

The **Members Center** is where organizations can easily edit, update and manage their information.

Adding a new phone number and location or you just want to upload your group's logo? Do you want to add people who can help you manage your listing? Do all of these at the Members Center.

**Log in** and the Directory will automatically take you to the Members Center.

Click **Edit Listing Details** to update your listing

- The **Outlet** page will open and you can **edit** your details
- Remember to click **Save Details** when you finish updating your details

Click **Team Members** to add people to your account

- The **Outlet Team Members** page is opened then click **Invite New Members**

Once the **Team Member Invitation** page is opened, type the email address in the blank field

name@domain.com

**Add To Invites List**

contact@vc-act.org.au - Admin

**Send Invitations Now** Cancel

Click **Add to Invites List** and the name will be added to the list

Click **Send Invitations Now**

For assistance, please email [chris@vc-act.org.au](mailto:chris@vc-act.org.au) or call 02 6257 1687 for more information.

## About Us

CONTACT Canberra is the central source of community information in the Canberra Region and has been linking people to services and community groups for over 35 years.

We maintain a comprehensive database of community organisations, government services and local groups in the Capital and continually work toward ensuring this information remains accessible to individuals, community groups and government.


## Contact Us

 [contact@vc-act..org.au](mailto:contact@vc-act..org.au)

 [www.actcommunitydirectory.com.au](http://www.actcommunitydirectory.com.au)

  CONTACTCanberra

 20 Genge St., Griffin Centre  
Canberra City, ACT 2601

 02 6248 7988



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This service receives funding from the ACT Government



# CONTACT

CANBERRA COMMUNITY INFORMATION

## ACT Community Directory: How to List



Martin Ollman ©

Linking you to community services in the ACT

## What is the ACT Community Directory?

- The ACT Community Directory is an online portal which helps you find services, community organisations and support groups in the Canberra Region
- The ACT Community Directory allows organizations to log in and share information on community services and activities

## What are the benefits of the Directory for organisations?

- Publish your organisation's information and detail the services you provide
- Quickly and accurately refer clients
- Create useful lists of services and contact information which can be saved and emailed
- Use the "Access My Community" mapping tool to easily find and direct you and your clients to services
- Promote your organisation or service by adding pictures, social media and your website


## Does it cost anything?

- The ACT Community Directory is **completely free** to list and edit your information with a range of features available

More features are available for purchase to help you save time, increase efficiency and connect to your community.

Please contact [lauren@vc-act.org.au](mailto:lauren@vc-act.org.au) or call **02 6257 1687** for more information.

# Register your organisation for FREE

- Go to [www.actcommunitydirectory.com.au](http://www.actcommunitydirectory.com.au) and click  at the top, right-hand corner of the screen
- Tell us about your organisation by ticking the appropriate box

Does your organisation ...


- provide services that are free, or minimal cost, or are funded by the council, state or federal government?
- provide services that can be accessed by people in the community?
- run events to support people or groups in the community?
- provide advocacy or support services to the community?

Are you ...





- an employee of the organisation you wish to register?
- an authorised represented of the organisation you wish to register?
- neither of the above?

To create a new listing in the directory you first need to have an account on the directory? Are you ...

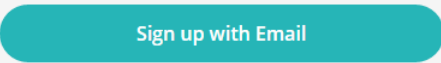
- A first time user of the directory?
- A returning user with an existing account in the directory?

- Click 
- For first time users, you need to create a log in account. You may sign up using your existing email address or link via your social media account




Sign up

Or



You're now ready to register your group. Just follow these **three easy steps**.

-  Sign in to your account and click [Create a New Listing](#)
-  Build your organisation's listing by [filling in the required information](#) about your group
-  Tick I agree to the [Terms and Conditions](#) and click [Register Now](#)

**CONGRATULATIONS!** You have successfully registered your organisation!