

Fact Sheet 3 - My Organisation

The My Organisation tab in the Main CMS window (see fact sheet 2) allows you access to all of the details pertaining to your organisation and how it is seen on the MySouthWest website. It also allows you to control who you want to be able to administer your website (see fact sheet 4).

On initially clicking the My Organisation tab you will see an overview of your account status.



The screenshot displays the MySouthWest Administration interface. At the top, the MySouthWest logo is on the left, and the word 'ADMINISTRATION' is centered. On the right, it shows 'Organisation: Bunbury And Districts ACTORS', 'User: bushy', and a 'Logout' link. Below this is a navigation bar with tabs for 'My Organisation', 'Directory', 'News', 'Events', 'Website', 'Shop', 'Banners', and 'Quotes'. Underneath, a sub-navigation bar has tabs for 'Overview', 'Details', 'Users', 'Groups', and 'Account'. The main content area shows the heading 'Bunbury And Districts ACTORS' and several links: 'Account Balance: AUD \$0.00', 'Directory Entries:', 'Active Banner Campaigns:', and 'Ecommerce Orders:'.

If your organisation does not intend to use the shopping cart module, or banner advertising or any other 'commercial' aspects of the site, then the account balance will be listed as \$0.00.

If this is your first visit to the site, then you may not have a listing in the MySouthWest directory and so that will be blank as well.

Click on the Details tab (the green tab next to the overview tab).

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Details:

On the details page you can see if all of the details of your club are correct. Any changes that need to be made can be amended. Once complete click on the update button.

Organisation Name: Bunbury And Districts ACTORS

Organisation Type: Community

Primary Contact: Bushy Mills

Administrative Email: bushymills@aic.com.au

Fax: 97979797

Phone: 97979797

Mobile: 0433990060

ABN:

GST: Unknown

Postal Address: The Little Garrick Theatre, Thespian Way

Town/Suburb: Bunbury

Postcode: 6230

State: WA

Country: Australia

Locality: BUNBURY 6230

Update Details

To view information about users and groups please refer to fact sheet 4.

Account:

Click onto My Organisation – Account.

Organisation: Bunbury And Districts ACTORS
User: bushy
Logout

Account Balance: AUD \$0.00

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Time	Description	DR	CR	Balance
	Opening Balance			AUD \$0.00

This is designed for those commercial websites on MySouthWest. As a community group or non-commercial user, there will be no information relevant to you here. If you are a commercial entity, please refer to the shopping fact sheets 31 & 32.