The RHSV's new website: www.historyvictoria.org.au

Just before Christmas we finally launched our new website which is a vast improvement on our old site which just managed to limp the distance.

The new site has much more relevant information on the home page and that means more relevant information about our affiliated member societies.

1. The first thing you'll notice is that there is a map and searchable database of our affiliated member historical societies across Victoria. You'll then notice that our database is out-of-date! So please update your details (see how to do this below).
2. Secondly, you should know about the searchable events calendar where the next three upcoming events appear in detail on the home page with links through to all the events.

So affiliated member societies can now take control of their information and create their own log-in, upload their events and update their profile.

Unfortunately, member societies will not be able to use their log-in from the old site. Our new website is linked to the RHSV database (software called Zoho) and it is important to remember that for the website to link to Zoho the email address used as a log-in must be identical to that already in Zoho.

If you want to change your email address in the RHSV database the easiest thing to do is contact us (Pankaj Sirwani on Ph 9326 9288 or email office@historyvictoria.org.au). You will have the capacity to change your email address yourself in the future but, for the present, we think it is easier if we make that change.

STEP 1

So, once your email is correct then please use this URL to create your new account and password:

https://www.historyvictoria.org.au/create-account/ — This is a URL

There are no rules about your password (length, caps / lower case etc)

Throughout the website, any field with a *red asterisk*, is mandatory to complete. The website will not allow you to proceed until all the fields with red asterisks have been completed. When we talk about "fields" we are referring to the text boxes which require filling.

STEP 2

Because your email address matches our Zoho database some fields will be automatically populated.

The LAST NAME field should show your society name. A temporary quirk of the website is that the FIRST NAME field also has to be completed (even though your society obviously doesn't have a first name!). So just put anything you want in the first name field. This will be corrected in time.

The DISPLAY NAME field currently shows your email address. YOU MUST CHANGE THIS NOW to your society's name (as per the LAST NAME FIELD)

ACCOUNT DETAILS

Red asterisk = mandatory

Dashboard

Orders

First name *

Last name *

ROYAL HISTORICAL SOCIETY OF VICTORIA

Display name *

Royal Historical Society of Victoria Inc

Click here and change email to name of your society

This will be how your name will be displayed in the account section and in reviews

Email address *

office@historyvictoria.org.au

Password change

Current password (leave blank to leave unchanged)

New password (leave blank to leave unchanged)

STEP 3

Now you have to CLAIM YOUR LISTING. You will be able to edit your listing after it has been claimed. Click on the orange button. If your listing does not exist – let us know and we'll create a listing. (office@historyvictoria.org.au)

ROYAL HISTORICAL SOCIETY OF VICTORIA

📍 239 A'Beckett St, Melbourne VIC 3000 Australia

📞 +61393269288

✉ office@historyvictoria.org.au

🌐 https://www.historyvictoria.org.au

Contact Name

Pankaj Sirwani

Mission

The RHSV is a community organisation dedicated to the collection, preservation, understanding and promotion of Victorian history and heritage.

Objectives

The RHSV's objectives are to:

1. foster interest in and enjoyment of Victorian history;
2. promote
3. ... ctorian history;
   ...a's cultural and built heritage;
   ...ieties throughout the state;

Click on this orange button to 'claim' your listing

This process involves manual verification which means that a human, here at the RHSV, now has to confirm your entry. This is to ensure that someone authorised by your society is making the changes.

So, in the COMMENTS section, please write something to tell us just who is making the changes ie. Jenny Brown, Treasurer ABC Historical Society. This step might take us 24 hours. So, please be patient. There will be a green tick on your listing once it's verified and you will get email confirmation.
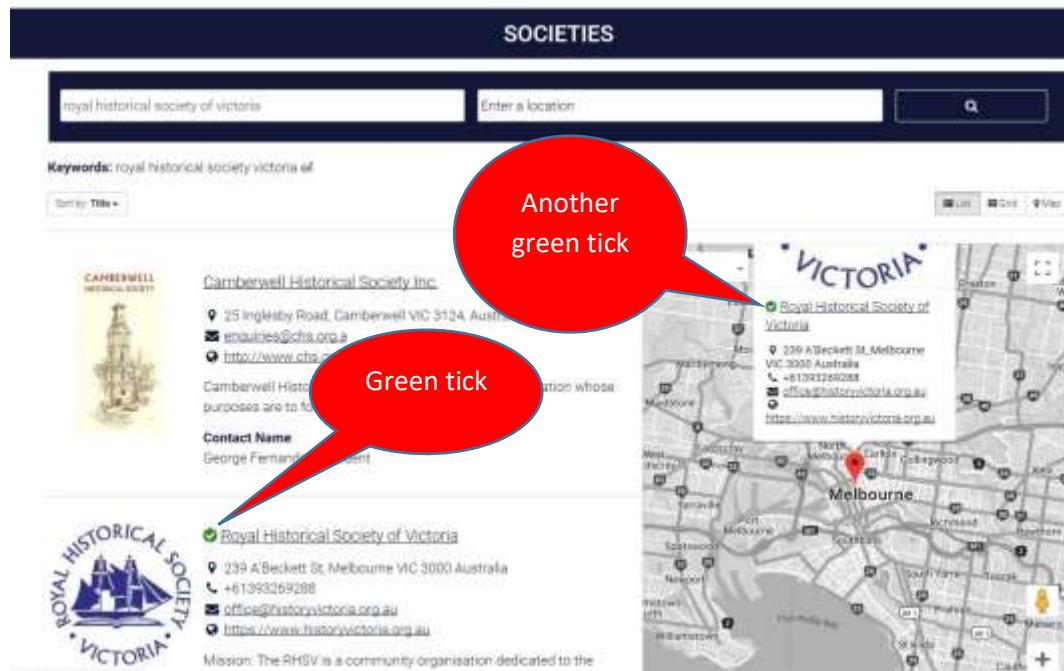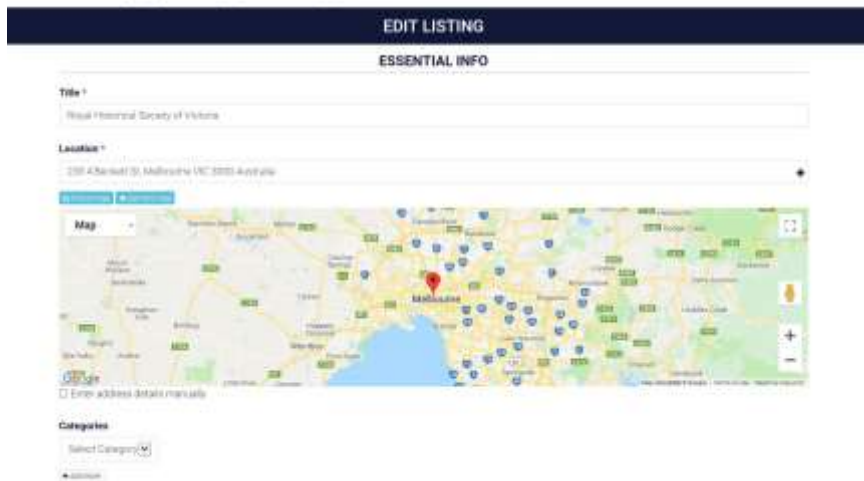

Step 4 Now, you can update your essential information.

If you don't have a street address simply put your PO Box address or, if you use a private address that you don't want advertised, use just the town/suburb and postcode to get a pin on the map.

Don't forget to add in your website / Facebook / Instagram / Twitter address – you want the public to find you easily.

You can also upload an image that represents your society. This might be your logo or a photo of your building or some distinctive object from your collection – your choice.

The preferred image size for your uploaded **JPG** format image is **340 pixels wide**. This works well for both landscape and square images. If the image you want to use is very different to our preferred size you can send it to online@historyvictoria.org.au and we will try to resize it to fit.

STEP 5

Congratulations! You have created your account. Remember to store your email log-in and password somewhere safe. You can now upload events, track your bookshop purchases, create book shop wish-lists and update your own listing. In the future, we'll be adding functionality like the ability to purchase and download images from the site.

TO LOG OUT: you have to click on "MY ACCOUNT" and log out from that screen
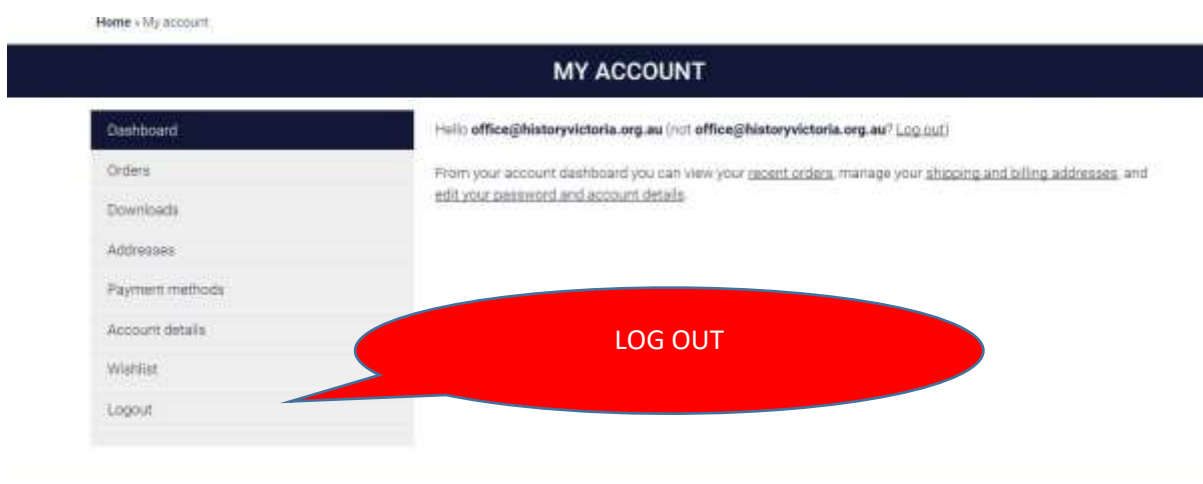
NEXT PROJECT: UPLOADING EVENTS TO THE RHSV WEBSITE

To download instructions on how to upload your event to the RHSV website paste this URL (https://www.historyvictoria.org.au/wp-content/uploads/2019/03/Create-event-instructions.pdf) into your search engine.