

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

This is a users' guide for members of regional Interagency groups using the web site. We hope this will help you with the promotion of your events, jobs and information sharing.

EMAIL

The SKIN site is a place for people to look at all the local or regional email in Sydney about Aboriginal activities within government agencies and about providing resources to the community.

Put your emails on the site for all to see.

To send emails to the site, email your regional coordinator on their new email. If an email is about an event for the whole of Sydney, then your local SKIN coordinator will put them on the regional site.

The regional coordinator emails are (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)

When you email to these addresses, the coordinator will check if your message is already up, or is appropriate to go up on the site. The image below shows you how emails look like on the site. This list is all people will see of your email until they click on the email to read it. They see the **author** or person who sent the email, and the **subject line**

The screenshot shows an email inbox interface. On the left is a 'Folders' sidebar with 'INBOX (131)' selected. The main area shows the 'Current Folder: INBOX' with search and navigation options. Below that is a list of messages with columns for 'From', 'Date', and 'Subject'. The messages are as follows:

From	Date	Subject
<input type="checkbox"/> Tamara Bellear-Mayers	9:52 am	+Housing, DoCS & DADHC vacancies
<input type="checkbox"/> Robert Leslie	Fri, 3:43 pm	+Indigenous Academies Manager
<input type="checkbox"/> Jackson, Cassie	Fri, 2:57 pm	+ATC Vacancy List
<input type="checkbox"/> Menamara, John	Thu, 9:39 am	+Link-Up Family Services Caseworker Position Available ...
<input type="checkbox"/> Robert Leslie	Thu, 9:37 am	+Fwd: Employment opportunity: Indigenous positions on- ...
<input type="checkbox"/> Robert Leslie	Thu, 9:34 am	+Fwd: Aboriginal Projects Coordinator for the Hepatitis ...
<input type="checkbox"/> FRENCH Janine G	Wed, 11:59 am	+Indigenous Australian Public Service - 2009 Indigenous ...

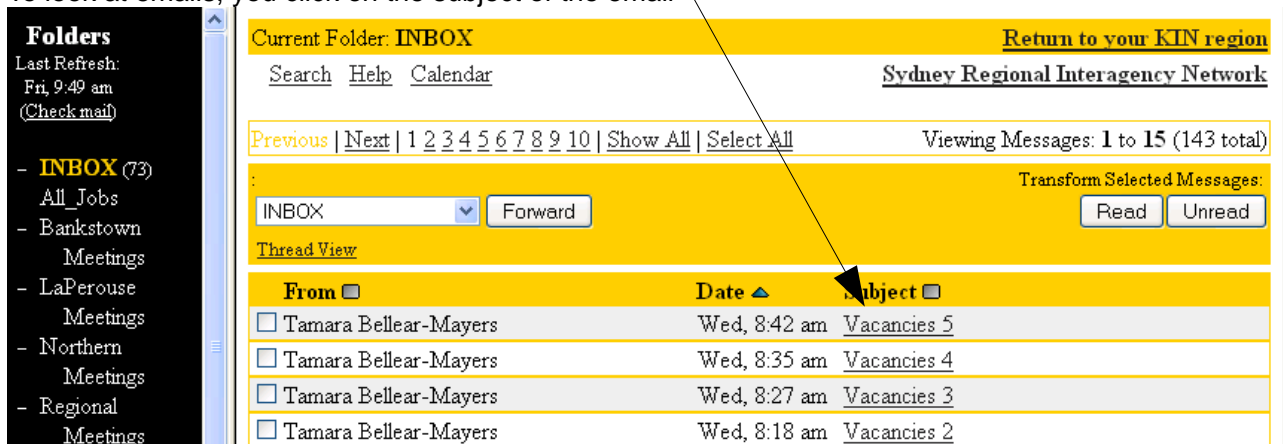
To help them, and anyone who may want to read your email, please make the “**Subject**” of your email very clear. In the **subject line** put the email topic, followed by a **brief summary** of the contents

eg **Job: One vacancy at Centrelink Redfern**
or **Meeting: Koori Interagency Minutes SouthEast Region.**

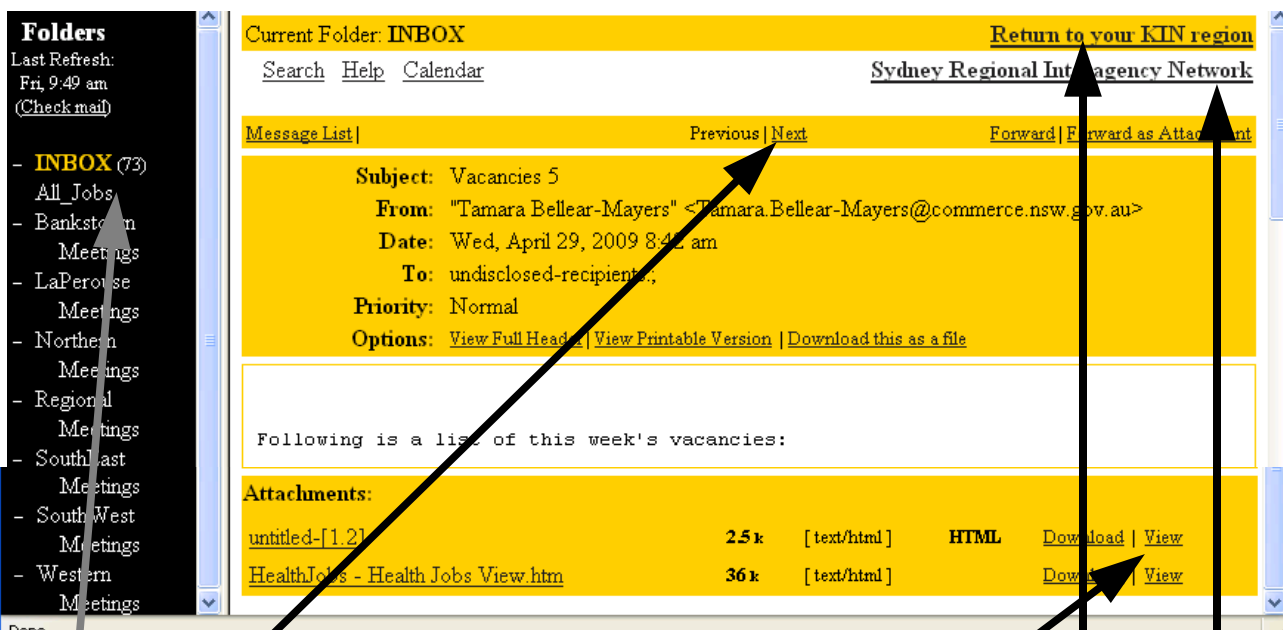
*If you **do not want your email address** on the email “**From**” section, send directly to your coordinator first and they will forward it to the site.*

Viewing Emails

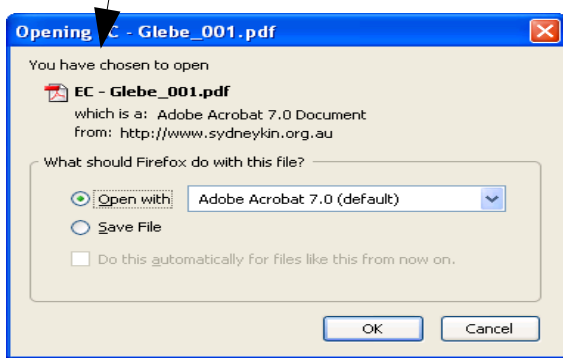
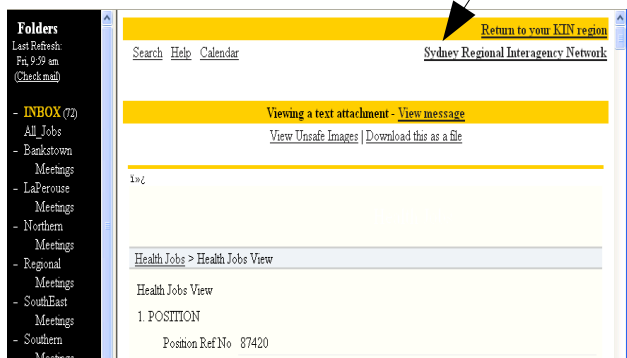
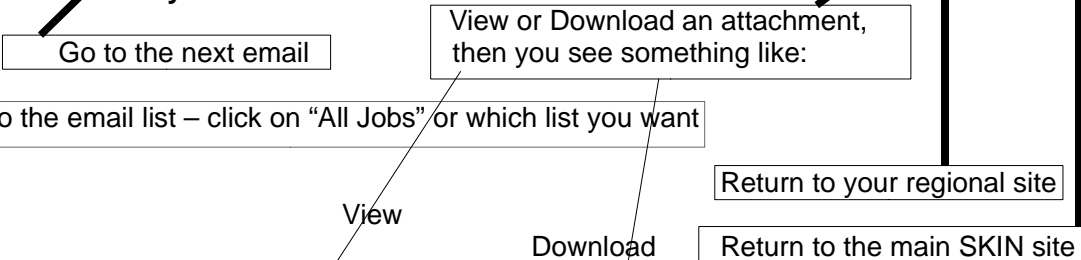
To look at emails, you click on the subject of the email



Then you see this page:



To navigate from here you can:



EMAIL LIST

If you want **emails sent to you**, rather than looking on the site, then join the email list for your region. There is also a **regional list** which includes all jobs for all regions. A daily email will be sent with all the emails which were put on the site that day.

Select the **Join SKIN Email List** menu item on main SKIN site.

- **Join SKIN Email List**
- How to Use Site
- Directory
- News
- Contact Us

ADMINISTRATION

- Administrators How to
- Administer Emails

ACKNOWLEDGEMENT

The Sydney Koori Interagency Network acknowledges the traditional owners and custodians of the land. We wish to pay our respects to the elders both past and present.

Below is a listing of all the public mailing lists on www.sydneykin.org.au. Click on a list name to get more information about the list, or to subscribe, unsubscribe, and change the preferences on your subscription. To visit the general information page for an unadvertised list, open a URL similar to this one, but with a '/' and the list name appended.

List administrators, you can visit [the list admin overview page](#) to find the management interface for your list.

If you are having trouble using the lists, please contact mailman@sydneykin.org.au.

List	Description
BankstownKIN	Bankstown Koori Interagency List
LaPerouseKIN	La Perouse Koori Interagency List
Northernkin	Emails for the Northern Sydney Region
RegionalKIN	Sydney Regional Koori Interagency List
SoutheastKIN	South East Sydney Koori Interagency List
SouthernKIN	Southern Sydney Koori Interagency List
SouthwestKIN	South West Sydney Koori Interagency List
WesternKIN	Western Sydney Koori Interagency List

Select the list you want to receive. Remember all jobs are on the **Regional** list only. Then fill in your **email and password**, then click **subscribe**. You will be sent an **email** that tells you how to **unsubscribe** if you wish.

- Administrators How to
- Administer Emails

ACKNOWLEDGEMENT

The Sydney Koori Interagency Network acknowledges the traditional owners and custodians of the land. We wish to pay our respects to the elders both past and present.

This always was and always will be
Aboriginal land.

Subscribing to RegionalKIN

Subscribe to RegionalKIN by filling out the following form.

You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. This is a private list, which means that the list of members is not available to non-members.

Your email address:

Your name (optional):

You may enter a privacy password below. This provides only mild security, but should prevent others from messing with your subscription. **Do not use a valuable password** as it will occasionally be emailed back to you in cleartext.

If you choose not to enter a password, one will be automatically generated for you, and it will be sent to you once you've confirmed your subscription. You can always request a mail-back of your password when you edit your personal options.

Pick a password:

Reenter password to confirm:

Which language do you prefer to display your messages? English (USA)

CALENDAR

You can put your events on the calendar yourself. 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 - Category - Apply

Events, April 2009

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>
<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>

Then you will see the calendar for that region. Select “**Add Event to the Calendar**”. Then fill in the form. Do not forget your **name and address** in case the coordinator wants more information. **This will not be public**. The **date** should be in the exact form **DD/MM/YYYY**. When you “**Add**” the event, an **email** will be sent to the coordinator, who will make the **event public** if they think it is suitable for the site.

DIRECTORY

You can add your organisation/service on the directory list on your **regional** site, or the **main Sydney wide site**. Please **only** put your organisation **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 select the menu item **Directory**. If your organisation is not listed, then select the item '**Edit Directory**'. This will allow you to add a row (click on the star on the left hand side below the table) and edit that row.

This is a public site, so you cannot edit a cell after you have entered information in it. This is so others cannot edit your information. If you make a mistake, you cannot change it. Please contact your coordinator to have them change any mistake you make.

MAIN MENU

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

ADMINISTRATION

The Regional Sydney Koori Interagency Directory

List of Agencies in the SKIN Region affiliated with the Sydney Koori Interagency Network

id	Name	Description	Location	Postal	Phone	Web_URL
1						

A directory is being set up for each region.

NEWS

The site also has limited space for **News** items. Here you can see documents, such as **large brochures** for upcoming events that are relevant to the Interagency work. You will need to **email your document** to your coordinator with **Subject: Please put in News for Western Region/SouthWest Region/whatever region where you want it to show.**

The screenshot shows the Sydney Koori Interagency Network website. The header includes the site name and a navigation bar with links for Home, Emails, and Region Calendar. A main menu on the left lists various site functions, with 'News' highlighted. The main content area features a 'File Repository' section with an RSS icon and a table of folders/files.

Containers	Folders/File
Jobs	(0/5)
Meetings	(0/1)

The coordinator may just leave it as an email on the site if they do not have time to upload documents.

WEBSITE

The screenshot shows the 'SydneyKIN Regions by Map' website. It features a map of Sydney divided into several colored regions: Western Sydney (red), Northern Sydney (yellow), Southern Sydney (orange), South Western Sydney (brown), and Bankstown (blue). A main menu on the left lists site navigation options. Text on the page instructs users to click on a highlighted region to go to that website.

There are web sites for each region. The **main SKIN site** shows all the general information for all regions, that is emails, calendar and documents. When on the main site you have to select the region you want to see for each type of information. If you want just emails and news of your region, select your website on the **map on the main site front page.**

The web sites for each region are being upgraded. Each site will have a logo. At present the front page shows the map of the general area that Regional Interagency covers. If you want any additions or changes, please email your coordinator.

The screenshot shows the 'Western Sydney Koori Interagency Network' website. It features a blue header with the site name and an acknowledgement box. The main content area includes a main menu, a home page title, and a map of the Western Sydney region. The acknowledgement box reads: 'The Sydney Koori Interagency Network acknowledges the traditional owners and custodians of the land. We wish to pay our respects to the elders both past and present. This always was and always will be Aboriginal land.'