

Please limit description to 290 characters.

Add a contact for bookings:
Organisation:
Telephone:
Bookings web page:

Add event address:

Suburb: State: Postcode:

Add RSVP date:

Add external web page link (optional):

(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)

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 flier 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.

ADDING NEWS / EVENTS

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):

(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:

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

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.