

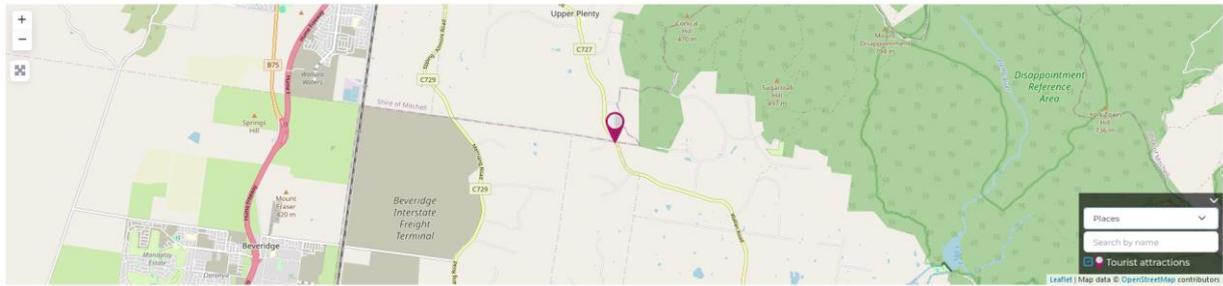
How to use MYConnections.au

Connecting People, Businesses, Places & Events; Building Opportunities

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Search for Events or Places



- 1) Zoom in or out using + or – from the top left-hand side of the map.
- 2) Expand map to full screen, if required.
- 3) Select Events or Places from the bottom right side of the map.
- 4) Search for specific listings.
- 5) Select the required Category.

For new users – Create account

- 1) Select **Account** from top menu.

Login

Username or Email *

Password *

Remember Me

LOGIN

[Create account](#) [Forgot password?](#)

Register

First Name *

Last Name *

Username *

Email *

Password *

Confirm Password *

CREATE ACCOUNT

[Login](#)

- 2) Click **Create account** to register with **First Name, Last Name, Username, Email** and **Password**.
- 3) Alternatively, select **Add Event** or **Add Place** from top menu. In the **Your Details** section of the form, enter your **Name** and **Email**.

Your Details

Name *

Enter your name.

Email *

Enter your email address.

- 4) Check your registered email inbox for a confirmation email from **MYConnections** (wordpress@myconnections.au) with the subject line: **[MYConnections] Login Details**.
- 5) Follow the link in the email to create a **Password** for your account. Your **Username** is auto-generated.

For existing users – Login

- 1) Select **Account** or **Login** from top menu.
- 2) Enter your **Username or Email** and **Password** and click **Submit**.

Reset Password

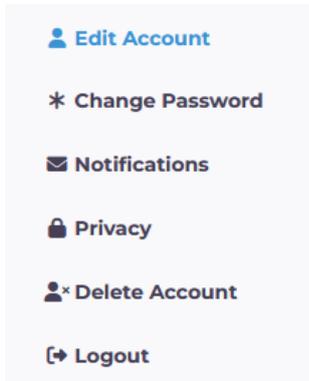
Form for password reset:

- Input field: Password *
- Input field: Confirm Password *
- Submit button: SUBMIT

Navigation links: [Login](#) (left) and [Create account](#) (right)

View account details

Once logged in, view your account details under **Account**. There are various options for selection.



Add new event listing

Enter Listing Details

Recurring Event? * Yes No
Tick "Yes" for recurring event.

Event start date *
Choose a start date of the event.

Event end date
Choose an end date of the event.

All day
Tick to set event for all day.

Start time

End time

Event Title *
Enter the title.

Information *
Enter information about your event.

State *
SELECT one STATE

Category *
SELECT one CATEGORY

Fill in the event details:

- **Recurring Event?:** Indicate if this is a recurring event.
- **Event Start Date:** Specify the date the event begins.
- **Event End Date:** Specify the date the event ends.
- **Start Time:** Enter the starting time of the event.
- **End Time:** Enter the ending time of the event.
- **Event Title:** Provide a title for your event.
- **Information:** Add a detailed description of the event.
- **State:** Select the state where the event is happening.
- **Category:** Choose a category for the event. For more information, visit [MYConnections Categories](#).
- **Default Category:** This will be inherited from the selected **Category**.

Add new place listing

Enter Listing Details

Place Title *
Enter the title.

Information *
Enter information about your location or place

State *
Enter tags separated by a comma ,
SELECT one STATE

Category *
Select Category
SELECT one CATEGORY

Default Category *
The default category will affect the listing URL and meta-data.

Fill in the place details:

- **Place Title:** Provide a title for your place.
- **Information:** Add a detailed description of the place.
- **State:** Select the state where the event is happening.
- **Category:** Choose a category for the event. For more information, visit [MYConnections Categories](#).
- **Default Category:** This will be inherited from the selected **Category**.

Enter address details for listings

Address * 
Type address (230 Vine Street) OR move map icon

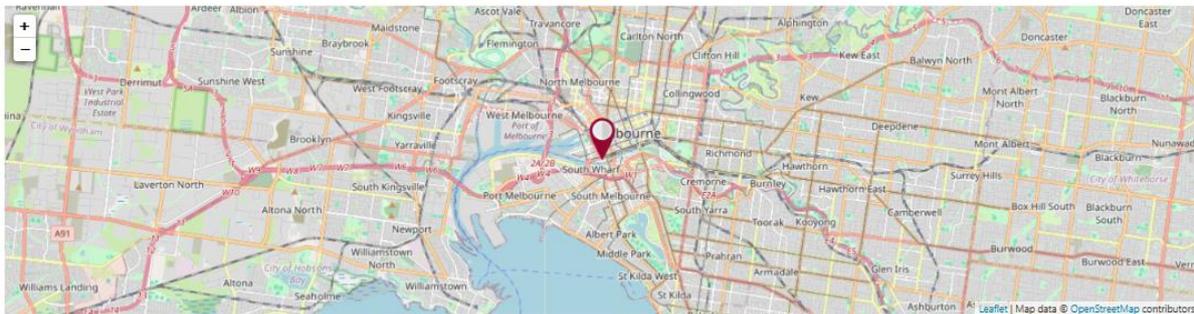
Country * 
Click on above field and type to filter list.

Region *
Enter listing region.

City *
Enter listing city.

Zip/Post Code
Please enter listing Zip/Post Code

Click on "Set Address On Map" and then you can also drag map marker to locate the correct address



Address Latitude *
Please enter latitude for google map perfection. eg. : 39.955823048131286

Address Longitude *
Please enter longitude for google map perfection. eg. : -75.1440811572266

Select Map View 
Please select listing map view to use

1) Enter address details:

- **Address:** Provide the event address or use the location pin on the map to select the location (fastest way). It will pre-populate the **Country, Region, City** and **Zip/Post Code** fields.
- **Address Latitude:** Automatically generated based on the address.
- **Address Longitude:** Automatically generated based on the address.
- **Select Map View:** Set to Default Map.

Event Contact Email *

Enter your best email

Images

You can only upload one image (up to 200KB in size)

Drop file here

OR

[Select File](#)

Allowed file types: .jpg, .jpe, .jpeg, .gif, .png, .bmp, .ico, .webp, .avif

[Submit Listing](#)[Preview Listing](#)

2) Add additional details:

- **Event Contact Email:** Provide an email contact address for the event.
- **Images:** Upload one image (maximum size 200 KB).

3) Preview and submit:

- Click **Preview Listing** to review your event details.
- Once satisfied, click **Submit Listing**. A confirmation message will appear: "Post received, your listing is now live and can be viewed here."

4) Confirmation email received

- You will receive a confirmation email from **MYConnections** (admin@myconnections.au) with the subject line: **[MYConnections] Listing Published Successfully**.

View your listings

- 1) After logging in into your account, select **Listings** from the top menu to view all your listings.
- 2) Click on the 3 dots to select **Edit** or **Delete** listing from the options.

