

# COMMUNITY DIRECTORY

[www.rockhamptonregion.qld.gov.au/CommunityDirectory](http://www.rockhamptonregion.qld.gov.au/CommunityDirectory)



The Rockhampton Regional Council MyCity Community Directory is a database that community organisations and groups can add their details to for FREE to promote their services. A community organisation is defined by the *Local Government Regulation 2012* to be an entity that carries on activities for a public purpose, or another entity whose primary object is not directed at making a profit. Commercial businesses will be removed from the Community Directory - please submit your commercial business to the Business Directory.

The MyCity platform is extremely easy to use for submitting and maintaining your community group information. MyCity also allows you to submit and manage your events which will appear on the [Rockhampton Regional Council Community Event Calendar](#).

If you do not have a MyCity account please [click here](#) to create one.

If you already have a MyCity account please [click here](#).

Your submission will be approved within three business days. Changes may be made to your listing prior to approval in order to amend any minor errors like typos or formatting issues. This is at the discretion of Rockhampton Regional Council. If you have not supplied all required information your listing may be rejected.

## CREATING A MYCITY COMMUNITY DIRECTORY LISTING

**STEP 1.** Once you have created your MyCity account and logged in you will see this Dashboard. Select 'Submit your community agency'.

**TIP:** You can also create events and commercial business listings here. Once your listings are approved this is also where you will edit any of your listings by clicking 'Edit your pages'



**Submit your community agency**



**Submit your event**



**Submit your business directory listing**



**Edit your pages**

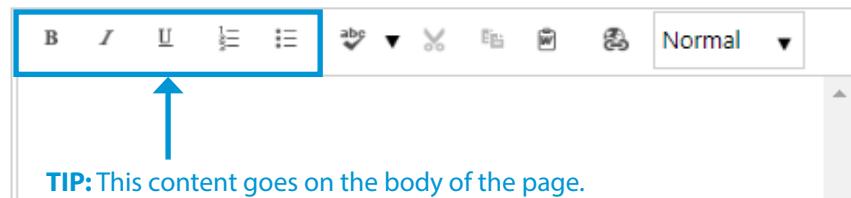
**STEP 2.** Complete all fields under 'Organisation Details'

## Organisation Details

What's your organisation called? REQUIRED

What do you want to tell people about it? REQUIRED

Formatting toolbar:



Upward arrow pointing to the toolbar.

**TIP:** This content goes on the body of the page. Include as much relevant information about your group as possible. Use the formatting buttons above for **bold**, *italic*, underline, bullets and numbering.

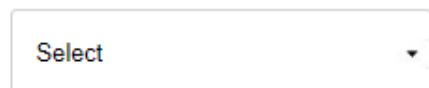
Add an image

**TIP:** Images MUST BE 479 x 300 pixels



What categories does it fall under? REQUIRED

Select



How would you sum it up? REQUIRED 

**TIP:** This short description appears along with the title and image on the directory main page. Include need-to-know info so people can see at a glance what your organisation is about.

What hours are you open?

Add hours

### People 4 Pets Inc.

People 4 Pets Inc. is a Central Queensland not-for-profit who aims to provide services to pet owners in crisis, who we know to love and care for their furry friends, despite not always having the means to.

Type :  
Health and wellbeing



**ResizePixel**

**TIP:** Use the FREE website [www.resizepixel.com](http://www.resizepixel.com) to resize your image if you don't have photo editor software on your computer.

**TIP:** It is recommended that a photo is used for the image representing your group. Most groups will find their logo will get cut off as it can't be appropriately scaled for the image size specification. Your listing will be rejected if your image is not appropriate.



See below an example of best practice.

479 pixels WIDE



300 pixels HIGH

## STEP 3. Complete 'Location' details.

### Location

Show address on website?

Yes

What's the name of the venue?

What's the address?

Which city, suburb or town is it in?

What's the postal code?

## STEP 4. Complete 'Contact Information'

### Contact information

Who's the contact person?

**TIP:** Keep contact names, email and phone numbers as the main organisation contact details. This will reduce the risk of incorrect information on the website when staff leave the organisation. eg. [admin@group.com.au](mailto:admin@group.com.au)

What's their email address?

What's their phone number?

Is there a website for this organisation? (must start with https:// or http://)

**TIP:** It is best to copy the website URL straight from your browser to ensure there are no errors.

Show postal address on website?

Yes

What's the postal address?

Add your social media links

Link	<input type="button" value="Remove"/>
<input type="button" value="Add"/>	

**TIP:** It is best to copy the URL straight from your browser when on your Facebook, Twitter, Instagram page to ensure there are no errors.

**STEP 5.** Click 'Submit' once you are happy with your listing. This will be submitted to the Website Team for approval. Your page may be rejected if there is information missing or the listing is not appropriate for the Community Directory.

This page will be submitted for review before it's published.

[Cancel](#)

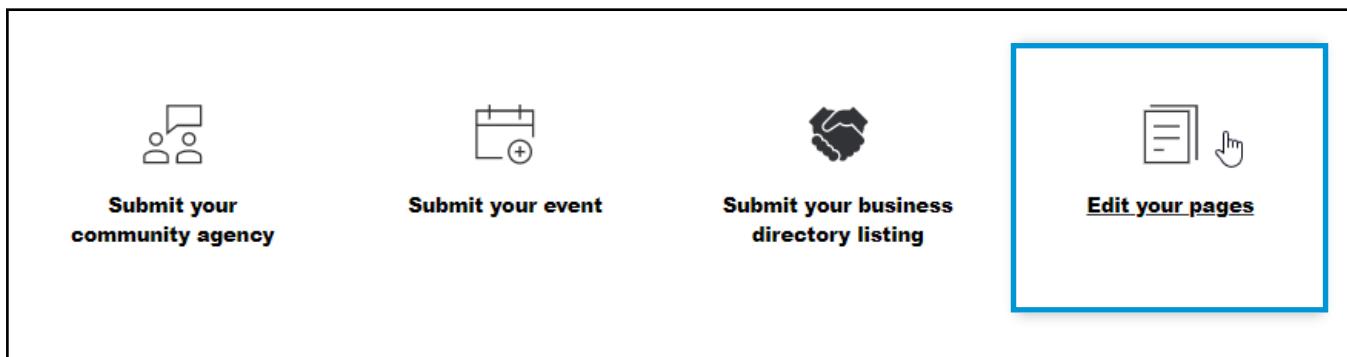
[Save](#)

[Submit](#)

**TIP:** Pages take three business days to be approved. You will receive an email from MyCity when your submission has been approved.

## UPDATING A CURRENT MYCITY COMMUNITY DIRECTORY LISTING

**STEP 1.** Log into the MyCity platform [here](#). Click on 'Edit your pages' from the Dashboard.



**STEP 2.** Right click on the three dots under 'Manage' next to your listing. You have four options to choose from. Select 'Edit page' to update your listing. Your listing will now open in this window.

A screenshot of the 'Directory pages' section. It shows a table with one row for 'People 4 Pets Inc.'. The 'Status' column shows 'Published'. The 'Manage' column has a dropdown menu with options: 'Edit page' (highlighted with a hand cursor), 'Archive page', 'Delete page', and 'View in Rockhampton Regional Council'. A dashed box highlights the 'Edit page' option.

**STEP 3.** Make your required edits and then click 'Submit' at the bottom of the page. Your listing will appear up-to-date once approved within three business days.

## NEED HELP?

If you are having difficulty creating your MyCity account or have questions about completing your listing please email [communications@rrc.qld.gov.au](mailto:communications@rrc.qld.gov.au) with details of the problem you are experiencing and the Website Team will get back to you as soon as possible.

If you have not received the 'verification' email when setting up your account please check your Junk or Spam folders before contacting us for assistance.