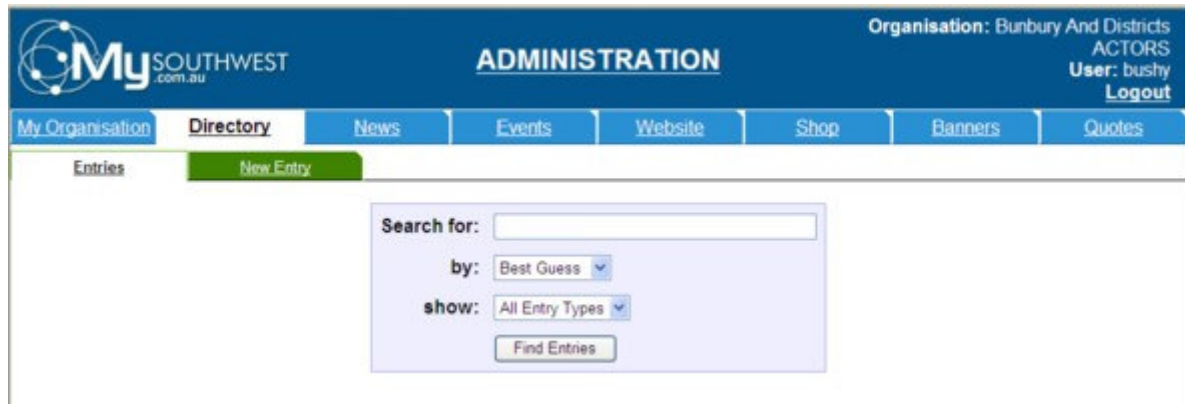


Fact Sheet 5 - Directory Entries

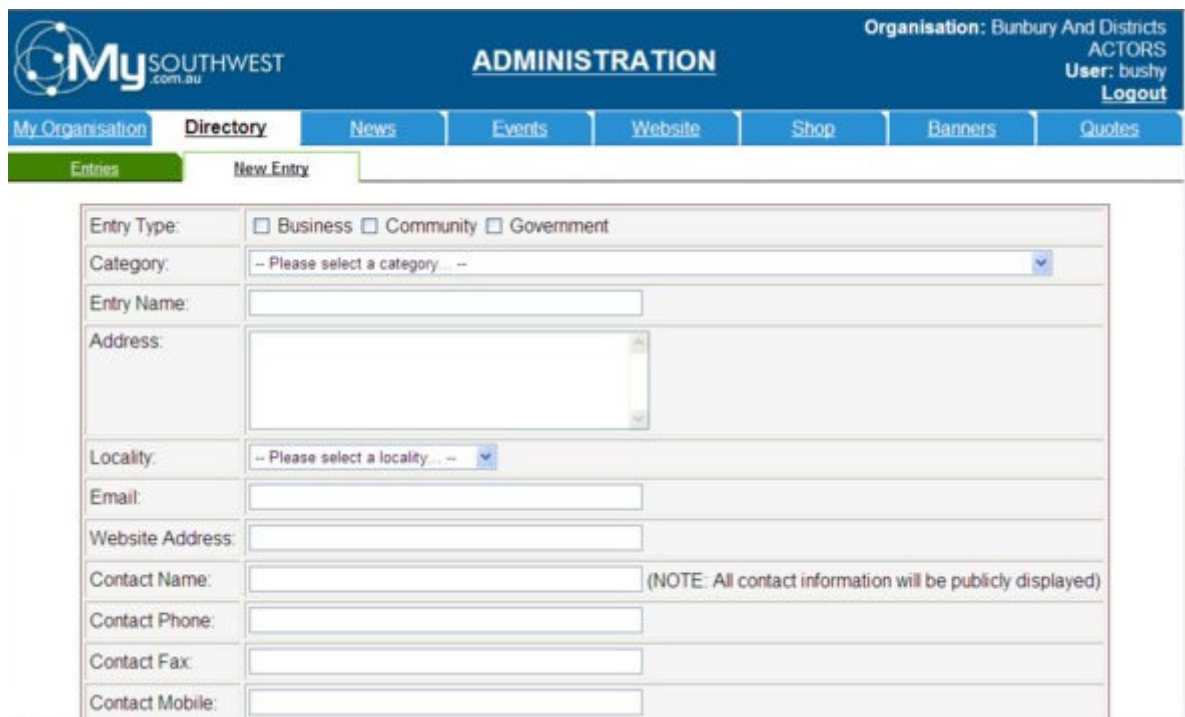
The Directory tab allows you access to a search function that can search any directory entries made on behalf of your organisation. Obviously, if your organisation has not added any listings as yet, then there will be nothing listed.



The screenshot shows the 'ADMINISTRATION' page for 'MySOUTHWEST.com.au'. The user is logged in as 'bushy' for the 'Bunbury And Districts ACTORS' organisation. The 'Directory' tab is selected in the navigation menu. Below the navigation, there are tabs for 'Entries' and 'New Entry'. A search box is present with the following fields: 'Search for:' (text input), 'by:' (dropdown menu set to 'Best Guess'), 'show:' (dropdown menu set to 'All Entry Types'), and a 'Find Entries' button.

Adding a directory entry for your organisation:

To add a directory entry click on **New Entry**.



The screenshot shows the 'New Entry' form in the 'ADMINISTRATION' page. The form contains the following fields: 'Entry Type' with radio buttons for 'Business', 'Community', and 'Government'; 'Category' with a dropdown menu showing '-- Please select a category ... --'; 'Entry Name' with a text input; 'Address' with a large text area; 'Locality' with a dropdown menu showing '-- Please select a locality ... --'; 'Email' with a text input; 'Website Address' with a text input; 'Contact Name' with a text input and a note '(NOTE: All contact information will be publicly displayed)'; 'Contact Phone' with a text input; 'Contact Fax' with a text input; and 'Contact Mobile' with a text input.

Fill in the details that are asked for, noting that the category has to be chosen by clicking on the small down arrow at the right hand side of the box.

Fact Sheet 5 - Directory Entries

Categories:

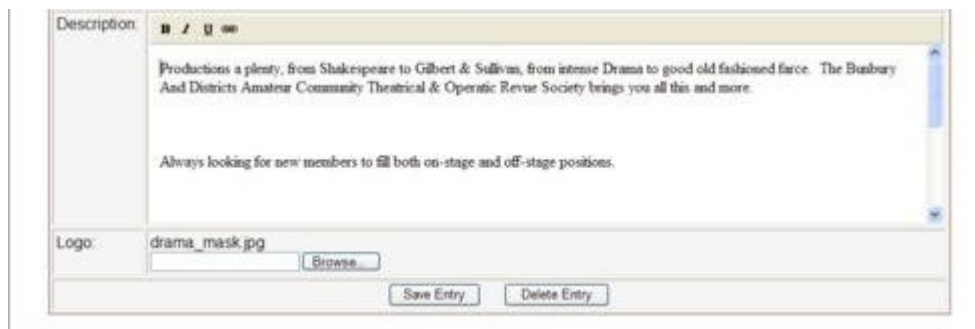
Clicking on the category box produces a very long list of possible categories! If you are a community group, then choose Community, Social, Other Clubs or whichever other category you feel is appropriate. You will also notice that you have to select the locality from a similar drop down list.

Please Note: Do not include your post code or locality in the address box as this is recorded when you select the locality from the drop down box.

When filling in the contact details, please note that all private and organisational Email addresses are masked within the system. If a visitor to your website wishes to send you an email they will click on a link, fill in a form and that will be sent to your email address as required. This has been introduced to combat SPAM mailers from harvesting accessible email addresses.

Description of your organisation:

The description box is very important for your visibility on the MySouthWest site, as the words typed in here will also be the words that the search function on MySouthWest will pay regard to. For example, if you add that your group is involved with youth, then anyone entering youth in their search will find your listing.



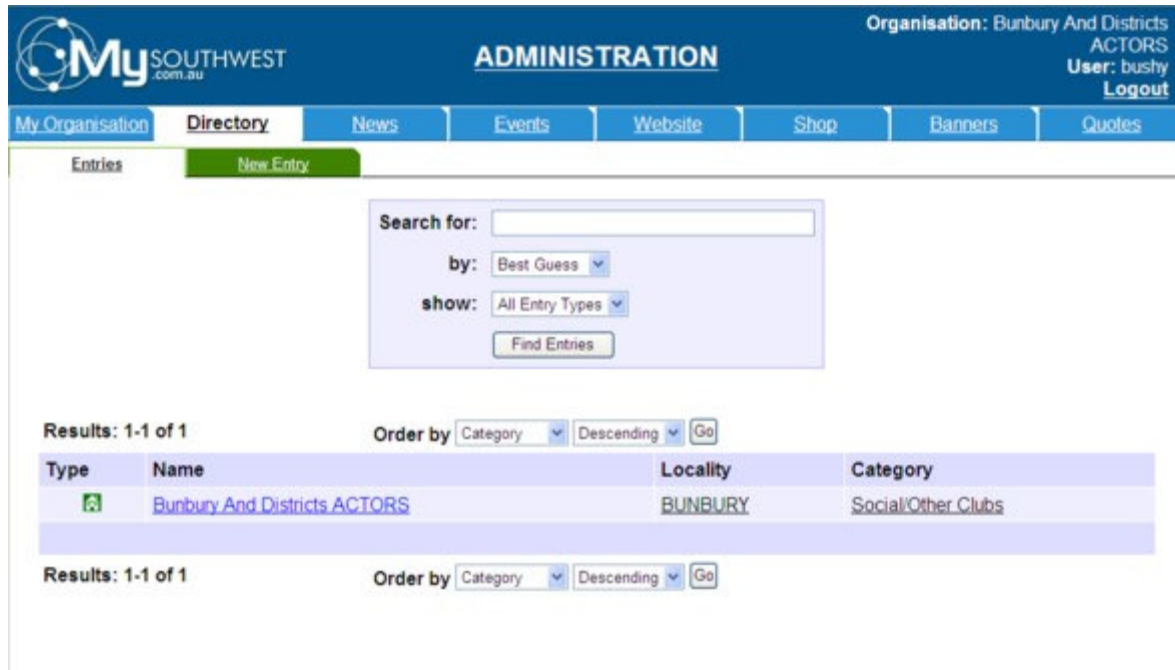
The screenshot shows a web form for creating a directory entry. The 'Description' field is a large text area containing the text: 'Productions a plenty, from Shakespeare to Gilbert & Sullivan, from intense Drama to good old fashioned farce. The Bunbury And Districts Amateur Community Theatrical & Operatic Revue Society brings you all this and more.' Below this, it says 'Always looking for new members to fill both on-stage and off-stage positions.' The 'Logo' section has a text input field with 'drama_mask.jpg' and a 'Browse...' button. At the bottom of the form are 'Save Entry' and 'Delete Entry' buttons.

You should also note that there is no spell checker in the description box, so if you would prefer, type the text into Microsoft Word™, run a spell check on it and then copy it back into the description box. Having filled in all the details and uploaded a logo as in the template section of the Website Wizard, click on save entry.


Fact Sheet 5 - Directory Entries

Editing an existing entry:

On returning to the Directory page you will now see your directory entry.

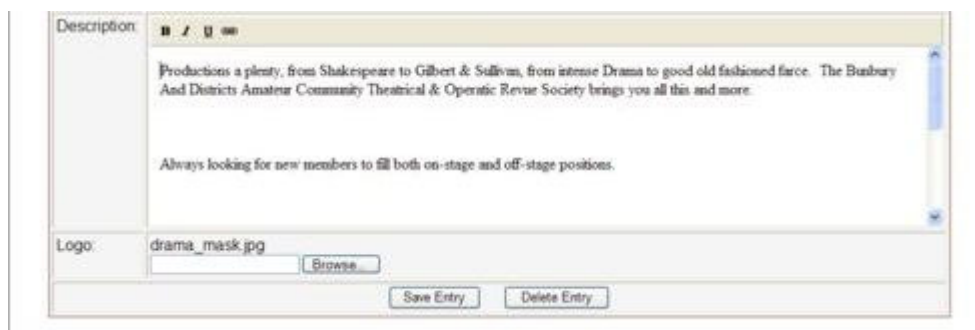


The screenshot shows the MySouthWest Administration interface. The top navigation bar includes 'My Organisation', 'Directory', 'News', 'Events', 'Website', 'Shop', 'Banners', and 'Quotes'. The 'Directory' tab is active. On the right, it displays 'Organisation: Bunbury And Districts ACTORS', 'User: bushy', and a 'Logout' link. Below the navigation, there are tabs for 'Entries' and 'New Entry'. A search form is present with a 'Search for:' input field, a 'by:' dropdown set to 'Best Guess', a 'show:' dropdown set to 'All Entry Types', and a 'Find Entries' button. Below the search form, it shows 'Results: 1-1 of 1' and an 'Order by' dropdown set to 'Category' with a 'Descending' dropdown and a 'Go' button. A table displays the search results:

Type	Name	Locality	Category
	Bunbury And Districts ACTORS	BUNBURY	Social/Other Clubs

Below the table, it shows 'Results: 1-1 of 1' and another 'Order by' dropdown set to 'Category' with a 'Descending' dropdown and a 'Go' button.

Click on the **Name** of the newly created Directory listing. This will take you back to the data entry screen. By clicking into each box in turn, you can amend any details already there, or add any new details that might be required.



The screenshot shows the data entry screen for a directory listing. It features a 'Description' field with a rich text editor containing the text: 'Productions a plenty, from Shakespeare to Gilbert & Sullivan, from intense Drama to good old fashioned farce. The Bunbury And Districts Amateur Community Theatrical & Operatic Revue Society brings you all this and more. Always looking for new members to fill both on-stage and off-stage positions.' Below the description is a 'Logo:' field with the filename 'drama_mask.jpg' and a 'Browse...' button. At the bottom, there are 'Save Entry' and 'Delete Entry' buttons.

Clicking on save entry will return you to the listing page.

Please Note: Each entity is entitled to only one entry within the directory. If your organisation fits into two different categories, you will need to select the one that best fits.

Fact Sheet 5 - Directory Entries

Viewing your organisations visibility on MySouthWest:

To check out what your listing looks like on the actual MySouthWest site, open a new Internet Explorer window and go to <http://www.mysouthwest.com.au>

Once there, click into the search box at the top right and type in a word that appears in your organisation's description or that is part of your name.

A listing of the directory entry will be visible. By clicking on the link you can see the whole article just as it will be seen by anyone visiting the whole of the MySouthWest site.



The screenshot shows the MySouthWest website interface. At the top, there is a search bar with the text "SEARCH FOR:" and a "Go" button. Below the search bar is a navigation menu with the following items: Home, Tourism, Shop, News, Events, Community, Entertainment, Business, Small Business IT, Government, and Directory. The main content area displays the directory entry for "Bunbury And Districts ACTORS". The entry includes the following information:

- Address:** The Little Garrick Theatre Thespian Way
BUNBURY 6231
- Contact:** Bushy Mills
- Email:** bushymills@jaic.com.au
- Website:** <http://badactors.mysouthwest.com.au>

To the right of the contact information is an image of two theatrical masks, one smiling and one frowning. Below the contact information, there is a paragraph of text: "Productions a plenty, from Shakespeare to Gilbert & Sullivan, from intense Drama to good old fashioned farce. The Bunbury And Districts Amateur Community Theatrical & Operatic Revue Society brings you all this and more." Below this paragraph is another line of text: "Always looking for new members to fill both on-stage and off-stage positions." At the bottom of the entry, there is a final line of text: "Come and join us for a get-together and always a social atmosphere in the Little Garrick on Thursday nights from 7.00pm."