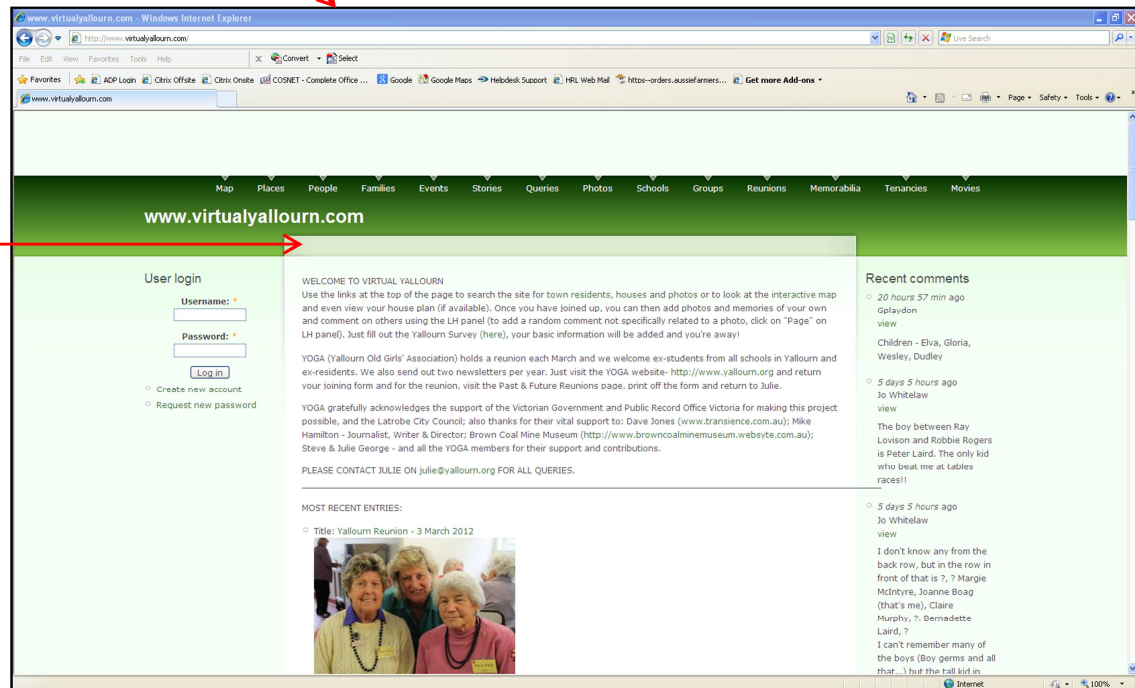# <u>How to Work in Virtual Yallourn</u> – [www.virtualyallourn.com](http://www.virtualyallourn.com)

This is your Home Page:



**You only need to set up an account if you wish to add any content, eg a photo, or a comment about another photo, adding names, etc.**

You can *view* everything on the website without setting up an account.

**To set up an account –**

- Click on *"Create New Account"* on LH side.

- Fill in *User Name* (use a name that people will recognise) and *Email address, click "Create New Account"* and an email will be sent containing your password.

- Open your emails.

- Click on the 2nd link which will take you to a one-off page where you can change your password to something more meaningful.

- Enter new password in both fields and press 'Save' at the bottom.

- Changes are saved – press "Home" *(just under the www.virtualyallourn.com white writing).*

You can now see your User Name on the LH side, followed by "My Account" and "Logout" and you're on your way to making comments, adding names to photos etc.

*(By logging in, this activates an email to Administration who will "authenticate" you and after this process, you will be able to add photos, comments etc. If you feel this process is taking too long, please send an email to [julie@yallourn.org](mailto:julie@yallourn.org) to give Administration a nudge.)*

Click on *My Account* to change your **password**. Make sure you keep a note of your password for future use once you have logged out.

On the RH side, you can read "*Recent Comments*". Click on "*view*" in the relevant comment and it will take you to the photo being commented upon and a history of all the comments relating to that photo. Here you can add your own comment as well – don't forget to *Save*.
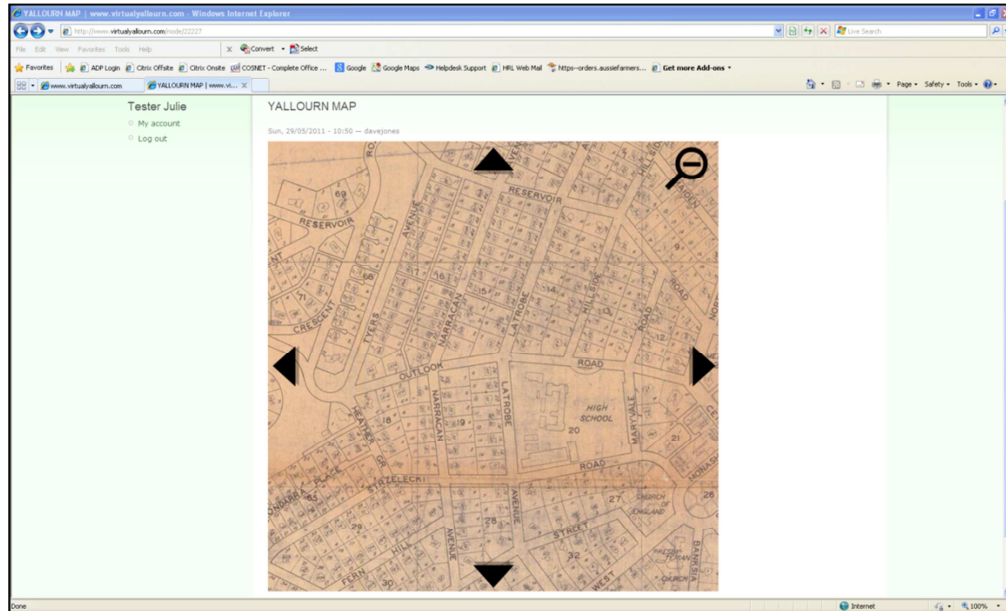
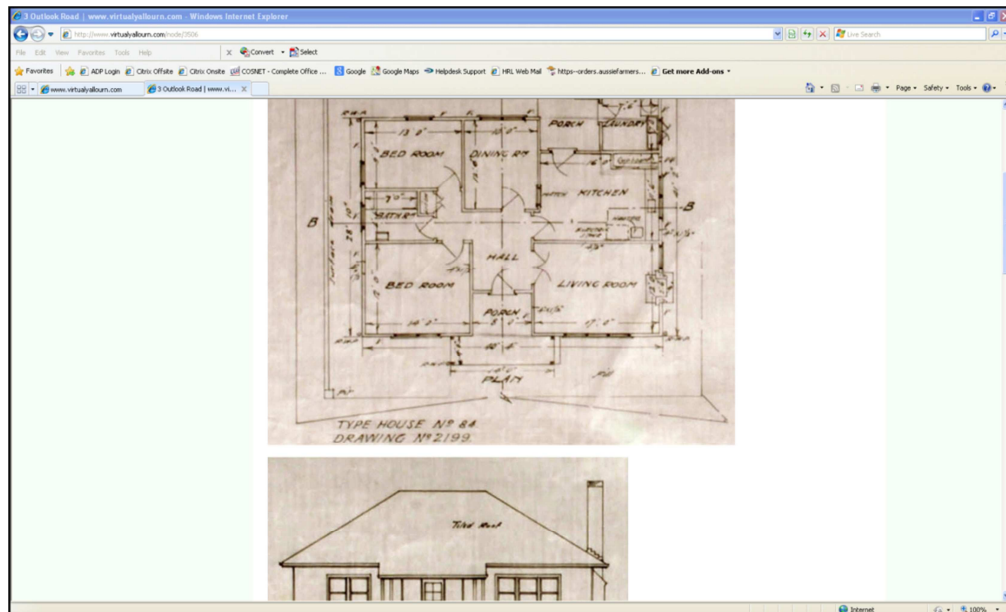**Across the top of the green bar are various tabs:**



**Map**

Click on this to see a map of Yallourn. This map is interactive. Click anywhere on the map and it will magnify.
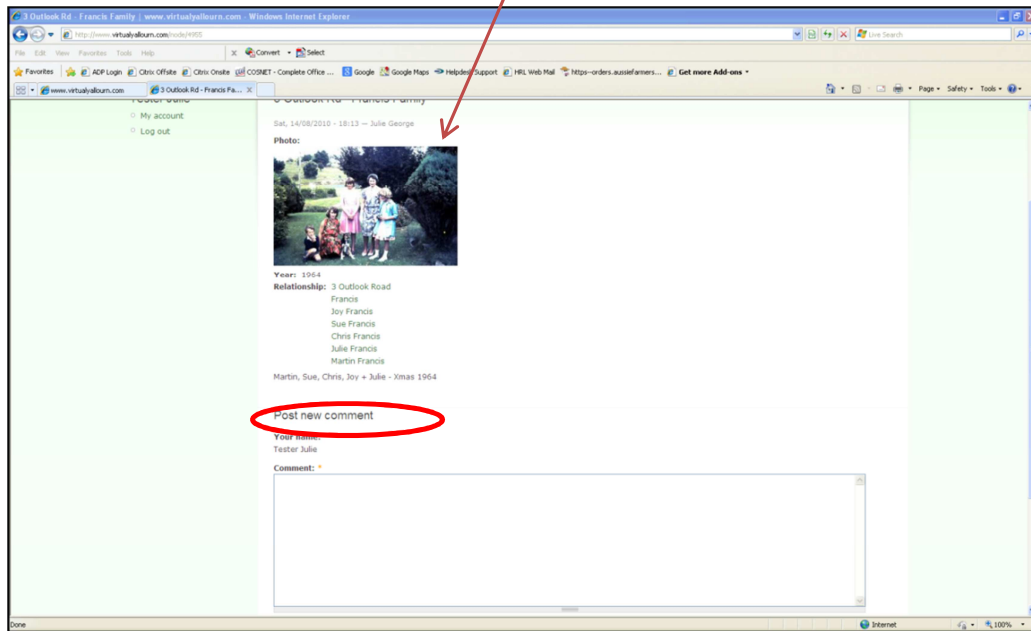
To move around town, left click with your mouse and drag in the direction you want to go.



Pan across the map with your mouse to see the various addresses, click and it will take you to any information about that address. This includes house plans (if available), photos, memories, comments etc.
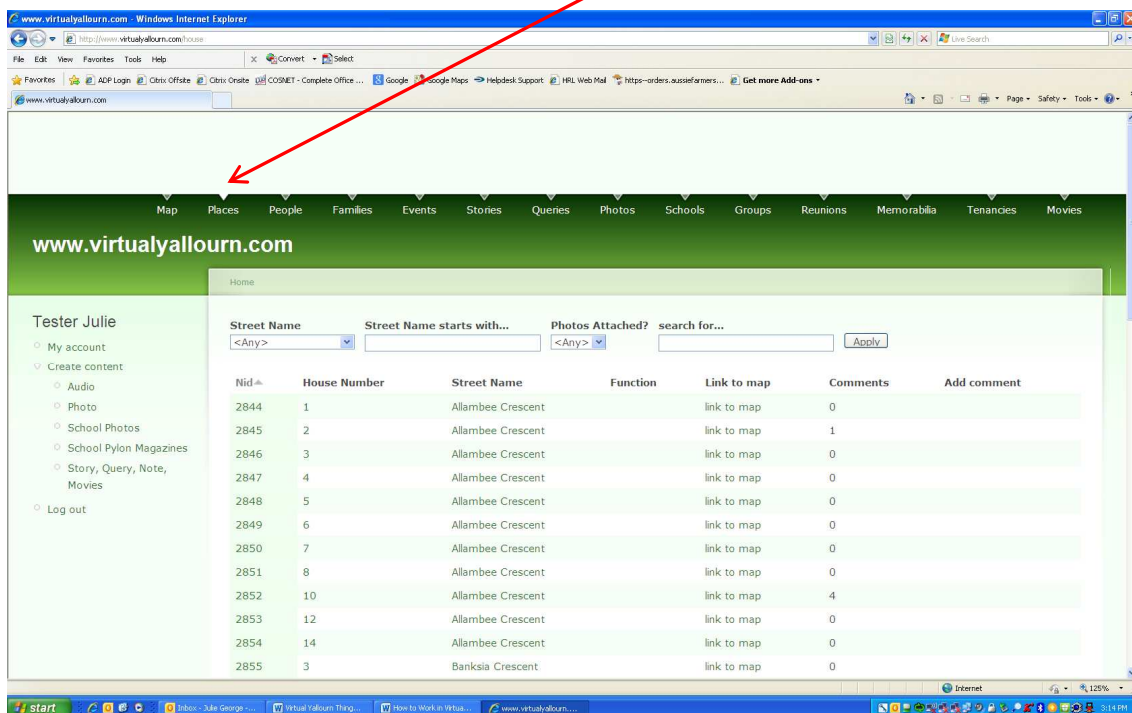
You can select the photo you want to enlarge by clicking on it, which will bring up a comment box "Post New Comment" for you to add the names of people you know in the photo, or write a general comment. Press Save at the bottom.
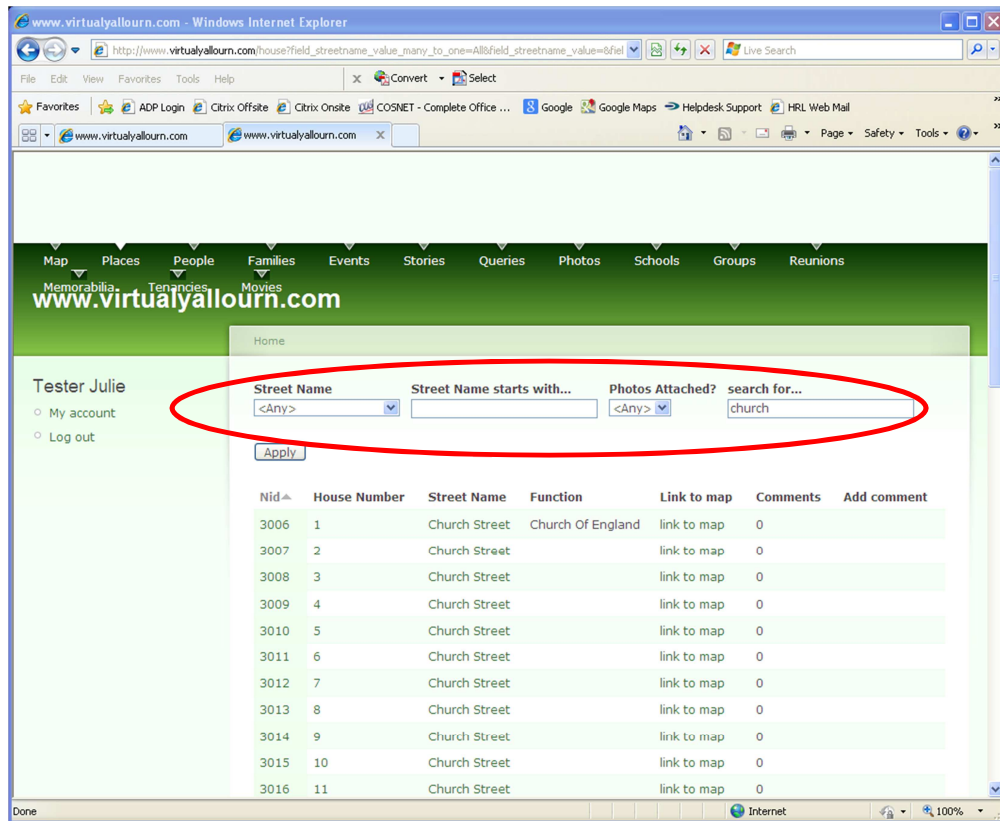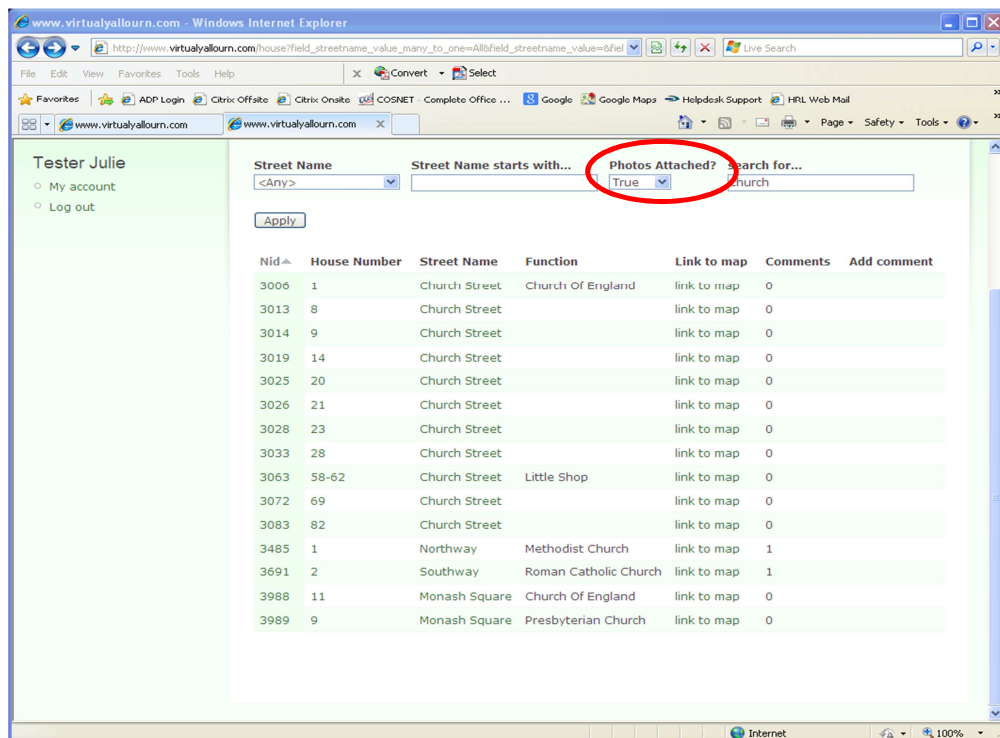


## Places

On the green tab at the top of the Home page, click on **Places** which shows you a list of the houses on the website.

Here you can see the various fields for searching – eg Street Name, maybe it's a place you want to see, eg a church. Type in "church" in "Search for" field, press enter and it will bring up anything with "church" in its title and in this example, there are two pages, mostly Church St but also the churches are also listed under "Function".
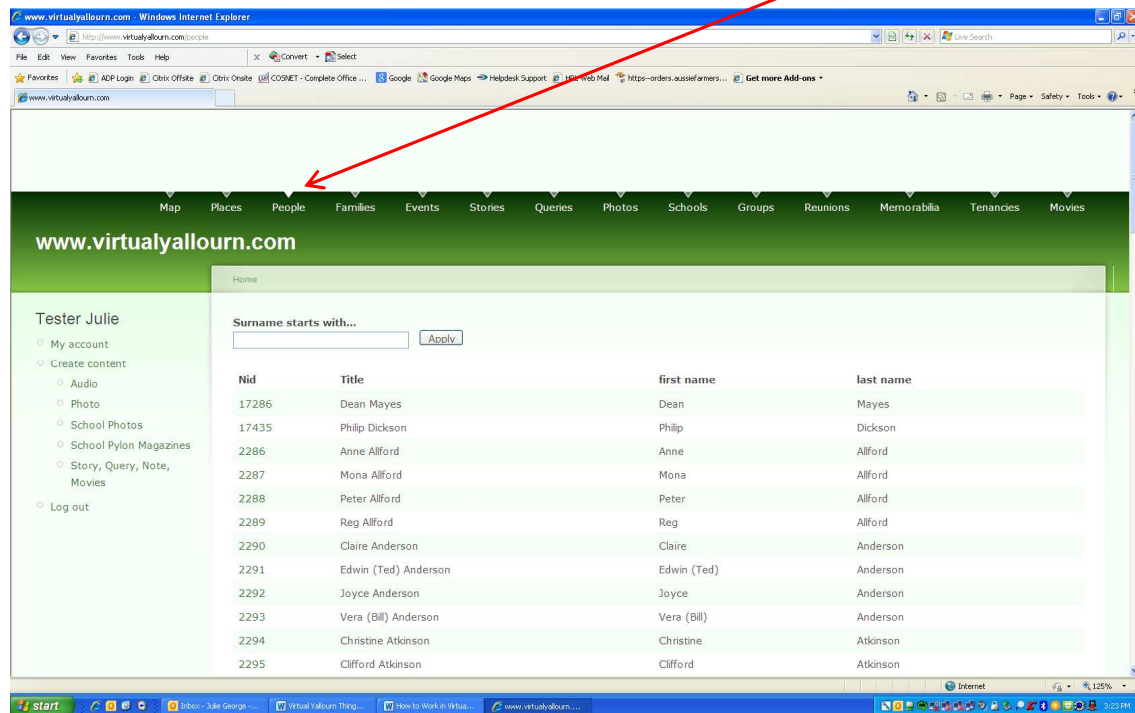


Click on *Photos Attached?* And select *True*, press *Apply* again and will now bring up only ones with a photo attached.

**People**

Third from the left on the green tab at the top of the Home page, click on **People** to show a particular person.



Search by surname, then click on Nid number in first column to expand any information, including photos, about that person.


**Families**

Fourth from the left on the green tab, click on **Families** to show a family.

Search by surname, then click on family name in second column to expand any information, including photos, about that family.
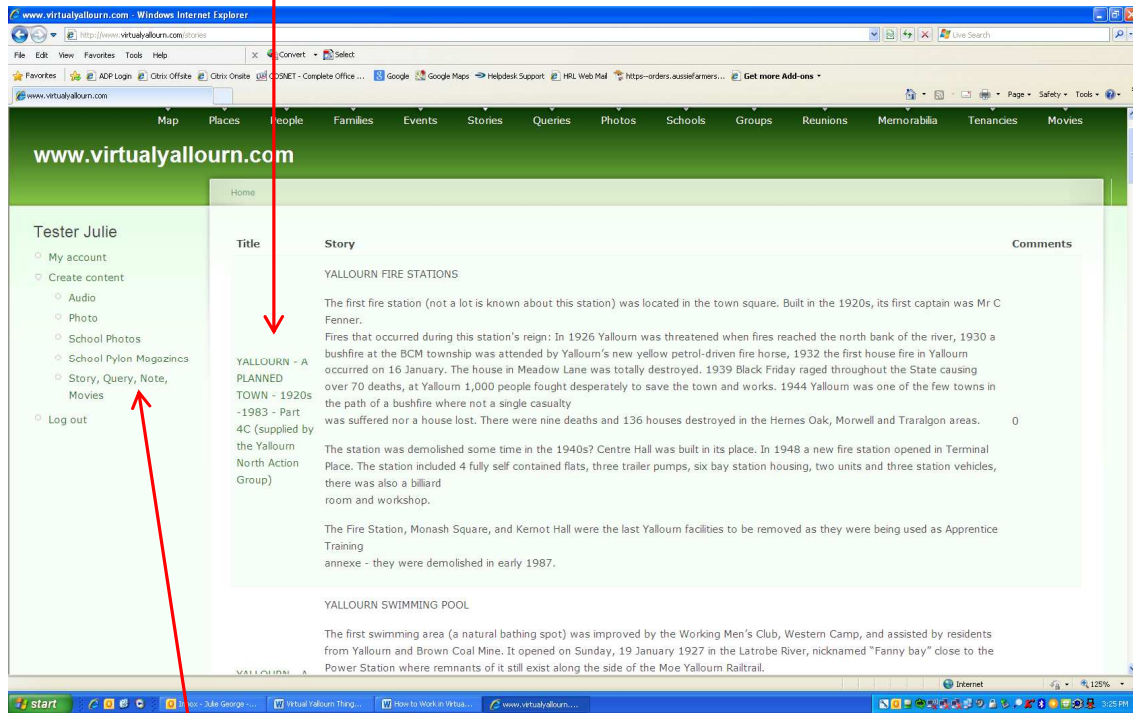

**Events**

Fifth from the left on the green tab at the top of the Home page, click on **Events** to see the 10 events currently listed:-

- o Demolition (general photos of the township and houses being demolished)
- o Briquette Factory Demolition – 1975
- o Queen's Visit – 1954
- o Brown Coal Mine Fire – 1944
- o Flood – 1934
- o SEC Picnics, Fetes, Concerts, Parties & Balls
- o School & Sports
- o War Years
- o General
- o Dances & Movies

Just click on the title to expand with information.
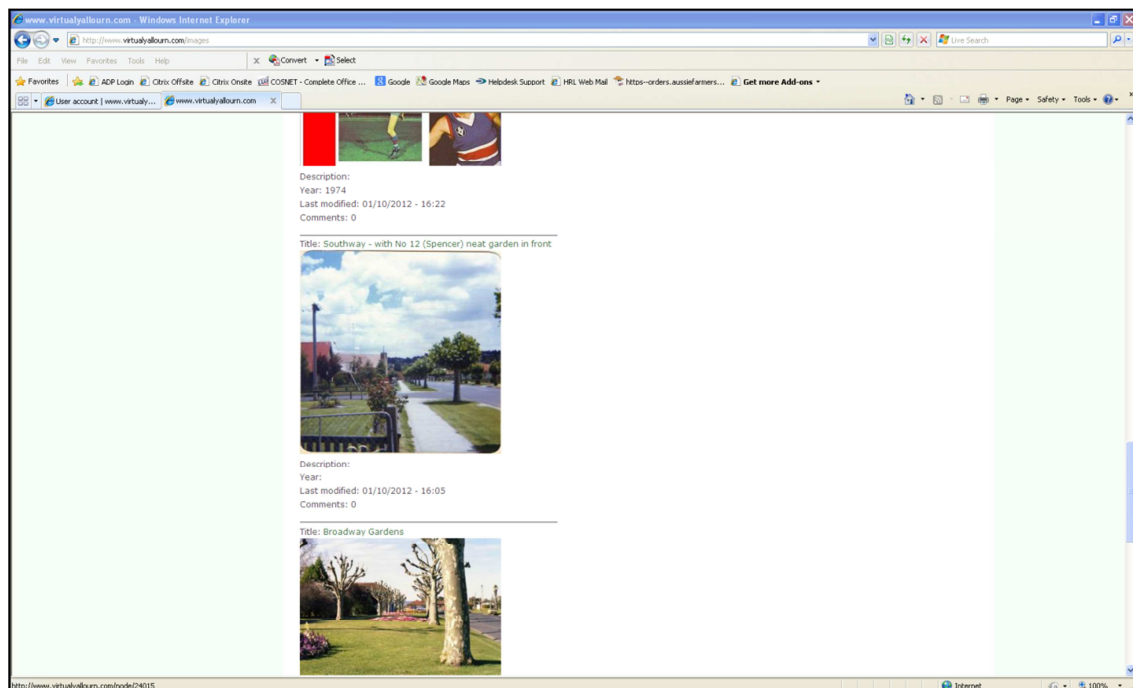
**Stories & Queries**

*To read* the various stories, click on the sixth tab and to add a comment, open the story by clicking on LH side *Title*, which will show all comments and photographs and a Comment box at the bottom.



*To add* a new story, query, note, movie etc, click on LH side – give it a title, description and '*Save*'.
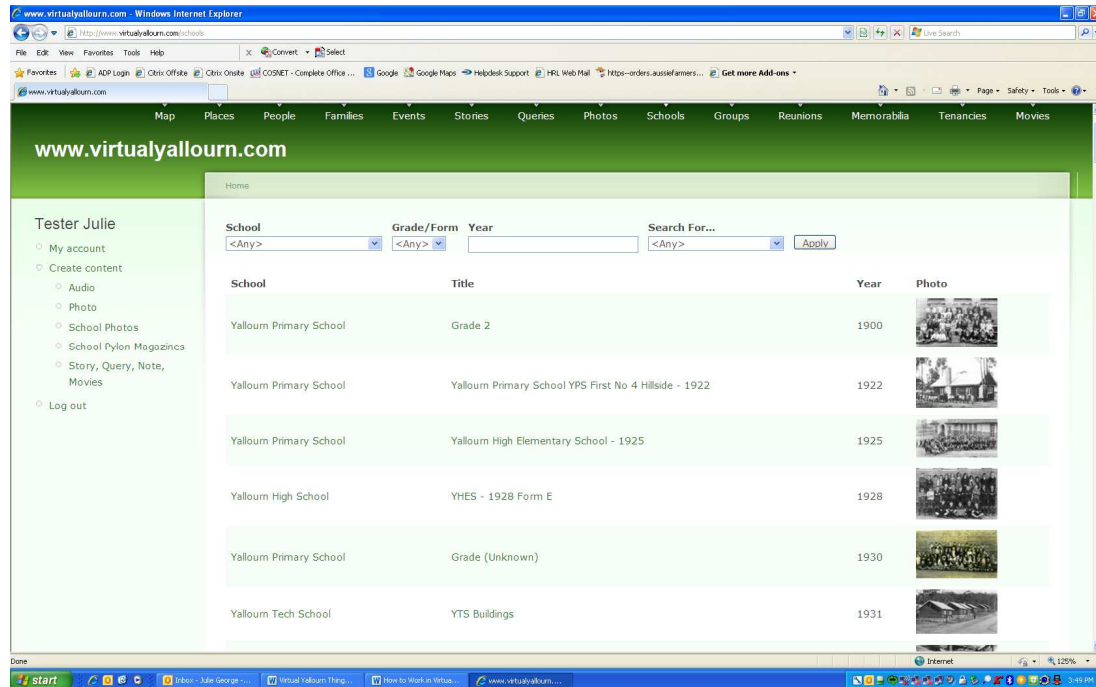
**Photos**

Click on this tab to view all the photographs on the site. Either scroll down to view one page at a time or use the Search feature, typing in a general term, press *Apply* and it will bring up all photos with that general term in the title.

To see more information about the photo, click on the title and once in this screen, you can enlarge the photo by clicking on it, and add a comment in the Comment box at the bottom – remember to *Save*.
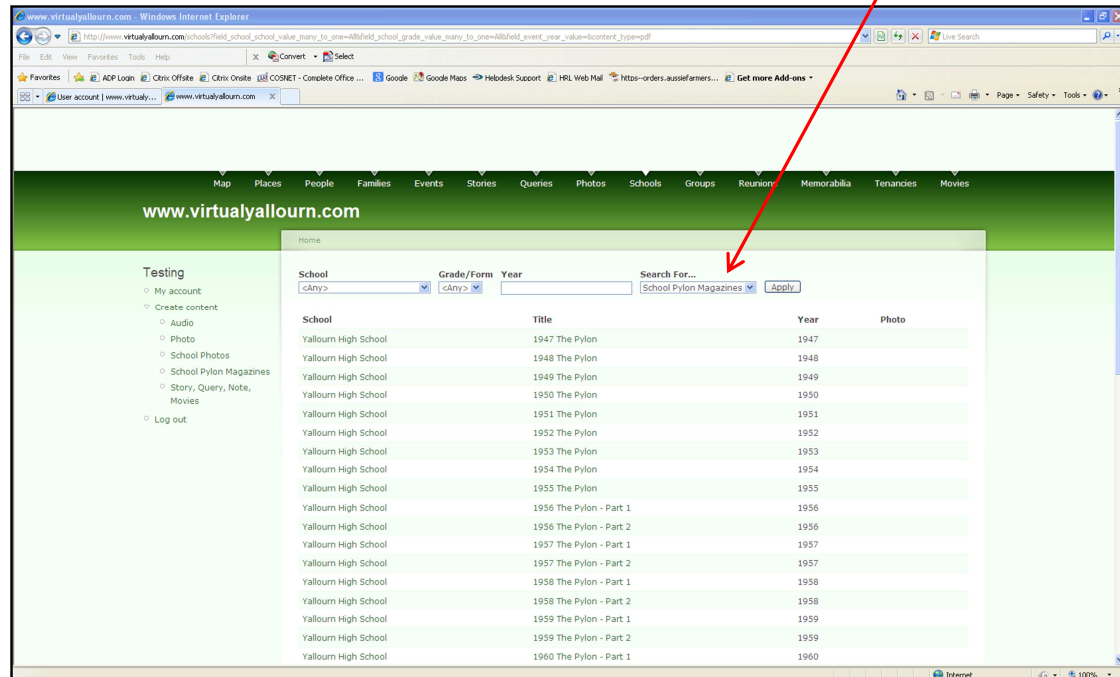
**Schools**
Click on this tab to view school photos and documents.



You can scroll through the various photos or search for the particular school, grade/form, year etc.

**School Pylon Magazines**
Also on the Schools tab, to view the Pylons, use the drop-down box "Search For" and select School Pylon Magazines, click Apply and then select the year you want to view.

**Groups**
Click on this tab to see a list of all the groups in Yallourn (please advise if you know of more). Click on the group to expand.

**Reunions, Memorabilia, Tenancies** – all much the same as above.

**Movies**
Click here to view some great movies of Yallourn – click on title to view.

I think that is all there is to explain about the site. You can just look at the surface, or you can keep digging deeper to drill down to some wonderful facts and find the houses on the map, leave your comments, and of course, add more photos for all to share.

*It was a beautiful town and we hope you enjoy reminiscing with us.*

**To get your family on the map:**
If you are an ex-Yallourn resident and haven't filled out a Survey on your house and family in Yallourn, click towards the end of the first paragraph on the home page *"Just fill out the Yallourn Survey (here), your basic information will be added and you're away!"*