Baw Baw Shire Council Community Directory User Guide

Log On to MyCouncil

To create a new Community Directory listing you will need to register a MyCouncil account.

You can register by visiting the Community Directory and select to 'Log In'. This will present a log in screen that will allow you to 'Register' as a New User.

Login

Complete the registration questions including your contact details to finalise your registration. This will prompt you to log on to MyCouncil with your new details.

Maintaining Your Listing/Account

To maintain your listing you can log on to your MyCouncil account, select the Local Directory and select to update or deactivate if the group is no longer active.

You can also maintain your account by selecting to update details, change your password or deactivate your account if it is no longer needed.

Create Your Community Listing

To create a community listing select the Local Directory from your MyCouncil account. This will prompt you to 'Add Item' and will show your completed listings.

MyCouncil

Complete the Add or Edit Form with the community group or service provider's details that you wish to add to the directory.

Select 'Publish' for these details to be added to the Community Directory.

Add or Edit