

How to Use Sydney Koori Interagency Network (SKIN) Web Site

This is a users guide for coordinators using the web site to help make the best of the site for promotion of events, jobs and information sharing.

There are a few places you have to log in to the site to edit and change things. Your log in username and password are the same for all logins and they are the name of your region.

EMAIL

Ask your interagency members to send emails to the web site directly. Otherwise you will have to forward them to the site yourself. If people do not want their email address showing on the site, they should send them to you to forward.

Your email address for the site is your region (replace 'at' with @):

Bankstown at SydneyKIN.org.au

LaPerouse at SydneyKIN.org.au

Northern at SydneyKIN.org.au

Southern at SydneyKIN.org.au

SouthEast at SydneyKIN.org.au

SouthWest at SydneyKIN.org.au

Western at SydneyKIN.org.au

(soon to be added is Parramatta at SydneyKIN.org.au)

You can login to the email site to check messages. Click on the menu 'Administer Emails'. You can do this from the main web site, or your regional site. They both go to the same list.

When you login you see the **INBOX** list. This is the email in, and is **not Public**.

You can check if a message is already in the '**Public**' boxes, or is appropriate to go up on the site.

Then you **select** the email and **Move to 'Public'** or '**Meeting**'. **All Jobs go to 'Regional - Jobs'**

Current Folder: INBOX

Compose Addresses Folders Options Search Help Calendar Auto Response Sydney Koori Interagency Network

Previous | Next | 1 2 | Show All | Toggle All Viewing Messages: 1

Move Selected To: Transform Selected Messages

	Date	Subject
<input type="checkbox"/>	, John 7:30 am	+Indigenous Job Market Mt Druitt 5th May 2009 [SEC=...]
<input type="checkbox"/>	Jackson, Cassie Wed, 4:04 pm	Fwd: Traineeship for Indigenous Australians
<input type="checkbox"/>	Robert Leslie Wed, 3:54 pm	Culturalista is calling all Writers, Artists and C...
<input checked="" type="checkbox"/>	Robert Leslie Wed, 3:46 pm	Fwd: Message Sticks Indigenous Film festival
<input checked="" type="checkbox"/>	Robert Leslie Wed, 3:43 pm	Fwd: FW: [human rights] Australian Human Rights Commis...
<input checked="" type="checkbox"/>	Robert Leslie Wed, 3:43 pm	Fwd: Fw: 2009 National NAIDOC Award Nominations [S...

EMAIL LIST

If people want **emails sent out to them**, rather than looking on the site, then they can join the email list for your region using menu '**Join SKIN email list**'. The lists include a regional list which sends all jobs. When people join this list, a daily email will be sent which contains as one email all the emails which you put on the Public site that day.

Emails from Calendar

You will sometimes get **emails from the calendar** on your regional email list. The email will say a public user '**Guest**' has added an event, and the region it was added to, and the date it is on. You need to **edit the event** to make it public. See information under calendar

CALENDAR

You can put your events on the calendar or accept events the public put on. Select the region you want, and click **“Apply”**

SYDNEY KOORI INTERAGENCY NETWORK
...because communication matters

Home | Emails | Region Calendar

MAIN MENU

- Home
- Regional KIN Calendar**
- Jobs and Emails
- Join SKIN Email List
- How to Use Site
- Directory
- News
- Contact Us

Sydney Koori Interagency Calendar

If you wish to add an event to the calendar, fill in this form at [Add Event to Calendar](#)

Year · Month · Week · Day · Search · Registration · Login

Regional [v] - Category - [v] [Apply]

Events, April 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
5	6	7	8	9	10
					11

Then you will see the calendar for that region. First **login**. **Do not use** the public option to **'Add Event to Calendar'** as this does not make events public for viewing. You have to do that when logged in. When you log in, select **'Add Event'** from the top menu

MAIN MENU

- Home
- Regional KIN Calendar**
- Jobs and Emails
- Join SKIN Email List
- How to Use Site
- Directory
- News
- Contact Us

ADMINISTRATION

Sydney Koori Interagency Calendar

If you wish to add an event to the calendar, fill in this form at [Add Event to Calendar](#)

Year · Month · Week · Day · Search · **Add event** · Profile · Administration · Logout [admin]

Regional [v] - Category - [v] [Apply]

Month events, April 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11

Then fill in the form. You can include your name and contact if you want. This will not show on the calendar. It is only seen by other coordinators when editing events.

The **date** should be in the exact form **DD/MM/YYYY**. When you **“Add”** the event it will be **public**.

Edit Event

If a public user adds an event to the calendar, you will need to edit it to set it for public viewing.

To do this you login as above, then **click on the date** the event is on.

Then you get the **days events**. The event may be repeated for different regions. You will have to edit them one at a time. Click on the event then select **'Edit Event'** on the right of the box, to edit it. Select the Public event **box on the form** if you want it public

Sydney Koori Interagency Calendar

If you wish to add an event to the calendar, fill in this form at [Add Event to Calendar](#)

Year · Month · Week · Day · Search · **Add event** · Profile · Administration · Logout [admin]

Regional [v] - Category - [v] [Apply]

April, 2009

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Day events, April 14, 2009, Tuesday

10:00 AM - 01:00 PM [Northern Sydney Koori Interagency Meeting](#)

← 14 Go → Apr 12 - Apr 18 Go

DIRECTORY

You can add organisations on the directory list on your **regional** site, or the **main Sydney wide site**. Please only put organisations **only in the region/s where it provides a service**. You will have to enter it in each region you want it to be shown.

On the site where you want your organisation listed, you will login on the login form that comes up when you select **“Admin How To”**.

MAIN MENU

- Home
- Western Calendar
- Read Emails
- News
- Contact Us
- Directory
- Regional Site
- Admin How to
- Admin Emails

LOGIN FORM

Username

Password

Remember me

[Lost Password?](#)
[No account yet? Register](#)

Then you select the menu item **Edit Directory**. If the organisation is not listed, then select the **star** at the bottom of the table, to **add a row**. Then you can edit that row.

The **public site** looks the same, but any changes they make to **boxes** that already have already got information will not be saved. **Do not leave any boxes empty**.

Western Sydney Koori Interagency Network

Home Edit Directory

EDIT DIRECTORY

The Western Sydney Koori Interagency Directory

To add a service, click on the star on the left hand side below the table. This will add a new row. You can add information clicking on the pencil on the right hand side of the table boxes.
 Any problems, email [Western KIN](#)

id	Name	Description	Location	Postal	Phone	Web_URL
1	Aboriginal Counselling Service	Provides counselling services	Suite 5, 474 High St (Parker Arcade) Penrith	PO Box 4191 Werrington NSW 2747	4731 2555	www.aboriginalcounselling.org.au
2	CentreLink		38 Prince St, Blacktown, NSW 2148		131021	www.centrelink.gov.au
3	Blacktown City Council	Aboriginal Community Development Worker	62 Flushcombe Rd Blacktown	P.O. Box 63 Blacktown NSW 2148	98396167	www.blacktown.nsw.gov.au

*

The directory is still being set up for each region.

NEWS

The site also provides a limited space for **News** items. Here you can put documents, such as **large brochures** for upcoming events that are relevant to the Interagency work. To add a file, login to your region (as under Directory section above) and select the main menu '**News**'. On your **Regional site**, it will send you to the **main site**. **To add a file select "Submit File"**

Sydney Koori Interagency Network :: File Repository [RSS](#)

Western [RSS](#)

Files for Western Sydney Koori Interagency shown here

Containers	Folders/Files
Events	(0/0)
Events in Western Sydney	
Jobs	(0/0)
Meetings	(0/0)

[Search Repository](#) [Submit File](#)

Upload File for Repository

Add a number of files

Please choose the file to be submitted, and complete the relevant details.

New File: [Browse...](#)

Thumbnail 1 (optional): [Browse...](#)

Suggest Location: Western [v](#)

File Title:

Description: Max. 300 Chars

When you click '**Submit File**' you can use this window to upload files to your region.

If there is a **message**: You have no permitted upload categories - please refer to the webmaster - you will need to login to the main site to upload a file

SUBMIT FILE is on the bottom left of the form

Bug: At present all documents are viewed only through the main site.. When each region has its web site upgraded, then you will see the documents on your site.

WEB SITES

Each Interagency has its own website. I have Parramatta nearly set up, but I need to work with their coordinator to set up the specific site. At present we are keeping all region web sites similar. We need a logo for each site, and any other ideas of how you want it to look or what it could do.