

MP Community User Guide

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1 Login to your listing

Go to:

<https://mpcommunity.com.au>

Click 'login to manage your listing' in the top (black) menu bar.

OR

Simply visit:

<https://mpcommunity.com.au/login>

Enter your organisation's email address or username and password.

Then press 'login'.

Once you have logged in successfully you will be redirected to your organisation's listing.

Note: if you get the 'we can't find an account registered with address or username', please check your spelling and try again. If you still cannot then please visit the 'contact' page and send us your query.

2 Resetting your password

If you need to reset your password.

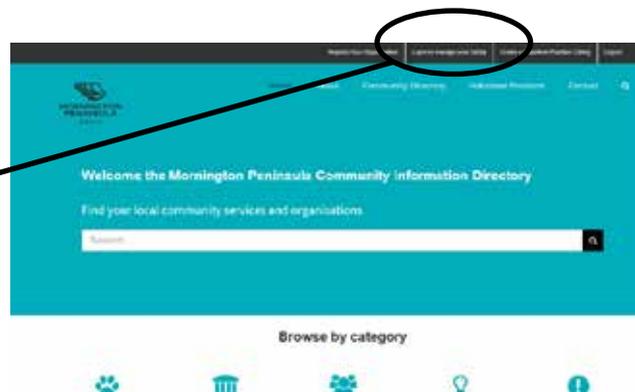
Go to the login page:

<http://mpcommunity.com.au/login>

Click the 'reset my password' button.

Enter your username or email address.

Check your inbox for instructions on how to reset your password.



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3 Create a listing / register your organisation

Go to:

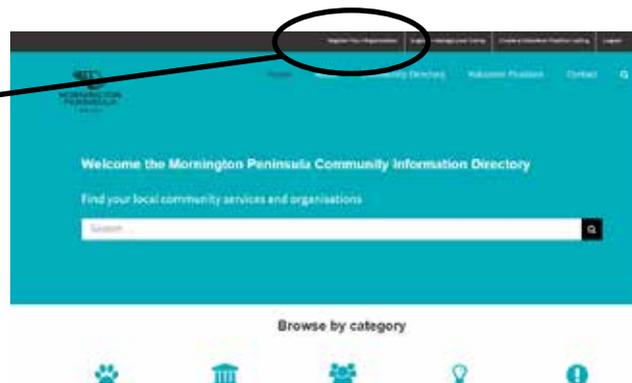
<https://mpcommunity.com.au>

Click 'register your organisation'

in the top (black) menu bar
OR

Simply visit:

<https://mpcommunity.com.au/register>



On the 'Register your organisation' page read the information on the page and the linked 'Terms or Use' and then click the 'Register your organisation' button.



Complete all the details on the registration form.

Please note: If a field has an asterisk (*) it is a required field and must be completed or you will not be able to submit the form.

The contact email address is the email address that will be emailed with information about your listing on this website.

Choose the region that best describes your organisation. This does not need to be exact.

Click the 'Create Listing' button and your new listing will be submitted for review and approval.

Once your listing has been approved you will be sent an email confirming that your listing has been published.

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4 Updating your listing

Go to:

<https://mpcommunity.com.au>

Click 'login to manage your listing' in the top (black) menu bar.

OR

Simply visit:

<https://mpcommunity.com.au/login>

Once you have logged you will be re-directed to your organisation's listing or 'profile'.

Click on the 'cog' icon in the top-right of your organisation listing.

Then choose 'Edit Profile' from the dropdown menu.

Please note: from this sub-menu you can also 'logout' when you have completed updating your listing.

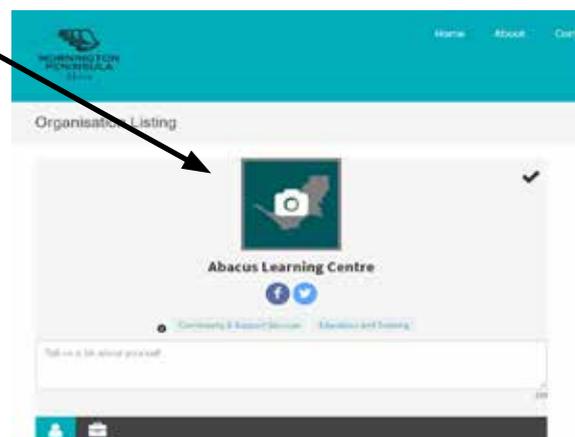
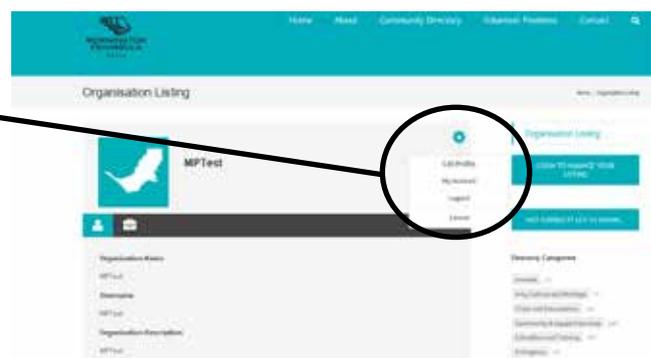
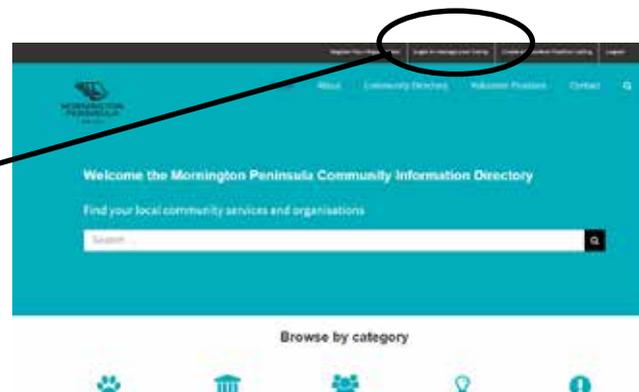
You can click on the camera icon to change your logo. We recommend the logo is cropped in a square shape and sized at 200px x 200px. It cannot be greater than 1mb in size.

If you add links to your social media profiles, the social media icons will automatically be created.

Click on any field to update the text or change the selections.

If you make a mistake you press the 'cancel' button at the bottom to undo all your changes.

Once you have finished press the 'Update Organisation Details' button to save your changes.



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5 Where can I get help or assistance?

If you the 'Contact' page on MPCommunity you can submit a form requesting assistance.

If you need further assistance, you can visit a Community Information and Support Centre.

Western Port

185 High Street
Hastings
VIC 3915
5979 2762

Mornington

320 Main Street
Mornington
VIC 3931
5975 1644

Southern Peninsula

878 Point Nepean Road
Rosebud
VIC 3939
5986 1285

Alternatively contact Mornington Peninsula Shire on 1300 850 600 or 5950 1000

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6 Explanation of fields

Organisation Name: The name of your organisation.

Username: Usually an abbreviation or short form of your organisation's name. It is displayed in your organisation's listing url. i.e. www.mpcommunity/user/mornington-peninsula-shire and also used to login to the website to update your listing.

Organisation description: A brief description of your organisation.

Organisation category: Please choose from the list the relevant category(s) for your organisation.

Is there disability access at your organisation / facilities: Please indicate if there is disability access at your organisation / facility. If you are unsure, please leave blank.

Volunteer-based organisation: If your organisation uses volunteers to maintain, run or operate the organisation please choose 'yes'.

Contact email address: This is the email address that will be used to send information about your listing, i.e. when it is approved, when the listing needs to be updated and other relevant news. It will not be displayed publicly on the website, although if you would like it to be, please also include it in the 'Organisations Public Email Address' field.

Organisation's public email address: This is the email address that will be displayed publicly on your listing, if you leave it blank, no email address will be displayed on your listing.

Organisation's phone number: Your contact number that will be displayed publicly on your listing, if you would like us to have a contact phone number that isn't displayed publicly please add it to the field 'Contact details (not public)'.

Website: Your organisations website page / link.

Postcode: Your organisation's postcode.

Street Address: Your organisation's street address (if applicable) that will be displayed publicly on your listing, if you would like us to have a street or postal address that isn't displayed publicly please add it to the field 'Contact details (not public)'.

Town: The town your organisation is located in (will be displayed publicly on your listing).

I confirm this is a not for profit organisation: please tick to agree (if applicable)

Password: Please choose a password for your organisation. It is important to include a character (i.e. ! or @ or _) a capital letter and a number for a strong password and use a minimum of 8 characters.

Region: Please choose the region(s) or the peninsula you operate in.

Privacy consent: Please tick to indicated you consent (if applicable).