Process and Content Planning Templates

June 2015

my
community life

www.mycommunitylife.com.au

My Community Life is supported by the Community Engagement Team at Kingston Council.

You can contact us on:

Phone: 9581 4809

Email: mycommunitylife@kingston.vic.gov.au

Contents

1. Setting up your MCL account – Process plan

The following questions will help you get set up correctly in My Community Life (MCL).

Group Name	
What content do you want to upload to MCL? • Will one login/community group profile suit all of the content you want to upload? Or will you need various logins for different group profiles?	
What email will be used for registering the group's login? • A generic email is recommended to be able to be shared among members and remain current when members leave. • Remember a different email address is required for each Community Group profile.	
What password will you use? • How will you keep it secure? • How often will you update it?	*Between 8-40 characters, use at last one capital and one number*
Who will be responsible for uploading and maintaining your group's content? • Have more than one member trained to cover holidays etc. • How often will you review your pages to keep them current?	
What content approval process will your group follow? • Do you need the content approved by your group before uploading?	
How will you promote your group's presence on MCL? • Can you link it to Social media? Promote in your newsletter etc? • Who will do this?	

2. Preparing your content – Process plan

The following key questions will help you plan great content for your My Community Life pages.

What type of page am I creating?	
When should the listing begin and end? • When should I submit and deactivate the page?	*Allow 3 business days for approval*
Who is the audience? • What's in it for them?	*Describe them*
What key words will they use to find this information?	*List at least 10*
What title will I use?	*Use some key words*
What image do I need? • Do you have permission to use this image?	
What other information should I include? • Should I link to other websites or social media? • Are there documents to attach?	
How will I promote this listing?	
Who is the key contact? • When and how will they be contactable?	
Do I need permission before uploading this content onto MCL?	

3. Getting the most from MCL – Process plan

Use this template to develop a plan for how your group will use MCL going forward.

Now	My Community Life Plan	Six months from now

How			
Strategies	Action Items	Timing	Who

4. Community Group page – Content plan

You may choose to use this template to plan and approve content prior to uploading into My Community Life. You can then easily copy and paste this content into My Community Life.

Content Field	Your Content
Step 1 of 4: Group details	
Community Group Name (required)	
Community Group Summary (required) *Max 300 characters*	
Community Group Image (required) *Upload an image relating to your Event (Recommended Width: 300px, height: 275px) alternatively select one from the list below*	
Community Description *Use this space to describe your group or organisation. Details to include may be:* *What are your aims? What ages / backgrounds are your members? Who do you service? What are your main activities / services? How can new people join?*	
Community Group Category **Not in the form on the website yet, but will be added soon.*	Aboriginal & Torres Strait Islander Admin & office Animals Arts & culture Charities & welfare Committees and boards Communications & IT Community centres, neighbourhood houses & activity hubs Dance, singing & performing Education & learning Environment Faith Families & children GLBTI Health & wellbeing Libraries Men

	Multicultural
	Older People
	People with disabilities
	Safety & emergency services
	Service clubs
	Sport & recreation
	Support services & emergency relief
	Women
	Young people
	Other
Opening Hours	

Step 2 of 4: Contact details

Contact Name	
Contact Phone Number	
Email Address	
Community Group Website URL	

Step 3 of 4: Location details

Venue Name *Where do you usually meet?*	
Street Address (required)	
Street Address Line 2	
Suburb (required) *Is your suburb not on the list? Email us via the details in the Contact Us page below to have your suburb added.*	
Postcode (required)	
Local Transport	
Other Locations *List addresses for other locations you meet*	
Postal Address	

Step 4 of 4: Related Information

Related Website Link(s) *Maximum: 10 links*	
Related Document(s) *Maximum: 10 documents*	

5. Events/Activities page – Content plan

You may choose to use this template to plan and approve content prior to uploading into My Community Life. You can then easily copy and paste this content into My Community Life.

Content Field	Your Content
Step 1 of 4: Event details	
Event Name (required)	
Event Summary (required) *Max 300 characters*	
Event Image (required) *Upload an image relating to your Event (Recommended Width: 300px, height: 275px) alternatively select one from the list below*	
Event Description *Use this space to describe your event / activity. Details to include may be: What is the purpose of the event / activity? Who are you attracting to attend? What are the highlights / special details?*	
Event Type (required) *We recommend a maximum of three.*	Aboriginal & Torres Strait Islander Admin & office Animals Arts & culture Charities & welfare Committees and boards Communications & IT Community centres, neighbourhood houses & activity hubs Dance, singing & performing Education & learning Environment Faith Families & children GLBTI Health & wellbeing Libraries Men Multicultural Older People People with disabilities Safety & emergency services Service clubs Sport & recreation Support services & emergency relief

	Women Young people Other
Event Date & Time (required)	
Cost	
Ticket Booking Website URL	
Step 2 of 4: Contact details	
Contact Name	
Contact Phone Number	
Email Address	
Step 3 of 4: Location details	
Venue Name	
Street Address (required)	
Street Address Line 2	
Suburb (required) *Is your suburb not on the list? Email us via the details in the Contact Us page below to have your suburb added.*	
Postcode (required)	
Local Transport	
Step 4 of 4: Related Information	
Related Website Link(s) *Maximum: 10 links*	
Related Document(s) *Maximum: 10 documents*	

6. Volunteering Opportunity page – Content plan

Enter your content into this template for planning and approval prior to uploading into My Community Life. You can then copy and paste this content into the My Community Life form when ready to upload.

Content Field	Your Content
Step 1 of 4: Opportunity details	
Volunteer Role (required)	
Brief Description of Duties (required) *Max 300 characters*	
Role Image (required) *Upload an image relating to your Event (Recommended Width: 300px, height: 275px) alternatively select one from the list below*	
Role Description *Use this space to briefly describe your volunteer role. Details to include may be:* *What are the main tasks / activities / opportunities of the role? Whatjey experience is required? Where is the role based? Who does the role work with?* *Remember – you should attach the position description for this role as a Related Document at the bottom of this form.*	
Term of Role (required)	Short term Long term One-off / event
Role Requirements *We recommend a maximum of three.*	Police check Working with Children Check Current Drivers License Own vehicles Comprehensive car insurance Attendance at training session
Interested In (required) *We recommend a maximum of three.*	Aboriginal & Torres Strait Islander Admin & office Animals Arts & culture Charities & welfare Committees and boards Communications & IT Community centres, neighbourhood houses & activity hubs Dance, singing & performing Education & learning Environment

	Faith
	Families & children
	GLBTI
	Health & wellbeing
	Libraries
	Men
	Multicultural
	Older People
	People with disabilities
	Safety & emergency services
	Service clubs
	Sport & recreation
	Support services & emergency relief
	Women
	Young people
	Other
Step 2 of 4: Contact details	
Contact Name (required)	
Contact Phone Number	
Email Address (required)	
Step 3 of 4: Location details	
Venue Name	
Street Address (required)	
Street Address Line 2	
Suburb (required) *Is your suburb not on the list? Email us via the details in the Contact Us page below to have your suburb added.*	
Postcode (required)	
Local Transport	
Step 4 of 4: Related Information	
Related Website Link(s) *Maximum: 10 links*	
Related Document(s) *Maximum: 10 documents*	