



How to Register to Edit a listing on the Darebin Community Portal

How to Register to Edit

1. Select 'Register to Edit'
2. Read the Terms and Conditions
3. Click on 'Register' button.
4. Select the relevant Directory
5. Choose a Category and Sub-Category
6. Select your organisation from the list.
7. Enter your contact details (private)
8. Wait for your request to be approved by Council.

How to Register on Community Portal



The screenshot shows the 'Darebin Community Portal' website. The header features the portal's name and logo. A navigation bar includes links for 'Directory Search', 'Register Your Details', 'Login', 'Events', 'Contact Us', and 'Search'. The main content area is titled 'Register to Edit' and provides instructions for updating an existing entry. A green 'Register' button is prominently displayed. The left sidebar contains a menu of site sections and a 'Page Last Updated' notice.

HOME > About Community Portal > Register to Edit
Printer Friendly

Register to Edit

Register to update your organisation or business details in the Darebin Community Portal (free).

How do I register to edit an existing entry?

- Your organisation must already be listed in the Community Portal. Use the [Directory Search](#) to find out which Directory and sub-categories your organisation is listed under.
- If your organisation isn't listed, you'll need to [Register Your Details](#).
- Read the [Registration Terms and Conditions](#).
- Click the Register button below.
- Select the Directory and sub-categories your organisation appears in.
- Enter your contact details for the entry (details are not published).
- A Directory Owner will check your registration, and the Directory Owner will approve your request if suitable.
- Once approved you will receive a username and password via email, which will allow you to Login and update your organisation's details.

[Register](#)

What happens after I register?

- Once you have registered a Directory Owner needs to approve your registration.
- Once approved, you will be sent a username and password via email.
- Enter your username and password on the [Login](#) page to access your organisation's details.
- Select to **Edit your Contact Details** from the Services Overview page.
- Any changes you make to your entry are reviewed by a Directory Owner before they are published.
- You will also have the option to [Build a Website](#) (4-6 pages) for your organisation on the Community Portal.

Who can edit an existing entry?

- Any organisation currently listed in a directory on the Darebin Community Portal
- Anyone authorised from your organisation or business can apply to have access to update your organisation's details in a directory on the Darebin Community Portal.
- Your access will permit you to update your phone number, address, email address, and other details of your organisation on the portal.

Home
Build a Website Workshop
About Community Portal
Arts Directory
Business Directory
Community Directory
Multicultural Directory
Parks and Reserves Directory
Sport and Recreation Directory
Useful Sites

Register Your Details
Register to Edit
Login
Forgotten Your Password?
Build a Website
Darebin Portal Websites
Report an Incorrect Entry
Darebin Council Website

Page Last Updated
Friday, 20 October 2007

How to Register on Community Portal

Darebin Community Portal

Directory Search | Register Your Details | Login | Events | Contact Us | Search

Home
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Register to Edit a Business or Organisation in the Directory

To register you will initially need to provide the information requested below.

* indicates mandatory entry

Select Your Business / Organisation

Directory: Sport and Recreation Directory
Category: Sporting Activities
Subcategory: Cricket
Business / Organisation: Bundoora Park Cricket Club

Enter your contact details

Title: _____
First Name *: _____
Last Name *: _____
Email: _____
Phone *: _____
Address *: _____
Suburb *: _____
State *: VIC
Postcode *: _____

Yes, I have read and understood the [Privacy Statement](#) and wish to continue

SUBMIT

[Back](#)

For Members

- [Darebin Portal Directory Home](#)
- [Login](#)
- [Register a new Business or Organisation](#)
- [Register to edit an Existing entry in the Directory](#)
- [Forgotten Your Password](#)

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How to Register to Edit

What happens next?

1. Entry approved by a Council Officer
2. If approved, you will be sent a username and password via email
(email specified in private contact details).
3. Once approved, you can update your listing, upload a photo, change your username/password, or Build a Website.

Updating Contact Details and Services

How do I update my details?

- Visit www.darebin.org
- Click on 'Login'
- Enter your Username and Password

Forgotten Your Password?

Enter your email to be sent a reminder.

Updating Contact Details and Services



The screenshot displays the Darebin Community Portal website. At the top, there is a banner with the text "Darebin Community Portal" and the Darebin Council logo. Below the banner is a navigation bar with links: "Directory Search", "Register Your Details", "Login", "Events", "Contact Us", and "Search".

The main content area is divided into three columns:

- Left Column (Navigation):**
 - Home
 - Build a Website Workshop
 - About Community Portal
 - Arts Directory
 - Business Directory
 - Community Directory
 - Multicultural Directory
 - Parks and Reserves Directory
 - Sport and Recreation Directory
 - Useful Sites
 - Register Your Details
 - Register to Edit
 - Login
 - Forgotten Your Password?
 - Build a Website
 - Darebin Portal Websites
 - Report an Incorrect Entry
 - Darebin Council Website
- Middle Column (Login):**
 - Login**
 - If you are already registered please enter your **Username** and **Password** below
 - Member Login** form with fields for Username (4 - 10 characters) and Password (4 - 10 characters), and a "LOGIN" button.
- Right Column (For Members):**
 - For Members**
 - [Darebin Portal Directory Home](#)
 - [Login](#)
 - [Register a new Business or Organisation](#)
 - [Register to edit an Existing entry in the Directory](#)
 - [Forgotten Your Password](#)

At the bottom of the page, there is a footer with the following information:

Page Last Updated: Friday, 26 October 2007

[Larger text](#) | [Home](#) | [Privacy](#) | [Feedback](#) | [Site Map](#)

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Updating Contact Details and Services

Select from one of the options displayed:

- Edit Your Directory Listing
- Edit Your Contact Details
- Change Your Username and Password
- Build a Website
- Search the Directory

Updating Contact Details and Services

The screenshot displays the Darebin Community Portal website. At the top, there is a header with the site title 'Darebin Community Portal' and the City of Darebin logo. Below the header is a navigation bar with links for 'Directory Search', 'Register Your Details', 'Login', 'Events', 'Contact Us', and 'Search'. The main content area is divided into three columns. The left column contains a sidebar with links to various site sections like 'Home', 'About Community Portal', and 'Useful Sites'. The middle column, titled 'Services Overview', provides a welcome message and lists several services: 'Edit Your Directory Listing', 'Edit your Contact Details', 'Change your Username and Password', 'Build a Website', and 'Search the Directory'. Each service includes a brief description and a small icon. The right column features a 'Navigation' menu with icons and links for 'Member Home', 'Edit Your Directory Listing', 'Edit your Contact Details', 'Change Username & Password', 'Build a Website', and 'Search the Directory'. At the bottom of the page, there is a footer with contact information and a disclaimer.

Darebin Community Portal

City of DAREBIN

Directory Search | Register Your Details | Login | Events | Contact Us | Search

Home
About Community Portal
About this Site
Arts Directory
Business Directory
Community Directory
Multicultural Directory
Parks and Reserves Directory
Sport and Recreation Directory
Useful Sites

Register Your Details
Register to Edit
Login
Forgotten Your Password?
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Darebin Portal Websites
Report an Incorrect Entry
Darebin Council Website

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Services Overview

Welcome to the Darebin Community Portal member services, you may undertake the following:

- [Edit Your Directory Listing](#)
Select this option to keep your business listing up to date in the Darebin Community Portal Directory.
- [Edit your Contact Details](#)
Select this option to keep your contact details up to date in the Darebin Community Portal Directory.
- [Change your Username and Password](#)
Why not set a **Username** and **Password** you can remember?
- [Build a Website](#)
Not ready to build a fully-fledged website? The Darebin Community Portal website builder will allow you to build a stylish & functional website. If your business does not currently have a website here is an opportunity to use our interactive website builder to create one.
- [Search the Directory](#)
Search the Darebin Community Portal Directory for other businesses and organisations in the municipality.

Navigation

- [Member Home](#)
- [Edit Your Directory Listing](#)
- [Edit your Contact Details](#)
- [Change Username & Password](#)
- [Build a Website](#)
- [Search the Directory](#)

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Updating Contact Details and Services

Edit Your Directory Listing

- Select Edit Your Directory Listing.
- Edit your organisation's contact details.
- Click Submit.
- Wait to have your request approved by a Directory Owner (allow 2-5 business days).
- You will receive an email once approved.

Note: Your listing will not be available until the approval process has been completed.

Updating Contact Details and Services

Edit Your Contact Details

- Select Edit Your Contact Details.
- Amend your personal contact details as needed.
- Ensure you included an email address to receive a confirmation and future updates.
- Click Submit.

Note: Your contact details are not published to the website. The details are only used to administer your public listing.



Updating Contact Details and Services

Change Your Username and Password

- Select Change your Username and Password
- Enter a new Username/Password
- Confirm the new Password
- Click Submit.



The screenshot shows the 'Change Username and / or Password' page on the Darebin Community Portal. The page header includes the portal name and navigation links for 'Directory Search' and 'Register Your Details'. A left-hand menu lists various directory categories. The main content area contains the form title, instructions to enter a new username and password, and a note that these details will be used for future logins. The form includes three input fields: 'New Username (4-10 characters)', 'New Password (4-10 characters)', and 'Confirm New Password (4-10 characters)', followed by a 'Submit' button.

Questions & Assistance?

Further Information

Darebin Community Portal Administrator

Darebin City Council

Phone: (03) 8470 8888

Email: communityportal@darebin.vic.gov.au

