

Purpose:

To instruct group leaders and/or business administrators to create a group and/ or create an event on the Active Launceston website for endorsement purposes.

1. Access the Active Launceston homepage
2. Click the 'Register' link



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3. Fill in the following text boxes with the correct information. Please remember what password you type in as you'll be using it regularly. Please use a relevant email address as you'll receive an email notifying account activation
4. Don't forget to agree to the terms and conditions

Active Launceston > x

www.activelaunceston.com.au/Register?returnurl=http%3a%2f%2fwww.activelaunceston.com.au%2fGroups%2fFitness-Centre-or-Organisation

REGISTER

***Note:** Membership to this website is Verified. Once your account information has been submitted, you will receive an email containing a link that you can use to verify your account. All fields marked with a red asterisk are required. - **(Note:-)** Registration may take several seconds. Once you click the Register button please wait until the system responds.

First Name: *

Last Name: *

Gender: *

Email Address: *

User Name: *

Password: *

7-character minimum

Confirm Password: *

Receive Newsletters ☒

Receive Surveys ☒

Receive Flyers ☒

Receive Positions Vacant ☒

Agree to Terms & Conditions * ☐

Security Code:

Enter the code shown above in the box below

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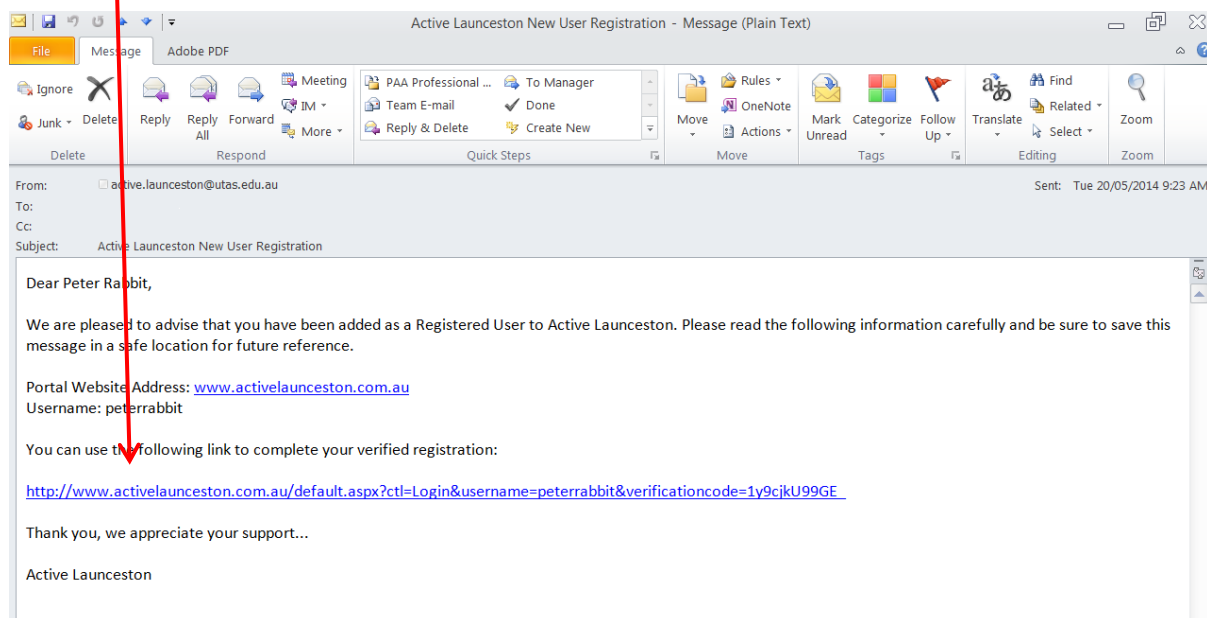
5. Verify your account with Active Launceston by logging into your email address and clicking the link sent out in the email



ACCOUNT VERIFICATION REQUIRED

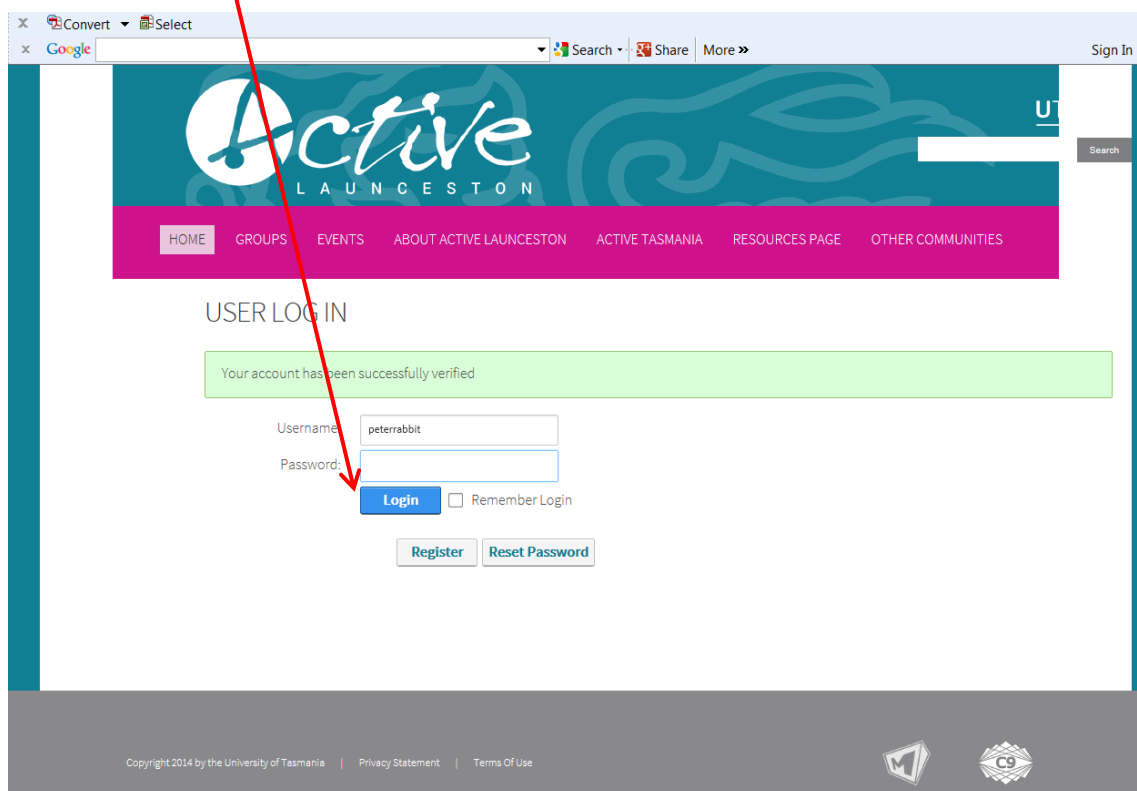
Thank you for registering an account with Active Launceston. To access your account profile and features, please verify your account by clicking on the link contained in the verification email we've already sent to you.

Please confirm your registration for access to view this page within the website.



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- Clicking on the verifying link should open up a new window saying our account has been successfully verified. Type in your password you chose earlier and click 'login'.



Convert Select

Google Search Share More » Sign In

Active LAUNCESTON

HOME GROUPS EVENTS ABOUT ACTIVE LAUNCESTON ACTIVE TASMANIA RESOURCES PAGE OTHER COMMUNITIES

USER LOGIN



Your account has been successfully verified

Username:

Password:

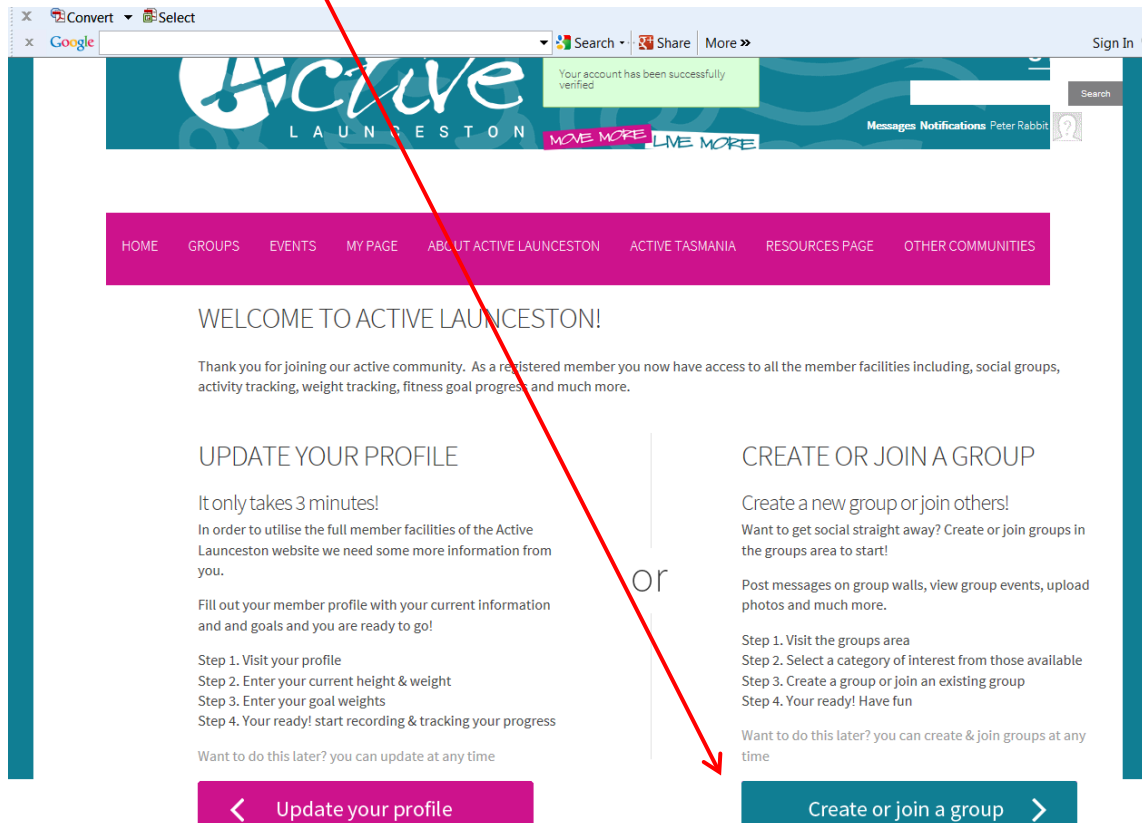
☐ Remember Login

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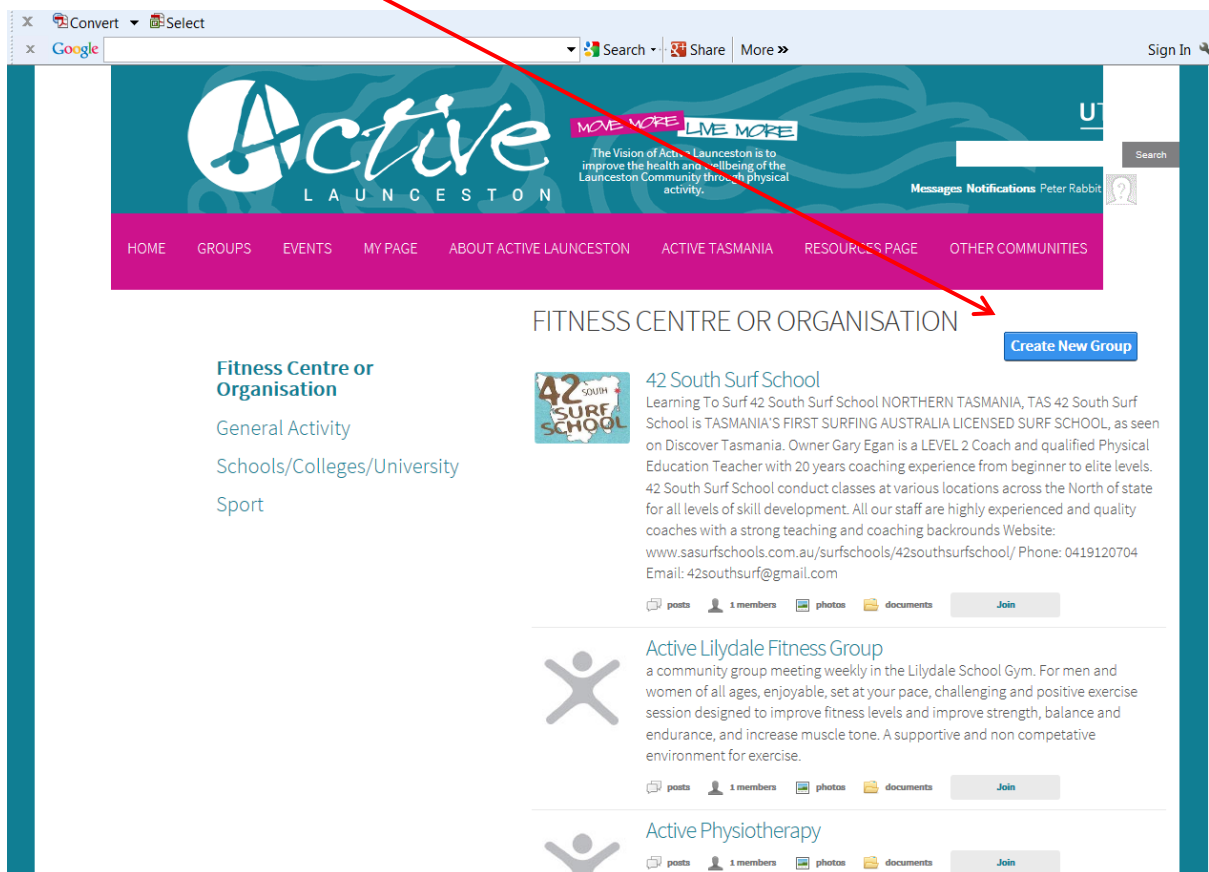
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7. After successfully logging in, you are given 2 choices; a) To update your profile or b) Create or join a group. We want to create a group so click on the 'create or join a group' tab



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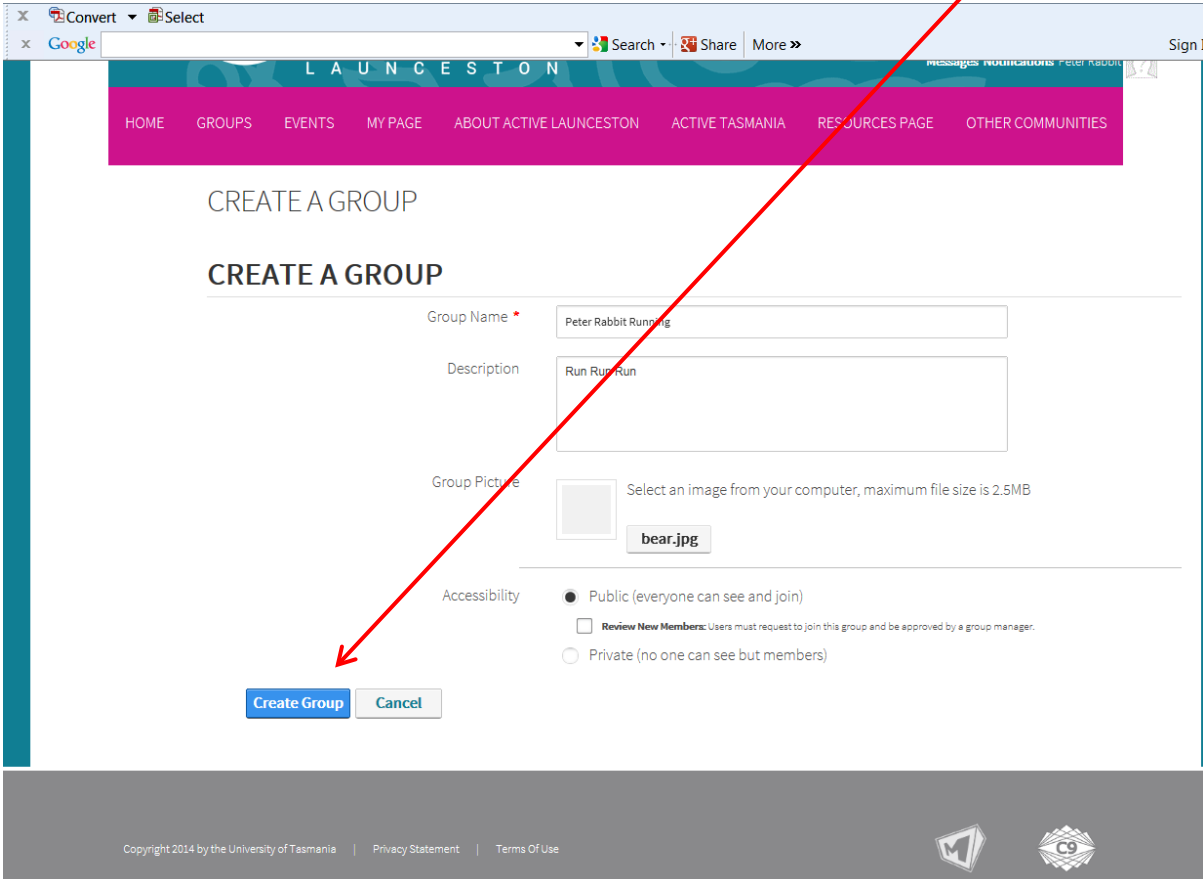
8. Click 'Create New Group'



The screenshot shows the Active Launceston website interface. A red arrow points from the text '8. Click 'Create New Group'' to a blue button labeled 'Create New Group' located in the 'FITNESS CENTRE OR ORGANISATION' section. The website header includes the Active Launceston logo, navigation links (HOME, GROUPS, EVENTS, MY PAGE, ABOUT ACTIVE LAUNCESTON, ACTIVE TASMANIA, RESOURCES PAGE, OTHER COMMUNITIES), and a search bar. The main content area lists various groups, including '42 South Surf School', 'Active Lilydale Fitness Group', and 'Active Physiotherapy'.

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9. Fill in your group details including a group name, description and picture. Please make sure this information is relevant and you include a contact details in the description session so you can be queried with any information. Click 'Create Group' to complete.



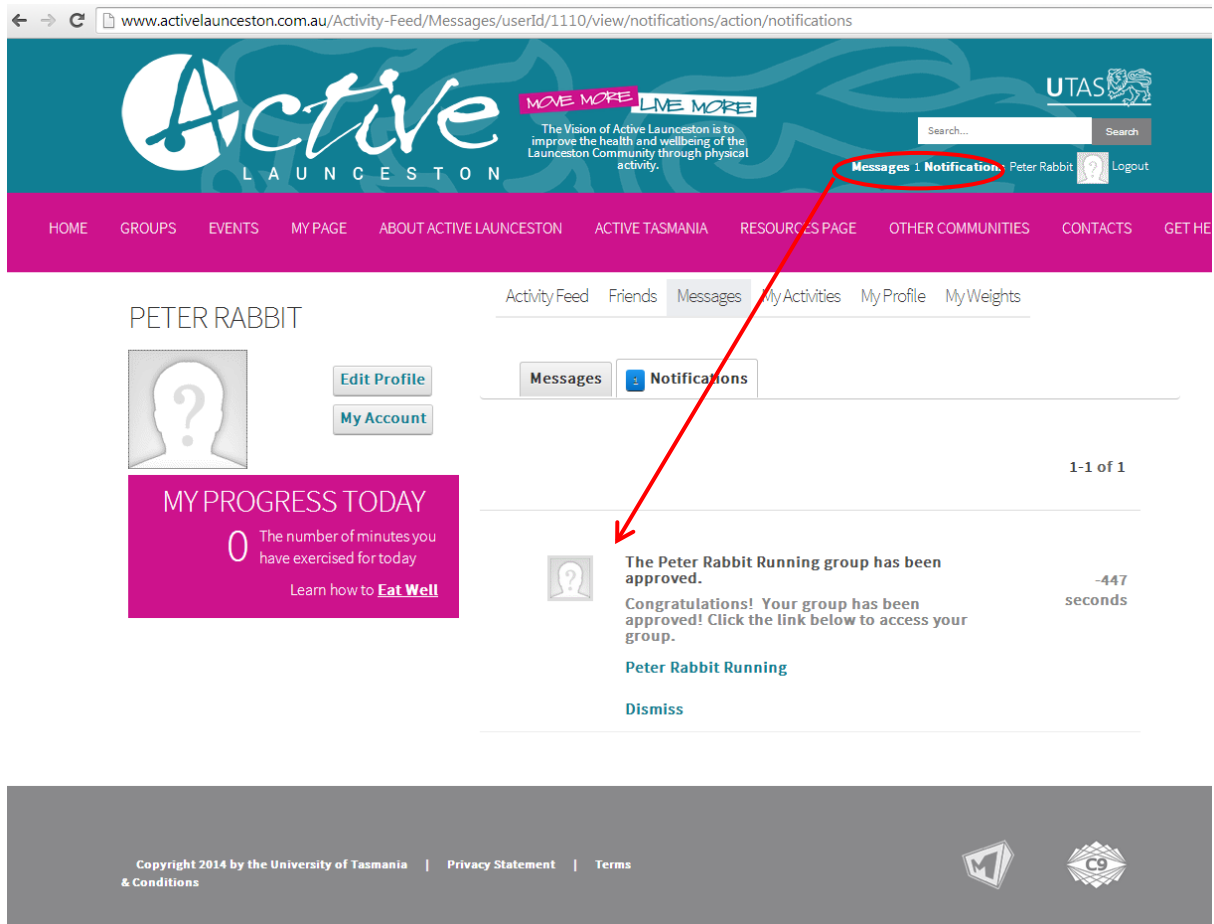
The screenshot shows a web browser window with the URL 'www.activelaunceston.com.au'. The page title is 'LAUNCESTON'. The navigation bar includes links: HOME, GROUPS, EVENTS, MY PAGE, ABOUT ACTIVE LAUNCESTON, ACTIVE TASMANIA, RESOURCES PAGE, and OTHER COMMUNITIES. The main heading is 'CREATE A GROUP'. The form fields are:

- Group Name:** Peter Rabbit Running
- Description:** Run Run Run
- Group Picture:** A placeholder image with the text 'Select an image from your computer, maximum file size is 2.5MB' and a file name 'bear.jpg'.
- Accessibility:**
 - ☒ Public (everyone can see and join)
 - ☐ Review New Members: Users must request to join this group and be approved by a group manager.
 - ☐ Private (no one can see but members)

At the bottom of the form are two buttons: 'Create Group' (in blue) and 'Cancel' (in grey). A red arrow points from the top right of the page towards the 'Create Group' button.

Once completed, a request will be sent to the Active Launceston website administrator for approval. Once approved, revisit the Active Launceston website and log in using the username and password. Check the notifications on the top right of the screen and you will see that your group has been approved. Finally, spread the word and encourage all staff, clients, group members, friends and other community members to log onto the website and join your group. Remember to keep your information valid and up-to-date.

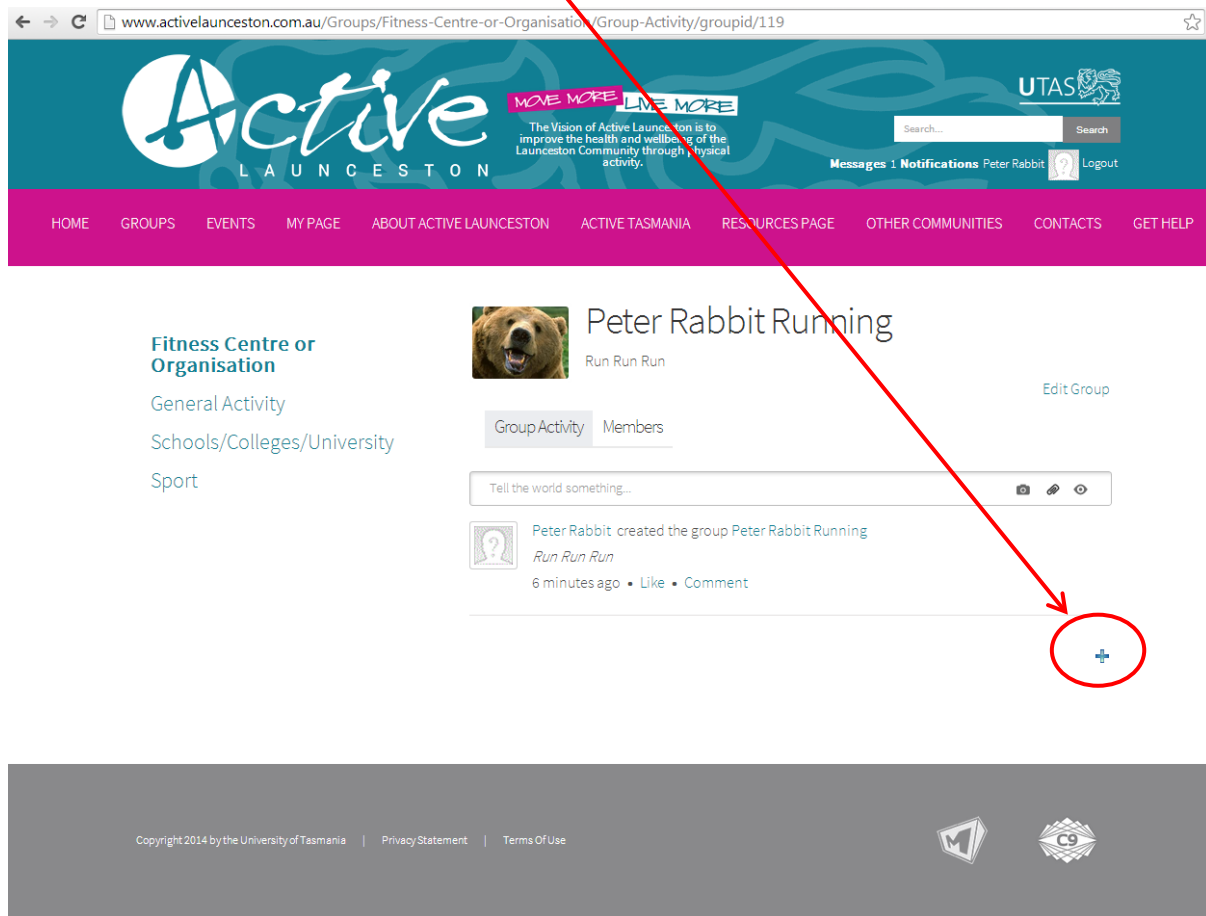
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The screenshot shows the Active Launceston website interface. At the top, there's a navigation bar with the Active Launceston logo, a search bar, and a user profile for Peter Rabbit. Below the navigation bar, there's a main content area. On the left, there's a sidebar with the user's name 'PETER RABBIT', a profile picture placeholder, and buttons for 'Edit Profile' and 'My Account'. Below this is a 'MY PROGRESS TODAY' section showing 0 minutes of exercise. The main content area has tabs for 'Activity Feed', 'Friends', 'Messages', 'My Activities', 'My Profile', and 'My Weights'. The 'Messages' tab is selected, showing a notification: 'The Peter Rabbit Running group has been approved. Congratulations! Your group has been approved! Click the link below to access your group.' Below the notification is a link 'Peter Rabbit Running' and a 'Dismiss' button. A red arrow points from the 'Messages 1 Notification' link in the top navigation bar to the notification message.

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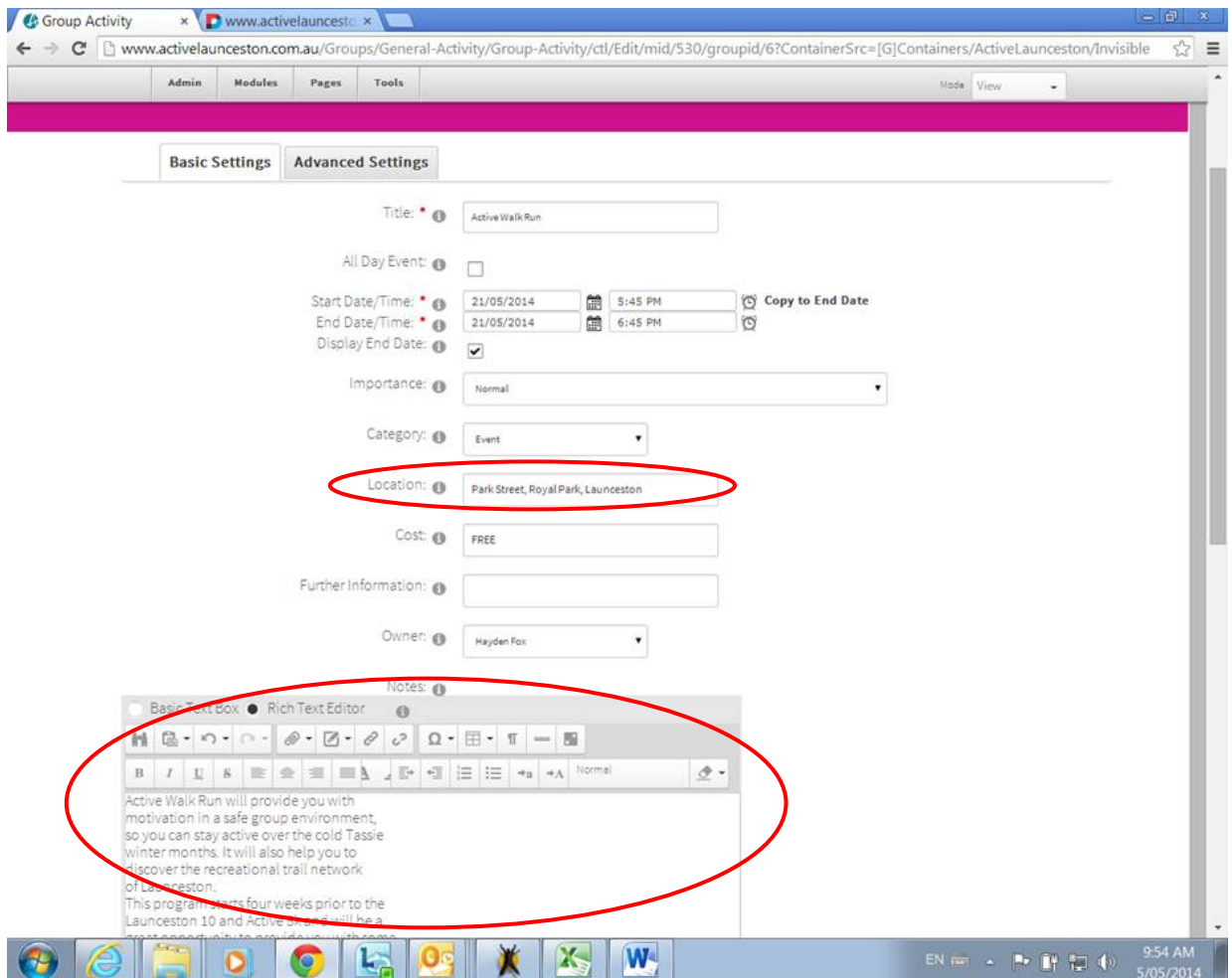
1. Access the Active Launceston Homepage
2. Click 'Groups'
3. Locate your group by scrolling up and down and going through the pages.
4. Click the + symbol to add an event



The screenshot shows the website interface for the 'Peter Rabbit Running' group. The header includes the 'Active LAUNCESTON' logo, a search bar, and navigation links like 'HOME', 'GROUPS', 'EVENTS', etc. The main content area displays the group's name, a profile picture of a rabbit, and a post by 'Peter Rabbit' stating 'Run Run Run'. In the bottom right corner of the group page, there is a blue plus sign icon inside a red circle, which is highlighted by a red arrow originating from the fourth step of the instructions.

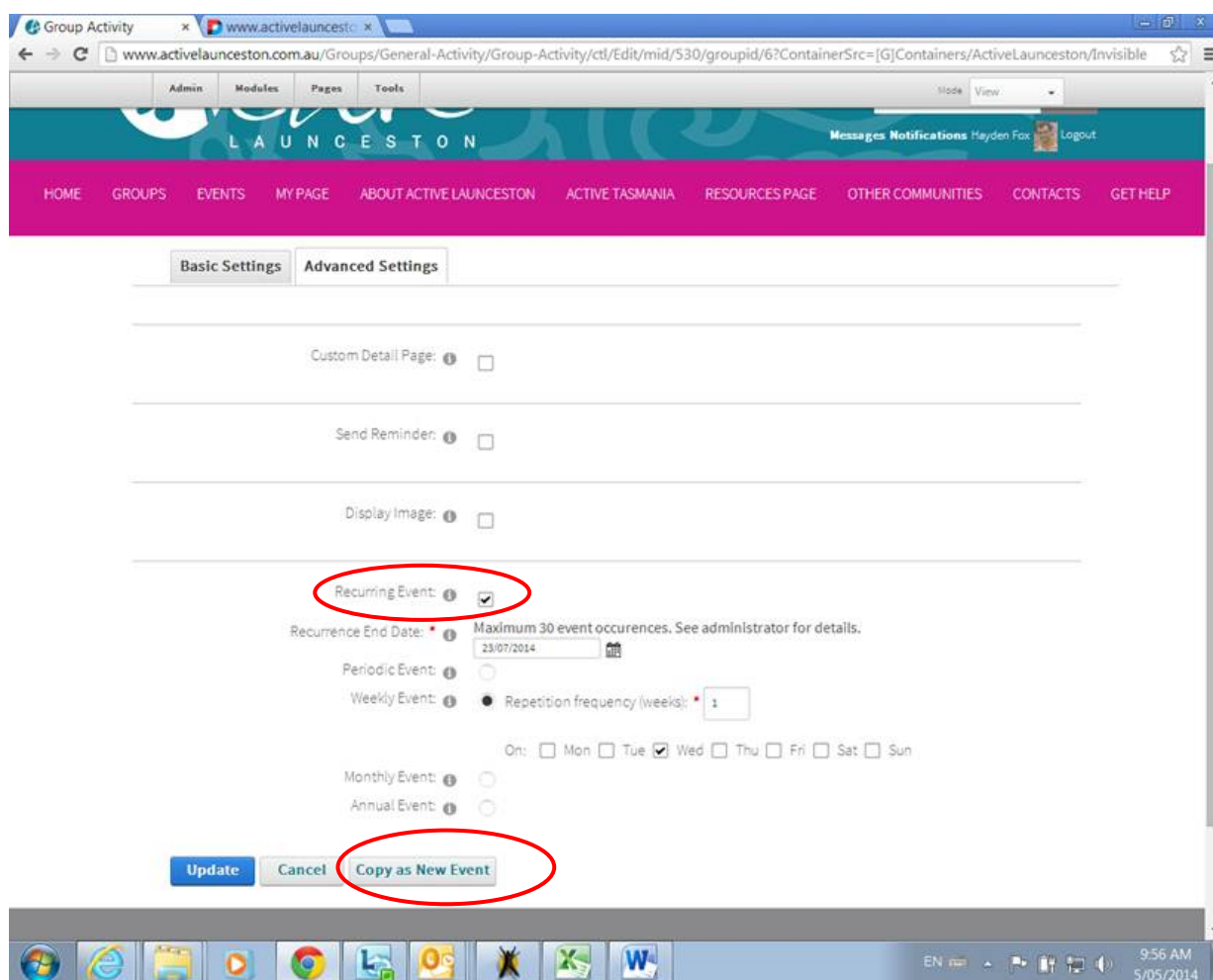
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5. Add in all the event details making sure to include all relevant information.
6. In the 'location' text box, make sure to put in the exact address including locality, state and postcode as this is linked to Google™ maps.
7. Make sure to include a description of the activity in the big text box.



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8. If the event is reoccurring, click on the advanced setting tab and tick the box next to 'Reoccurring event'.
9. Also click on 'Send Reminder', as events reoccurrence is set at 50.
10. Add in a reoccurrence end date and select whether the event occurs weekly, monthly or daily.
11. Tick the box next to the day the event re-occurs then select 'Copy as New Event'.
12. Confirm the information then your event should be added to the group page and also listed on the Events Page. Congratulations.



Group Activity

www.activelaunceston.com.au

www.activelaunceston.com.au/Groups/General-Activity/Group-Activity/ct/Edit/mid/530/groupid/6?ContainerSrc=[G]Containers/ActiveLaunceston/Invisible

Admin Modules Pages Tools Mode View

LAUNCESTON

Messages Notifications Hayden Fox Logout

HOME GROUPS EVENTS MY PAGE ABOUT ACTIVE LAUNCESTON ACTIVE TASMANIA RESOURCES PAGE OTHER COMMUNITIES CONTACTS GET HELP

Basic Settings Advanced Settings

Custom Detail Page: ☐

Send Reminder: ☐

Display Image: ☐

Recurring Event: ☒

Recurrence End Date: Maximum 30 event occurrences. See administrator for details.

Periodic Event: ☐

Weekly Event: ☒ Repetition frequency (weeks):

On: ☐ Mon ☐ Tue ☒ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Monthly Event: ☐

Annual Event: ☐

Update Cancel Copy as New Event

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