



## Submit directory page

### 1 Organisation Details

What's your organisation called? **REQUIRED**

Enter Organisation/Club/Service Name

Please ensure correct spelling as this is used by the search function and is what will appear in the search results.

What do you want to tell people about it? **REQUIRED**

**B** / **I** **U** **☰** **☰** **✂** **↕** **📄** **🗑** **🔗** Normal ▼

Enter a detailed description of your organisation/club/service. The directory search engine uses key words from this section so please be sure to include information about the key activities and services offered. When thinking about this section, be sure to include key words relevant to your organisation/club/service that you would like people to be able to search. eg if you want your listing to display in a word search for "day care" be sure to include this word in the description along with relevant related words such as "education", "early", "child" etc

Add an image

Select

Upload your organisation/club/service logo or branding. This image will be displayed in the listing.

What categories does it fall under? **REQUIRED**

Select ▼

- Arts
- Community Groups
- Cultural
- Disabilities and Special Needs
- Early Education and Care

Whenever there's a list of organisation, include need-to-know details so people can see at a glance what the organisation is about.

Select one or more categories which best describe your organisation/club/service. Please note that these categories will be used by the community to locate a specific service or group.

How would you sum it up? **REQUIRED** ⓘ

This short description will appear whenever there's a list of organisation, along with the title and image. Include need-to-know details so people can see at a glance what the organisation is about.

What hours are you open?

Add hours

Note your organisation/services normal operating hours or indicate the days and times your club/community group meets or runs its activities.

## 2 Location

Show address on website?

Yes

What's the name of the venue?

Use this to identify a shared building or complex

What's the address?

Which city, suburb or town is it in?

What's the postal code?

By ticking this box and filling out the location details below, the location provided will be displayed on the listing. It is strongly recommended to provide a physical address where possible. If you do not wish to provide a physical address please leave this section blank. Do not use a postal address for this field.

## 3 Contact information

Who's the contact person?

Best contact person for general enquiries

What's their email address?

Generic email for incoming general enquiries

What's their phone number?

Generic phone number for incoming general enquiries

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

Link to organisation/club/service website

Show postal address on website?

Yes

What's the postal address?

Enter the postal address. If the postal address is the same as the physical location, please re-enter the address information in this field.

Add your social media links

Link

Remove

Link

Remove

Add

It is strongly recommended that you provide *generic* organisation/club/service contact information (phone, email etc) where possible. This will ensure listings remain current if individual club members leave members or organisational positions change.

To insert a link to the organisation/club/service website, open up the website in a web browser and copy the URL link. Paste the URL link into the website form field.

Please provide links to any social media accounts (Facebook, Instagram etc) of the organisation/service/club where applicable. Providing links to these accounts is a great way to generate interest and direct traffic to these platforms. To insert the link, open up the social media account in a web browser and copy the URL link. Paste the URL link into the appropriate form field.

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

Cancel

Save

Submit