

# Join Our Online Directory



The *Yarriambiack Shire Council* has transformed the **Business Directory & Community Directory & Event Calander** into one combined and interactive **Online Directory**.

Registering with our Online Directory will make it fast & easy to update your details and promote your Business, Tourist Attraction, Community Group/Organisation or Event to our community members and wider online audiences - especially touring visitors!

Follow these 4 steps to join-in and register online:

## Step #1

Visit [www.yarriambiack.vic.gov.au/MyCity](http://www.yarriambiack.vic.gov.au/MyCity)

*Also available from the Local Directories tab on the website.*

## Step #2

Create an account.

*We suggest all Community Groups register with a dedicated email address, so it is not tied to your personal account.*

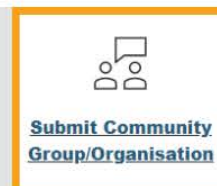


## Step #3

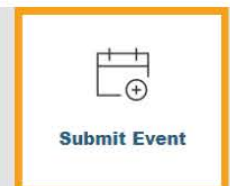
Click on:



or



or



*If you operate more than one business or community group/organisation, you should create a unique listing for each.*

## Step #4

Enter as many details as you can!

*The more details you provide, the stronger the opportunities will be for people to engage with you!*

Please contact the *Yarriambiack Shire Council* for MyCity help & feedback, via:  
Email: [info@yarriambiack.vic.gov.au](mailto:info@yarriambiack.vic.gov.au) or Phone #(03) 5398 0100



# Join Our Online Directory



Businesses



Community Groups



Tourist Attractions



Events

## Our Online Directory can:

- List your Business & Community Group
- Promote your tourist attraction
- Boost event attendance
- Provide up-to date information
- Engage with a wider online audience

To join our Online Directory you will need to:

- REGISTER

- Create LISTING

See inside for step-by-step instructions and helpful tips on how-to register and create a listing.

## REGISTER

To register, you will need to:

**Step #1** Visit [www.yarriambiack.vic.gov.au/MyCity](http://www.yarriambiack.vic.gov.au/MyCity)  
Also available on the [Local Directories](#) tab on the website homepage.

**Step #2** To create an account, select **Get Started**.  
Once you have registered, you can log-in to create new listings and update your current listings too.

**Step #3** Input your **Full name** and **Email address**.  
Community groups should register with a dedicated email address, so it is not tied to a personal account and can be shared with the relevant members.

**Step #4** Verify your account by inputting the emailed code.  
The verification email from [noreply@opencities.com](mailto:noreply@opencities.com) should arrive in your inbox within 1-2 minutes. Check your SPAM email folder if you cannot find it.

**Step #5** Select **Create account!**  
You can now log in to access the [MyCity](#) portal to create a directory listing for a business, tourist attraction, community group/organisation, and/or an event.

## Create LISTING

To create a listing, you will need to:

**Step #1** Sign-in to [www.yarriambiack.vic.gov.au/MyCity](http://www.yarriambiack.vic.gov.au/MyCity)  
Also available on the [Local Directories](#) tab on the website homepage.

**Step #2** Click on:  or  or   
Tourist attractions should be listed as a business to allow the information to reach tourist audiences.

**Step #3** Enter as many details as you can!  
The more details you provide, the stronger the opportunities will be for people to engage with you.  
Adding an image is a wonderful and significant feature to include.

**Step #4** Click on **Save** to complete the page at a later time.  
Click on **Submit** once you have completed the page.  
The **Save** & **Submit** buttons are at the bottom of the page. Remember to **Save** regularly to ensure you do not lose any information.

**Step #5** Repeat the process to create a unique page for each business, tourist attraction and/or community group/organisation that you operate!

## Why use the Online Directory?

Yarriambiack Shire Council has transformed the Business Directory & Community Directory & Event Calander into one combined and interactive Online Directory.

Registering with our Online Directory will make it fast & easy to update your details and promote your business, tourist attraction, community group and/or event to community members and wider online audiences - especially touring visitors!

Creating a listing will allow you to update details anytime, as changes arise, ensuring accurate information is available for those who are seeking it. The Online Directory can also share your listing details with partnered tourism promoters.

Our Council staff can provide up-to-date information from your listing to the many enquiries we receive via: email, social media, phone calls, and visits to our Customer Service Desk.

[www.yarriambiack.vic.gov.au/MyCity](http://www.yarriambiack.vic.gov.au/MyCity)