

Promote your community group, events and volunteering opportunities for free using the My Community Life website. You can get started in just four easy steps!

## Step One

Visit [www.mycommunitylife.com.au](http://www.mycommunitylife.com.au) and select 'My Profile' to start.

## Step Two

Log in with a user account

- **New user** – click **Register Now** and complete the form; or
- **Existing user** – log in using your registered email address and password

## Step Three

Create a Community Group listing to promote your group

1. Click 'Add New Group' and complete the form
2. Click 'Preview' to check page, then click 'Submit'

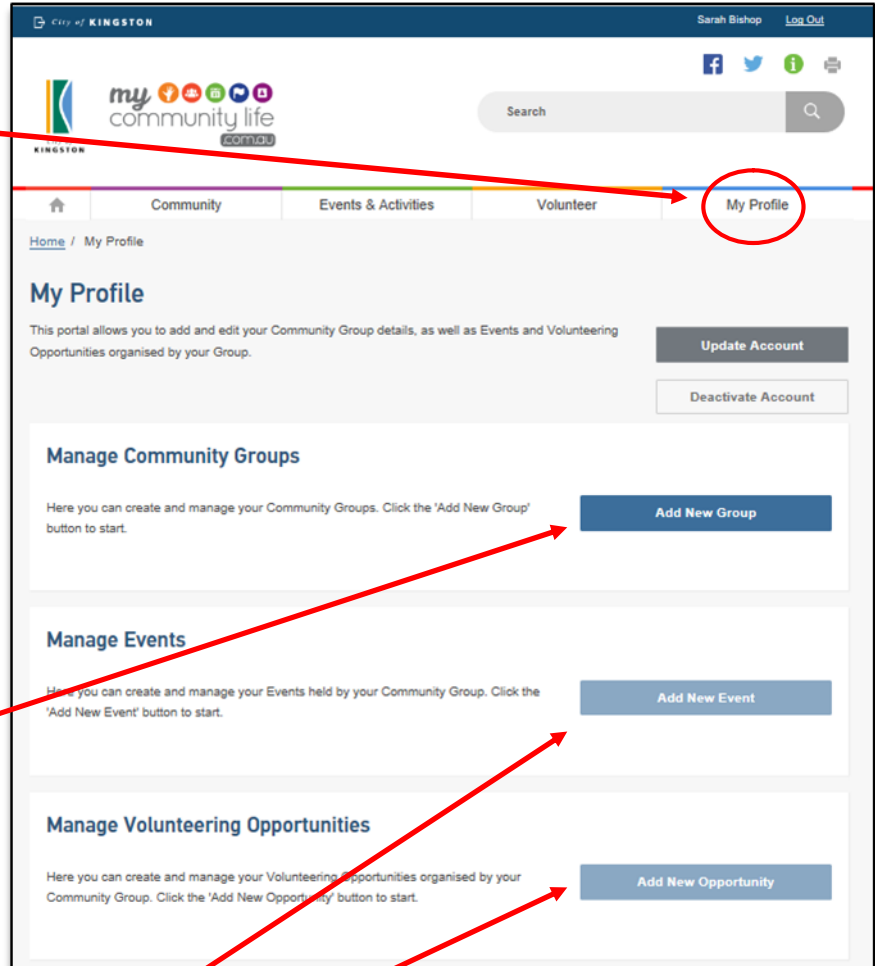
Note:

- You cannot move to Step Four until this page has been approved by Kingston Council. Please allow 3 business days
- If you already have a community group page, click on the 'edit' button to update the details

## Step Four

List/edit your events, activities or volunteer positions

- Click 'Add New Event' or 'Add New Opportunity' and complete the form
- Live or deactivated event pages can be edited and re-used, click on the 'Edit' button and make changes
- Click 'Preview' to check the page, then click 'Submit'



## Tips to get your page noticed!

- Remember, you are writing to people that may know nothing about what you do. If you were them, what would you want to know?
- Be creative and keep your information simple. Clearly describe your Community Group, Events, Activities and Volunteer positions.
- Use 'Key Words' that commonly describe your group or event to help your listing show up better in search results (e.g. dancing, dance, cards, tennis, running, run, jog etc.)

**Turn over for more top tips on getting the most out of the site →**

Below are some handy tips and tricks to use when setting up your listings on My Community Life.

## Email address

Use a generic email address for your group so more than one person can access the email inbox

## Password

Your password must have at least one capital letter, number and special character – e.g. Password1#

## Preview

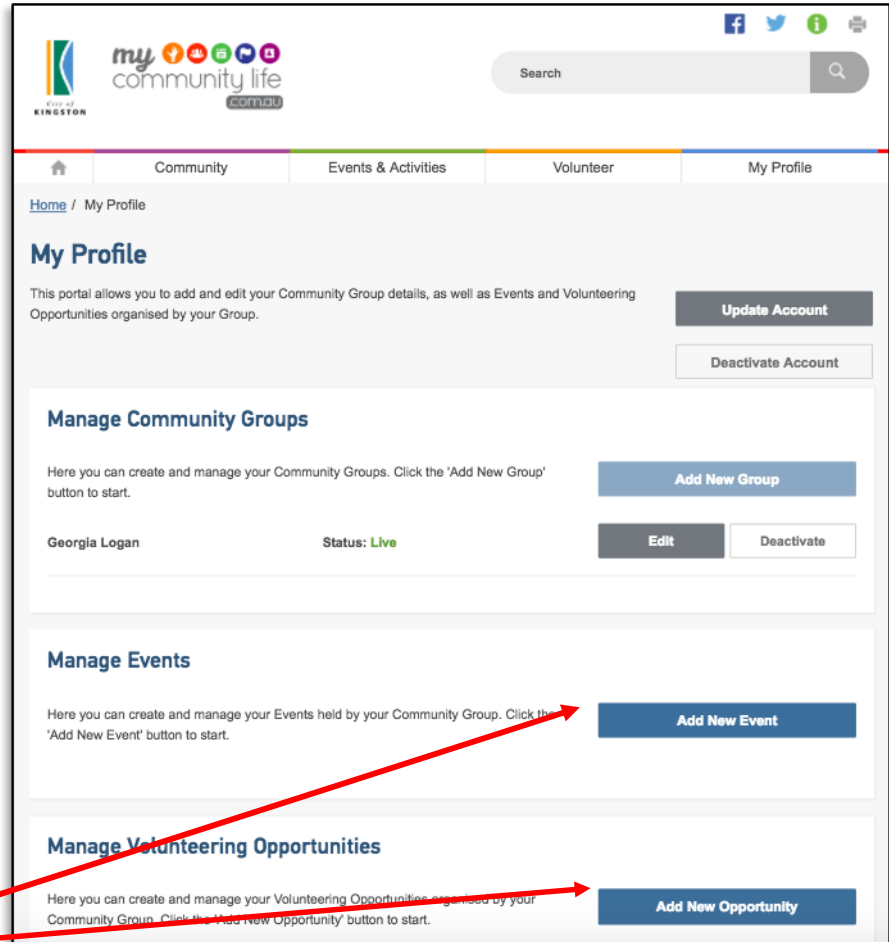
To preview your page you will need to enable 'pop-ups'. For instructions go to the Tips & Updates page then see related links

## Images

All images/photos uploaded to the site must be 300(w) x 275(h) pixels

## Getting information in the right spot

After you've created your 'Community Group' and the page has been approved, you then Add your 'Event/Activity' or 'Volunteer Opportunity' as a separate page



## Community Group Page

- This is your group's profile page. For general information about your group (you can only have one of these per group)

## Event/Activity Page(s)

- List all your event details, including date, time, costs and why people should attend (you can add multiple)

## Volunteer Opportunity(ies)

- List the volunteer role, providing a role description and timeframe (you can add multiple)

**Don't forget to double check all the information by 'previewing' it before you hit 'submit'**

## Need more help?

- Detailed step-by-step guides (top of website)
- Latest tips and updates (bottom of website)
- Call the MCL team on 9581 4809

