
Searching the MCL site

User Guide

JULY 2019

www.mycommunitylife.com.au

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

You can contact us on:

Phone: 9581 4809

Email: mycommunitylife@kingston.vic.gov.au



The City of Kingston acknowledges the funding contribution made by the State Government of Victoria for the development of the My Community Life website, supporting resources and the delivery of community training sessions.



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1. Introducing My Community Life

My Community Life (MCL) is an online directory of community groups and organisations in the City of Kingston which can be easily accessed on your computer, tablet or smart phone.

It is designed to be a 'one-stop-shop' for all groups, activities, events and volunteer opportunities within the municipality – replacing the former hard copy community directory, and providing even more information and benefits.

Any not-for-profit community group, organisation or club can use the site if they:

- are based in, or are in close proximity to, the City of Kingston municipality;
- provide activities or services within the City of Kingston; and
- whose membership, events or volunteer opportunities are open to the Kingston community.

For the purposes of this guide, the term 'community group' has been used to refer to all groups, clubs and organisations that meet the above criteria.

MCL has been developed by Kingston Council as a way of supporting and connecting the local community and links directly from the official Kingston Council website. It is also highly visible on Google and other search engines.

1.1. WHY USE MY COMMUNITY LIFE?

My Community Life has been set up to provide the Kingston community with a central access point to all community groups in Kingston.

Benefits for individuals in the Kingston community:

- ✓ A central place to find information about local community groups, events and volunteer opportunities
- ✓ A directory specifically for the local City of Kingston area only
- ✓ A council-supported website that contains only reliable, up to date and verified information
- ✓ A responsive website that works on smartphones, tablets and laptops making it easy to use at any time anywhere.

1.2. OUR GOAL

The goal is for the MCL website to be the first place the Kingston community thinks about and visits to find out about local groups, events and volunteer opportunities.

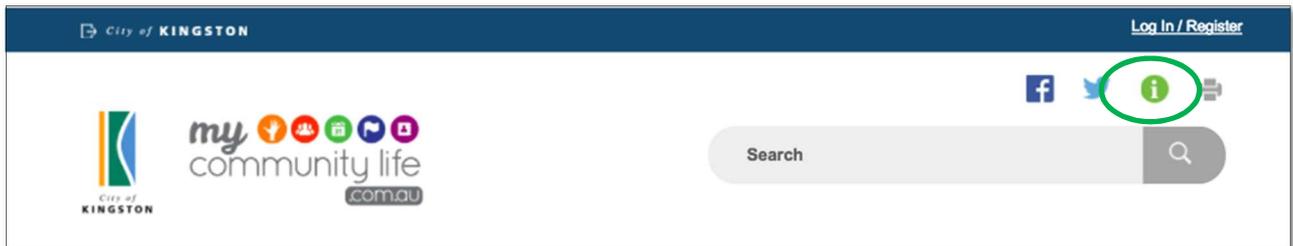
To be a success we are encouraging all of Kingston's community groups to create a profile and upload their events and opportunities. Working together we hope to increase overall participation across the City.

1.3. HOW TO USE THIS GUIDE

This guide has been created to help you get the most from the My Community Life website and includes step-by-step instructions about how to search for information on the site.

If you are a community group interested in listing information on the site, please refer to the 'Uploading Content' user guide that is also available.

There are also a series of video tutorials available for you to watch called webinars. All resources are available through the 'instructions' page on MCL, which can be accessed at the top right of the homepage under the information icon circled below.

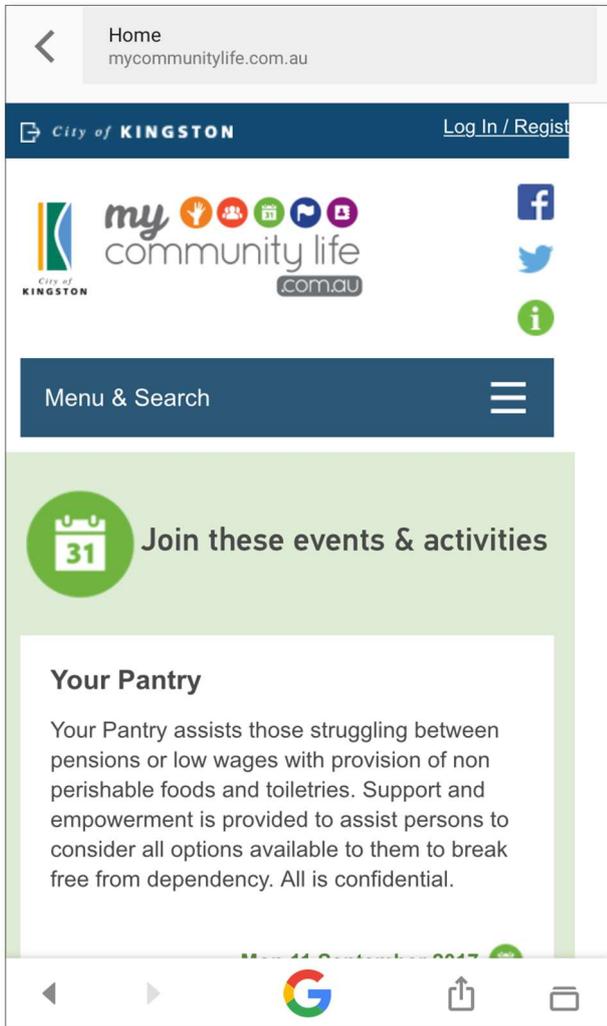


You can also use the 'Tips & Updates' page located at the bottom of the homepage to find relevant tips for the My Community Life website and any updates from Kingston Council.



1.4. FURTHER INFORMATION AND ASSISTANCE

Contact Council's My Community Life Team on (03) 9581 4809 or mycommunitylife@kingston.vic.gov.au

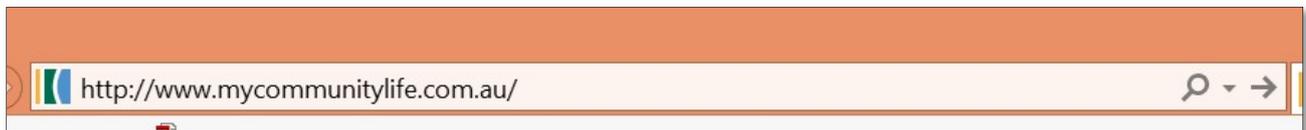


This is how MCL will appear on smartphones

2. Overview of the Site

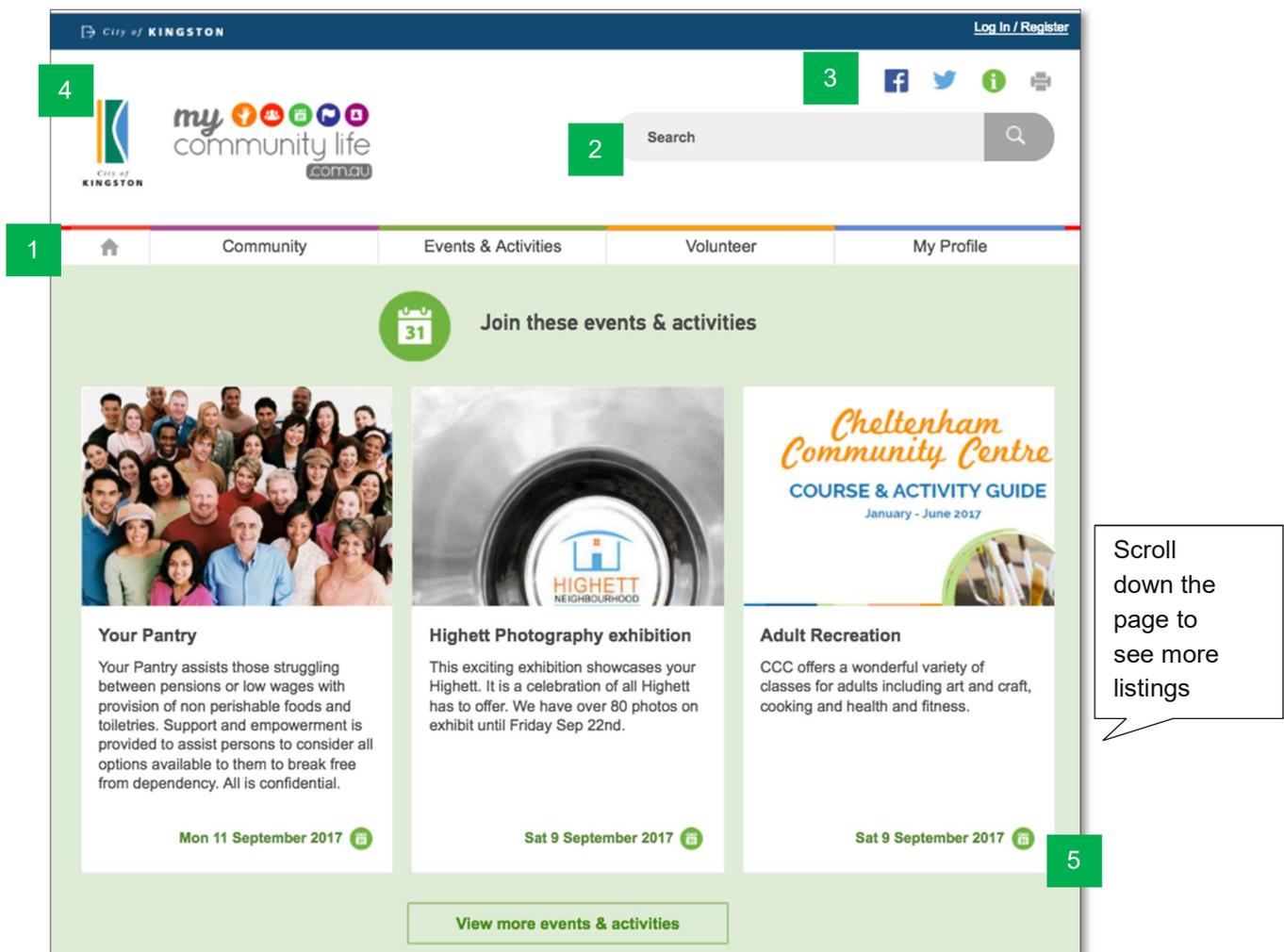
2.1. ACCESSING THE SITE

To access the My Community Life website, simply type www.mycommunitylife.com.au in the address bar of your internet browser.



2.2. NAVIGATING THE SITE

Below is an image of the MCL website homepage highlighting the key features and the navigation menu.

A screenshot of the My Community Life website homepage. The page has a blue header with the City of Kingston logo and a "Log In / Register" link. Below the header is a navigation menu with five items: Home, Community, Events & Activities, Volunteer, and My Profile. The main content area features a "Join these events & activities" section with a calendar icon showing "31". There are three event cards: "Your Pantry" (Mon 11 September 2017), "Highett Photography exhibition" (Sat 9 September 2017), and "Adult Recreation" (Sat 9 September 2017). A "View more events & activities" button is at the bottom. Numbered callouts (1-5) highlight: 1. Home icon in the navigation menu; 2. Search bar; 3. Social media icons; 4. My Community Life logo; 5. A scroll instruction box pointing to the event cards.

Scroll down the page to see more listings

1. Main menu:

- Community – lists all the groups and organisations that have created profiles in MCL.
- Events and Activities – lists all the events and activities uploaded by local community groups.
- Volunteer – lists all the volunteering opportunities uploaded by local community groups.
- My Profile – allows community groups to create a free account then upload a community group profile, events and activities, and volunteer opportunities.

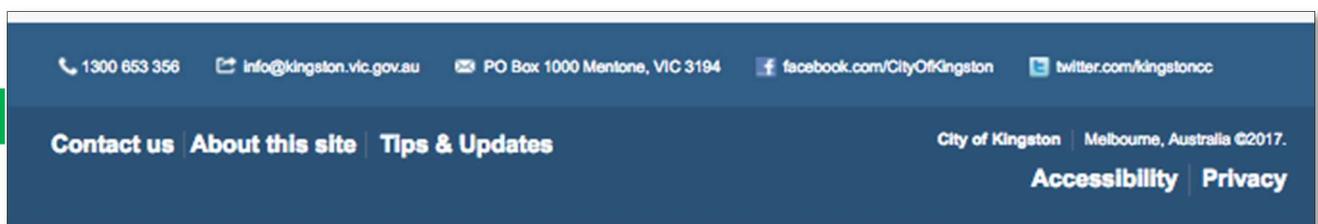
2. Search bar: find groups, activities or volunteer opportunities related to your interests using key words.

3. Sharing and printing:

- Facebook icon – share the page you are viewing on Facebook.
- Twitter icon – share the page you are viewing on Twitter.
- 'i' icon – an instructions page that has all the relevant instruction guides for navigating the My Community Life website.
- Print – print the page you are viewing.

4. Logos: Click on the Kingston logo at any time to go to the City of Kingston website, or the MCL logo to take you to back to the MCL homepage.

5. Home page content: Upcoming events and activities and randomly selected groups and volunteering opportunities are displayed on the homepage. Scroll down to see more, click on the view more tabs to go to the relevant listing pages.



6. Footer:

- Contact Us – provides contact details for the MCL site.
- About this site – provides an overview about the purpose of the site and Terms and Conditions.
- Tips & Updates – contains any recent updates from Kingston council and provides tips in using the website.
- Accessibility – information about accessibility and where to seek assistance.
- Privacy – links to Council's privacy statement and policy.
- Relevant contact details and social media platforms for Kingston council

3. Finding information on the site

Anyone can access and search the MCL website (this does not require a log in).

3.1. SEARCHING THE SITE

The screenshot shows the homepage of the 'my community life' website. At the top, there is a navigation bar with the City of Kingston logo, social media icons, and a search bar. A green box labeled '1' highlights the search bar. Below the navigation bar is a main menu with options: Home, Community, Events & Activities, Volunteer, and My Profile. A green box labeled '2' highlights the 'Events & Activities' menu item. The main content area features a section titled 'Join these events & activities' with a calendar icon showing '31'. A green box labeled '3' highlights this section. Below this are three featured event cards: 'Your Pantry' (Mon 11 September 2017), 'Highett Photography exhibition' (Sat 9 September 2017), and 'Adult Recreation' (Sat 9 September 2017). A 'View more events & activities' button is located at the bottom of the event section. A callout box on the right side of the page contains the text: 'Scroll down the page to see more listings'.

There are three ways to find information on the MCL site:

1. **Search Bar:** type a keyword related to your interest in the search box. A few of the most relevant results will drop down below the box. You can select the relevant option, or press enter, click on the search icon (magnifying glass) or View More Results to see the full list of results.
2. **Main menu:** select a heading based on the type of information you are looking for (i.e. community groups, events and activities, or volunteer opportunities). This will take you to a page where you can search listings within that chosen category with more search options.
3. **Home page content:** scroll down the home page to see featured events, groups and volunteer opportunities. Either select a featured listing or click on the relevant heading or icon to take you to a page where you can search listings just within that chosen category.

3.2. SEARCHING FOR A COMMUNITY GROUP

The screenshot shows the 'my community life' website interface. At the top, there's a navigation bar with 'City of KINGSTON' and 'Log In / Register'. Below that, the 'my community life' logo is on the left, and a search bar is on the right. The main navigation menu includes 'Home', 'Community', 'Events & Activities', 'Volunteer', and 'My Profile'. The 'Community' section is active, showing a 'Manage Your Community Group' button (5). Below this is a search section (1) with three filter options: 'By Phrase or Keyword' (2), 'By Suburb' (3), and 'By Category' (3). A 'Search' button (4) is located at the bottom right of the search section. Below the search section, a community group listing for 'Bayside ME/CFS Peer Support Group' is displayed, featuring a red circular icon of three people and a description of the group's purpose.

Once you are in the 'Community' section of the website, use the search box to find local community groups:

1. **Phrase or Keyword:** type a keyword related to your interest. This is useful if you know exactly what you are looking for.
2. **Suburb:** select the relevant suburbs from the list provided (*Tip: you can select multiple suburbs by pressing and holding the Ctrl button*).
3. **Category:** select the relevant community group categories from the list provided (*Tip: you can select multiple suburbs*).
4. **Search:** select this button to search the community group listings once you have selected relevant phrases, suburbs and categories.
5. **Manage your community group:** select this button to log in and manage and update your community group listing. Further information about adding or editing content on the MCL site is provided in the 'Uploading Content' user guide.

Once you have entered your search variables, click on the grey 'Search' button (4) and the results will appear below. You can use more than one of the two variables in the same search.

To view all the community groups listed on the MCL site, simply hit 'Search' (4) without entering any search variables in fields 1, 2 or 3. The groups will be listed in alphabetical order.

3.3. NAVIGATING THE COMMUNITY GROUP PAGE

Clicking on the name or picture of a community group in the search results will take you to that group's page as shown below (The below screen has been zoomed out. You may need to scroll down the page on your screen to view all of the information for the community group).

The screenshot shows the 'my community life' website interface. At the top, there is a navigation bar with 'City of KINGSTON' on the left and 'Log In / Register' on the right. Below this is a header section with the 'my community life' logo and a search bar. The main navigation menu includes 'Home', 'Community', 'Events & Activities', 'Volunteer', and 'My Profile'. The current page is 'Bayside ME/CFS Peer Support Group'. A green box with the number '1' highlights the group title. Below the title is a description: 'The group supports people with ME/CFS (myalgic Encephalomyelitis/Chronic Fatigue Syndrome) or fibromyalgia and their carers. Catering to Kingston, Bayside and inner south-eastern suburbs, though some members come from further afield.' A red circular icon with three white silhouettes of people is positioned to the right of the description. A green box with the number '2' highlights the 'Contact' and 'Opening Hours' sections at the bottom of the page. The 'Contact' section lists 'Emerge Australia', phone number '9529 1344', and website 'emerge.org.au'. The 'Opening Hours' section states 'Mondays once per month'.

Key features include:

1. **Description:** This includes the name and overview of the group
2. **Contact information:** Contact details and opening hours of the community group



Contact

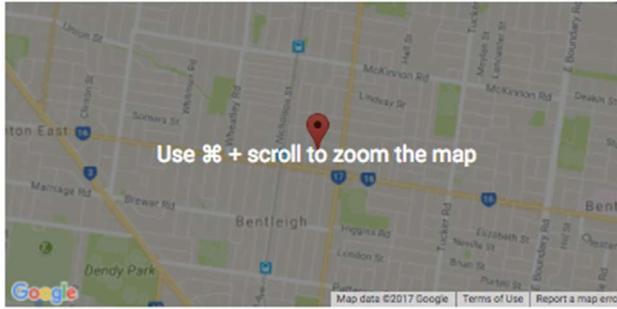
Emerge Australia
9529 1344
emerge.org.au

Opening Hours

Mondays once per month

Location

Godfrey Street Community House, 9 Godfrey Street, 3204 [View Map](#)



The My Community Life website and content on this page is entered and managed by Community Groups. If you have any questions about a particular listing, please contact the relevant Community Group.

[Back to Listing](#)

1300 653 356 | info@kingston.vic.gov.au | PO Box 1000 Mentone, VIC 3194 | [facebook.com/CityOfKingston](https://www.facebook.com/CityOfKingston) | twitter.com/kingstoncc

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[Accessibility](#) | [Privacy](#)

- Location:** Full location of the community group. (*Tip: click on 'View Map' to open a new screen that takes you to Google maps. Using the features of Google maps you can then get directions or find out travel times*)
- Back to listing:** Clicking on this button will take you back to your search results.

3.4. SEARCHING FOR EVENTS AND ACTIVITIES

Once you are in the 'Events & Activities' section of the website, there are four variables you can use to find local events and activities:

The screenshot shows the 'City of KINGSTON my community life .com.au' website. The 'Events & Activities' menu item is circled in green. The search form includes fields for 'By Phrase or Keyword', 'By Suburb', 'By Type', 'Date From', and 'Date To', along with a 'Search' button. A green box with the number '1' is on the left side of the search form. A green box with the number '2' is over the 'By Phrase or Keyword' field. A green box with the number '3' is over the 'By Suburb' dropdown. A green box with the number '4' is over the 'Date From' field. A green box with the number '5' is over the 'Search' button. Below the search form, there is a section titled 'Your Pantry' with a photo of a diverse group of people and text describing the service.

1. **Phrase or Keyword:** type a keyword related to your interest. This is useful if you know exactly what you are looking for.
2. **Suburb:** select the relevant suburbs from the list provided (*Tip: you can select multiple suburbs*).
3. **Type:** browse all events/activities of a particular type (*Tip: you can select multiple types*).
4. **Date:** find events on a certain day or within a certain time period, by using the calendar icon to select dates.
5. **Search button**

Once you have entered your search variables, click on the grey 'Search' button (5) and the results will appear below. You can use more than one of the four variables in the same search.

To view all the events/activities listed on the MCL site, simply hit 'Search' (5) without entering any search variables in fields 1, 2, 3 or 4. The events and activities will be listed in date order.

It is also possible for community groups to update information about their events/activities through this page by clicking on the 'Manage Your Events' tab (6). Further information about adding or editing content on the MCL site is provided in the 'Uploading Content' user guide.

3.5. NAVIGATING THE EVENTS AND ACTIVITIES PAGE

Clicking on the name or picture of an event or activity in the search results will take you a page as shown below (note this example has been zoomed out to show all the information, however you may need to scroll down the page on your screen).

The screenshot shows the 'Dancing Tots' event page. The navigation bar at the top includes 'Community', 'Events & Activities', 'Volunteer', and 'My Profile'. The breadcrumb trail is 'Home / Events & Activities / Dancing Tots'. The event title is 'Dancing Tots' with a calendar icon. The date and time are 'Wed 29 November 2017 | 2:00PM to 2:45PM'. The description states: 'Dance, singing & performing / Families & children. A great class for little ones that is loads of fun and a great learning experience. Dancing Tots will introduce your child to moving with the beat with style. Join any time and pay pro rata.' There is a photo of two children dancing. The 'Date & Time' section lists three dates: 'Wed 29 November 2017 | 2:00PM to 2:45PM', 'Wed 6 December 2017 | 2:00PM to 2:45PM', and 'Wed 13 December 2017 | 2:00PM to 2:45PM'. The 'Contact' section includes 'Reception at Cheltenham Community Centre', phone number '9583 0099', email 'admin@chelt.com.au', and website 'http://www.chelt.com.au'. The 'Cost' section shows '\$50/term, \$5/season'. The 'Location' section provides the address 'Cheltenham Community Centre, 3 Chesterville Road, Cheltenham 3192' and a 'View Map' link. The map shows the location in Cheltenham, Southland. The 'Local Transport' section describes the location relative to the Nepean Highway and Cheltenham railway station. At the bottom, there is a 'Back to Listing' button.

Key features include:

1. **Description:** This includes the name and overview of the event.
2. **Date & Time:** When the event is occurring
3. **Contact information and Cost:** Contact details and link to community group page; external website and date and time; cost of event and link to register (if required)
4. **Location:** Full location of the event or activity (*Tip: click on 'View Map' to open a new screen that takes you to Google maps. Using the features of Google maps you can then get directions or find out travel times*).
5. **Back to listing:** Clicking on this button will take you back to your search results.
6. **Add to calendar:** Send a link via email to the event
7. **Related Links:** Attached flyers; documents; links to external websites

3.6. SEARCHING FOR VOLUNTEER OPPORTUNITIES

Once you are in the 'Volunteer' section of the website, there are three variables you can use to find local volunteering opportunities:

The screenshot shows the 'Volunteer' page on the 'my community life' website. The search section includes three input fields: 'By Phrase or Keyword' (labeled 1), 'By Suburb' (dropdown menu labeled 2), and 'By Term of role' (dropdown menu labeled 3). A 'Search' button (labeled 4) is located to the right of these fields. Below the search section, a search result is displayed for 'Edithvale / Bonbeach area - Friendly visitor (Community Visitors Scheme)'. The result includes the logo for Central Bayside Community Health Services, the location 'Parkdale', and a description: 'Friendly visitors are volunteers who are matched with a resident in an Aged Care Facility to provide companionship to a lonely or isolated resident'.

1. **Phrase or Keyword:** type a keyword related to your interest. This is useful if you know exactly what you are looking for.
2. **Suburb:** select the relevant suburbs from the list provided (*Tip: you can select multiple suburbs*).
3. **Term of role:** search by the time/level of commitment you can make (*Tip: you can select multiple categories*).
4. **Search button**

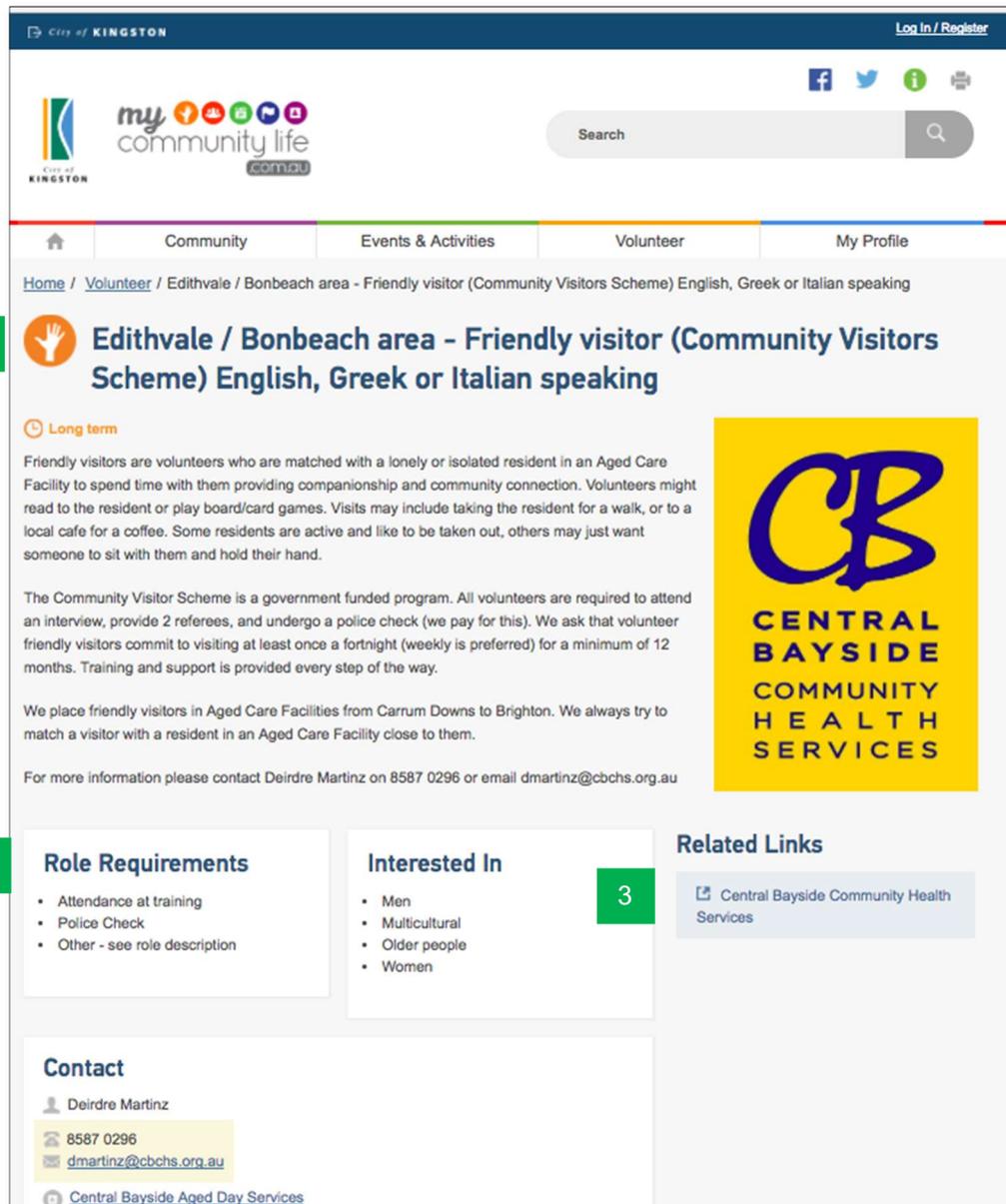
Once you have entered your search variables, click on the grey 'Search' button (4) and the results will appear below. You can use more than one of the three variables in the same search.

To view all the volunteer opportunities listed on the MCL site, simply hit 'Search' (4) without entering any search variables in fields 1, 2 or 3. The opportunities will be listed in alphabetical order.

It is also possible for community groups to update their information about volunteer opportunities through this page by clicking on the 'Manage Your Volunteer Opportunities' tab (5). Further information about adding or editing content on the MCL site is provided in the 'Uploading Content' user guide.

3.7. NAVIGATING THE VOLUNTEER OPPORTUNITIES PAGE

Clicking on the name or picture of volunteer opportunity in the search results will take you a page as shown below (note this example has been zoomed out to show all the information, however you may need to scroll down the page on your screen).



Key features include:

1. **Description:** This includes the name and overview of the opportunity.
2. **Key role information:** Role requirements, interests, contact details and link to community group page
3. **Related links and documents:** Links will take you to other websites that are relevant to this volunteer opportunity and you can download documents with further information relevant to the opportunity (for example a volunteer policy or position description).
4. **Location:** Full location of the volunteer role (*Tip: click on 'View Map' to open a new screen that takes you to Google maps. Using the features of Google maps you can then get directions or find out travel times*).
5. **Back to listing:** Clicking on this button will take you back to your search results.

To apply or enquire about the volunteer position follow the instructions provided by the community group.

• Women

Contact

Deirdre Martinz

8587 0296

dmartinz@cbchs.org.au

[Central Bayside Aged Day Services](#)

<http://www.cbchs.org.au/Our-Services/Our-Services/Planned-Activity-Groups.asp>

4

Location

Central Bayside Community Health Services, 335 Nepean Highway, Parkdale 3195 [View Map](#)



Accessibility

Continuous, even and accessible path of travel, Ramp entry, Lift or elevator, Good lighting, well-lit space

The My Community Life website and content on this page is entered and managed by Community Groups. If you have any questions about a particular listing, please contact the relevant Community Group.

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[Back to Listing](#)



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my     
community life
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