



**Create or  
update your  
directory listing**  
step-by-step process



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Australia**



# **TOGETHER TOWARDS A FAIR FOOD SYSTEM**

## **Acknowledgement**

Food Fairness Illawarra acknowledges the Traditional Custodians of the land on which we live and work. We pay our respect to Past, Present and Emerging Elders. Acknowledging that Aboriginal and Torres Strait Islander people are the first agriculturalists and continue to inspire us through their ecological land management.

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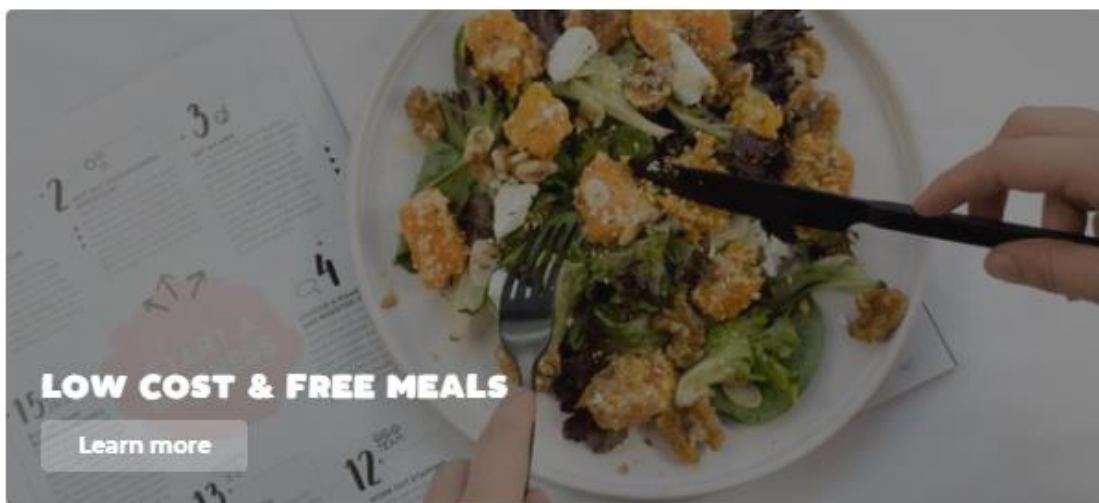
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## Project overview

The fair food directory is an extension of Food Fairness Illawarra's collaborative work and developed to provide an all-inclusive insight into Illawarra's food system actors, bringing food system stakeholders closer together to enhance local collaborations.



This project was made possible through the [Waste Less, Recycle More initiative](#), funded from the waste levy.



## Document purpose

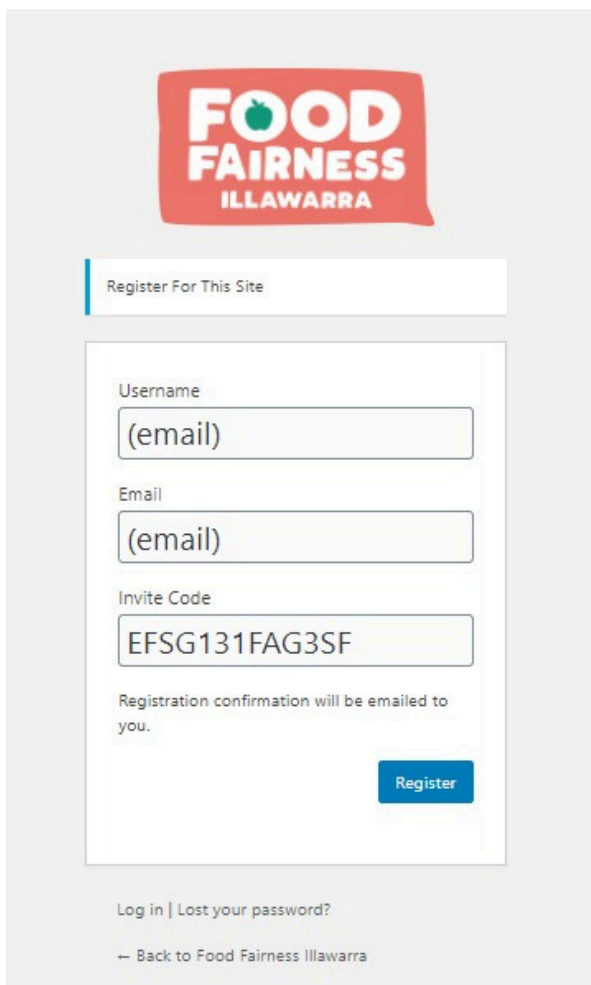
This document outlines the step-by-step process to update your fair food directory listing details. If come across any hurdles or need some support, feel free to reach out via [foodfairness@healthycities.org.au](mailto:foodfairness@healthycities.org.au) or (02) 4283 8111.

# New directory listing

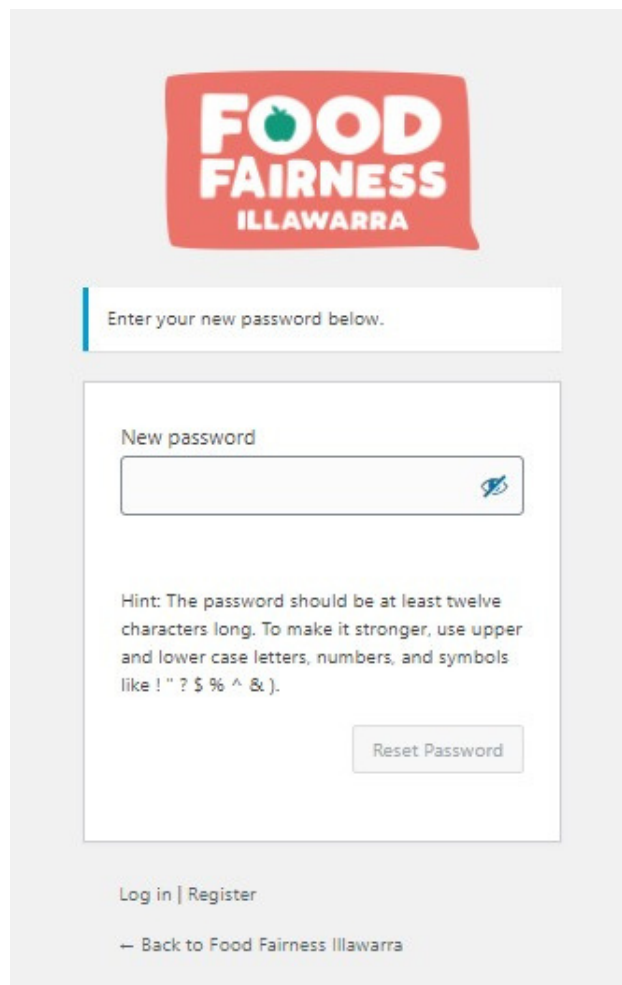
## step 1: Register a new directory listing

Note: if already listed within the directory move to next page.

1. Head to the [login page](#)
2. Complete the following details:
  - a. Username - use a generic email address, also be used on your directory listing
  - b. Emails - use the same email address as above
  - c. Invite Code - EFSG131FAG3SF
3. You will receive a confirmation email (check junk mail), use the included link to activate your login and reset your password.



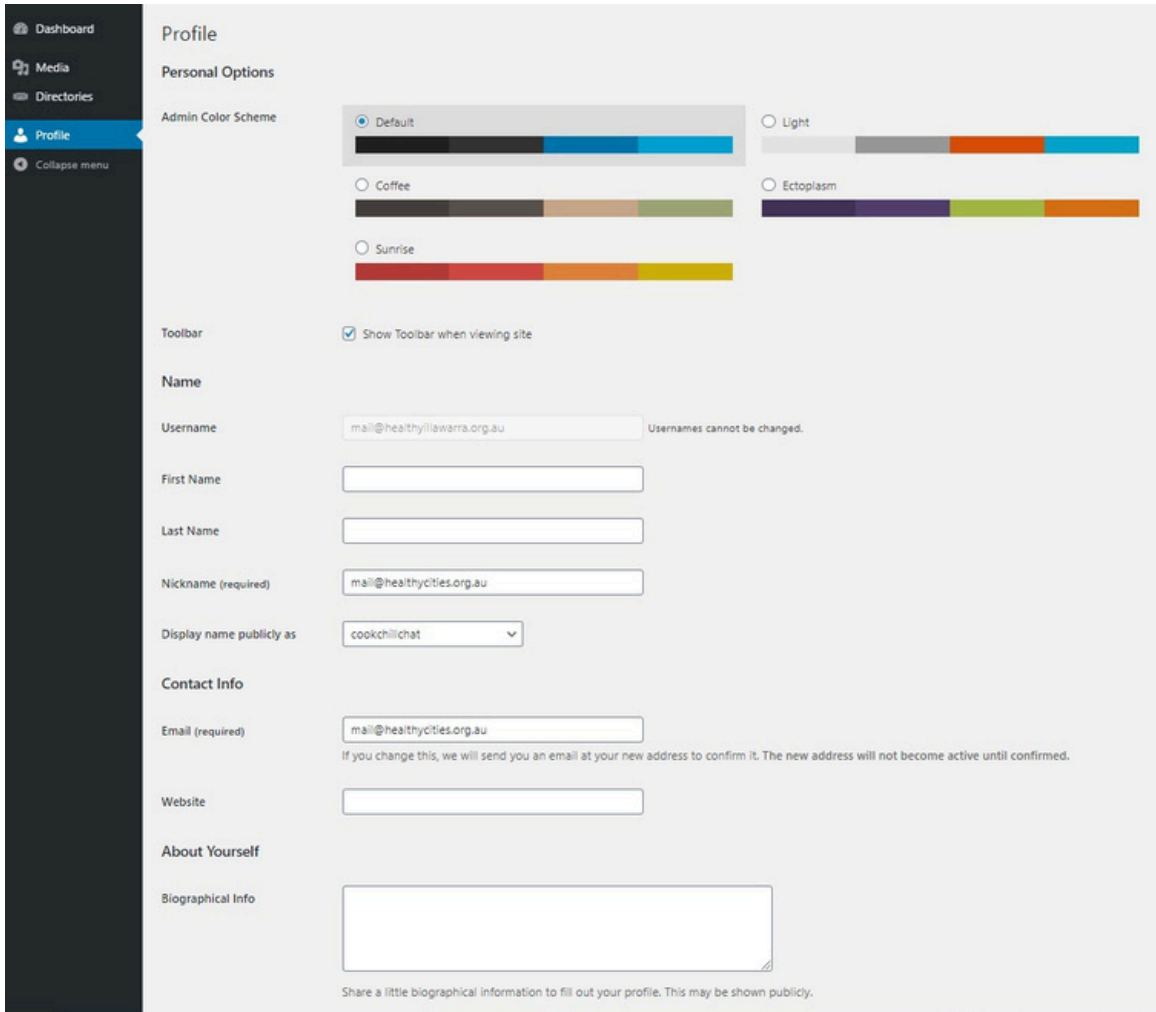
The registration form features the Food Fairness Illawarra logo at the top. Below the logo is a header "Register For This Site". The form contains three input fields: "Username" with the placeholder "(email)", "Email" with the placeholder "(email)", and "Invite Code" with the value "EFSG131FAG3SF". A note states "Registration confirmation will be emailed to you." and a blue "Register" button is at the bottom right. At the bottom of the page, there are links for "Log in | Lost your password?" and "Back to Food Fairness Illawarra".



The password reset form features the Food Fairness Illawarra logo at the top. Below the logo is a header "Enter your new password below.". The form contains a "New password" input field with a strength indicator icon. A hint reads: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & )." A "Reset Password" button is at the bottom right. At the bottom of the page, there are links for "Log in | Register" and "Back to Food Fairness Illawarra".

## step 2: Login and setup new directory listing

1. Head to the login page: <https://foodfairnessillawarra.org.au/wp-admin/>
2. Fill in your username (= email address)
3. Enter your password
4. You will arrive on the “profile” page (see below).



The screenshot shows the WordPress Profile page. On the left is a dark sidebar with a menu containing: Dashboard, Media, Directories, Profile (highlighted), and Collapse menu. The main content area is titled 'Profile' and is divided into several sections:

- Personal Options:**
  - Admin Color Scheme:** Four radio button options with corresponding color swatches:
    - Default (black, blue, light blue)
    - Coffee (black, brown, green)
    - Sunrise (red, orange, yellow)
    - Light (grey, orange, blue)
    - Ectoplasm (purple, green, orange)
  - Toolbar:** A checkbox labeled 'Show Toolbar when viewing site' which is checked.
- Name:**
  - Username:** A text input field containing 'mail@healthyllawarra.org.au'. A note to the right states 'Usernames cannot be changed.'
  - First Name:** An empty text input field.
  - Last Name:** An empty text input field.
  - Nickname (required):** A text input field containing 'mail@healthycities.org.au'.
  - Display name publicly as:** A dropdown menu with 'cookchillchat' selected.
- Contact Info:**
  - Email (required):** A text input field containing 'mail@healthycities.org.au'. A note below states: 'If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.'
  - Website:** An empty text input field.
- About Yourself:**
  - Biographical Info:** A large empty text area. A note at the bottom reads: 'Share a little biographical information to fill out your profile. This may be shown publicly.'

## step 3: Create your directory listing

1. Head to “directory” >> “Add new” on the left panel.
2. To complete your directory listing, following the instructions on page 11 below “Adjusting the directory information”

# Current directory listing

## step 1: Review your current listing

1. Head to <https://foodfairnessillawarra.org.au/our-directory/>
2. Click on the directory that is applicable to your organisation (e.g. [Low cost and Free Meals directory](#)) (see below example directory listing).

Home / Directory

## Kind Hearts Illawarra

Fair food volunteer opportunities | Low cost & free meals | Organisations accepting food donations | Share

Take away dinner and food hampers, every Thu 5:30pm - 7pm.

Kind Hearts is a not-for-profit charity, that assists those in need. Whether or not you need a feed or just need someone to talk to.

[Low cost and free meals directory - print version](#)

**Volunteer opportunities**  
Join a team of volunteers who give their time to transform lives. Opportunities include packing hampers, setting up for outreach and serving the community.

**Food donations**  
Fruit, vegetables, dairy, meat, leftover foods and bread donations are welcome. Please contact to arrange pickup or delivery.

**What They Offer**

- ✓ Free meals
- ✓ Food parcel
- ✓ Community dinner

**CONTACT DETAILS**

Wollongong  
MacCabe Park, Wollongong  
0403 466 316  
kindheartsillawarra@outlook.com

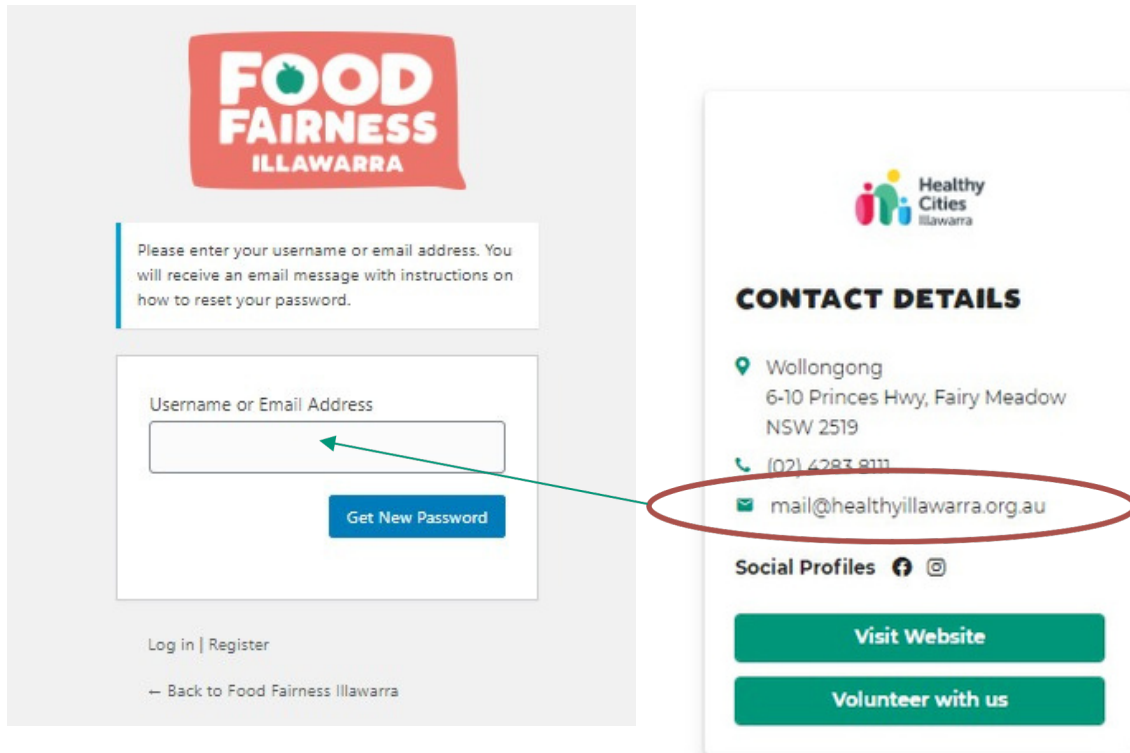
**Social Profiles**

[Visit Website](#)

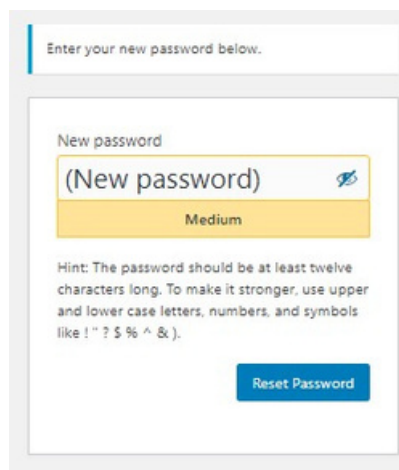
[Volunteer with us](#)

## step 2: Activate your personal login

- Head to the [login page](#)
- Fill in your username, using the generic email address used on your directory listing (see image below).



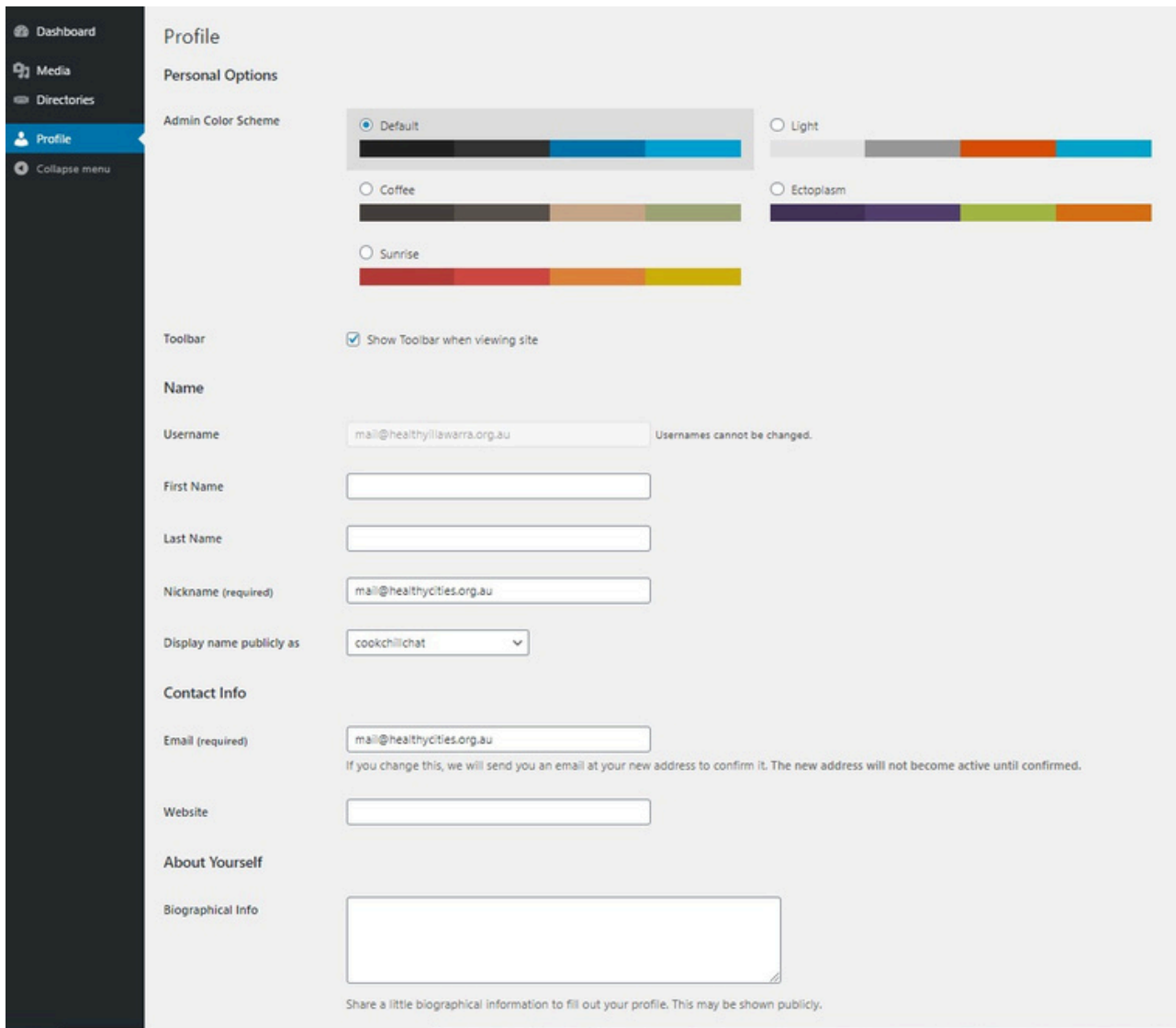
- Click on “get new password”
- You will receive an email from [Food Fairness Illawarra] Password Reset  
 Note: check your junk mail if it does not find your inbox within 3 minutes  
 “Someone has requested a password reset for the following account: Site Name: Food Fairness Illawarra Username: [mail@healthyillawarra.org.au](mailto:mail@healthyillawarra.org.au) .....”
- Use the link in the email to reset your password.
- Set a new password





## step 3: Login

1. Head to the login page: <https://foodfairnessillawarra.org.au/wp-admin/>
2. Fill in your username (= the generic email address used on your directory listing)
3. Enter your password
4. You will arrive on the “profile” page (see below).

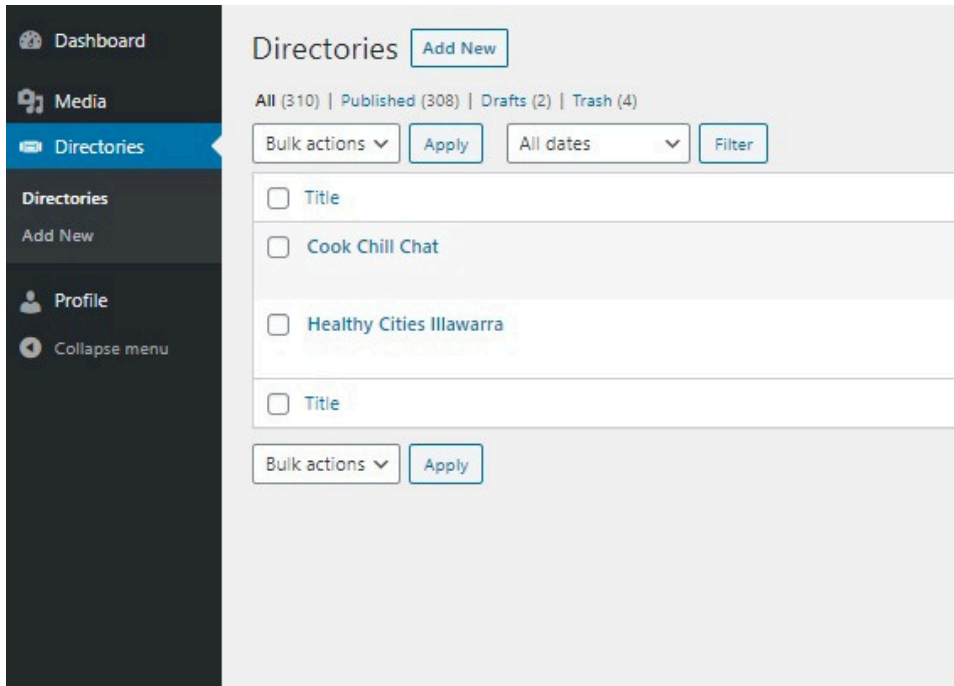


The screenshot shows the WordPress Profile page with a dark sidebar on the left containing navigation links: Dashboard, Media, Directories, Profile (highlighted), and Collapse menu. The main content area is titled 'Profile' and is divided into several sections:

- Personal Options:**
  - Admin Color Scheme:** Includes radio buttons for 'Default' (selected), 'Light', 'Coffee', 'Ectoplasm', and 'Sunrise'. Each option has a corresponding color bar.
  - Toolbar:** A checkbox labeled 'Show Toolbar when viewing site' is checked.
- Name:**
  - Username:** 'mail@healthyllawarra.org.au' with a note: 'Usernames cannot be changed.'
  - First Name:** An empty text input field.
  - Last Name:** An empty text input field.
  - Nickname (required):** 'mail@healthycities.org.au'
  - Display name publicly as:** A dropdown menu showing 'cookchillchat'.
- Contact Info:**
  - Email (required):** 'mail@healthycities.org.au' with a note: 'If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed.'
  - Website:** An empty text input field.
- About Yourself:**
  - Biographical Info:** A large empty text area with a note: 'Share a little biographical information to fill out your profile. This may be shown publicly.'

## step 4: Update your directory listing

1. Head to “directory” on the left panel.




2. On the directory page you will see (a list of) the program(s) that is/are linked to your email address.
3. Click on the program you would like to adjust the information for (or hover over program name and click on edit)

3. Adjusting the directory information (see below):

- a. Name of the program: clicking onto the name and adjust as required
- b. Summary of the program: This is the first sentence positioned directly under the program name, click into this section to adjust as required. Note: this sentence will be displayed in the summary view (see below), therefore consider this in your adjustments.

**Program summary (1st sentence)**



**Hope Food Pantry Helensburgh**

Low cost community shop by appointment on Fri 10am – 4pm. It's not charity, it's a blessing – a hand up not a hand out!

[Northern Suburbs](#)



**Hope Community Kitchen**

Take away dinner and food parcels on Fri at 6pm. At Hope Community Kitchen, they acknowledge that life is not always easy.

[Southern Suburbs](#)



**Kind Hearts Illawarra**

Take away dinner and food hampers, every Thu 5:30pm – 7pm.

[Wollongong](#)

- c. **Program summary / volunteer opportunities and donation procedure:** click into this section to adjust as required. The toolbar that appears as you click into the section gives the option to include a hyperlink or alter the format of the summary (like in MS word).

- d. **Add additional info (e.g., festive season opening times or service details):** click underneath food donation section and include “title (e.g., Holiday opening times and service)” (in bold) >> enter, list details.

**Kind Hearts Illawarra** Program name

Take away dinner and food hampers, every Thu 5:30pm - 7pm. Program summary (1st sentence)

Kind Hearts is a not-for-profit charity, that assists those in need. Whether or not you need a feed or just need someone to talk to. Program introduction

**Low cost and free meals directory - print version** Link to print version

**Volunteer opportunities**  
Join a team of volunteers who give their time to transform lives. Opportunities include packing hampers, setting up for outreach and serving

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Toolbar

**Food donations**  
Fruit, vegetables, dairy, meat, leftover foods and bread donations are welcome. Please contact to arrange pickup or delivery.

Scroll down to adjust (see example below):

e. Company logo > click select logo

f. What the directory offers: This section lists all the different aspect of your food program e.g., Free meals, emergency relief, food parcels, community dinner, community lunch, breakfast program.

i. To add, type service in window

ii. To delete a service, however over the service and click on "X".

**g. Location**

Note: Enter most relevant location from the below options:

- Wollongong & Surrounds
- Shellharbour & Surrounds
- Kiama & Surrounds
- Other

**h. Address**

i. Phone (first point of contact in the community)

**j. Website**

**k. Volunteer website**


l. Email Phone (first point of contact in the community)

**m. Face book**

**n. Instagram**

Company logo

Select Logo



What the directory offers

choose or type in to create new ones.

Free meals

Community dinner

Food parcel

Program

Yes, this directory is offering a program.

Testimonial

Location

Wollongong

Address

MacCabe Park, Wollongong

Phone

0403 466 316

Website

https://kindheartsillawarra.com.au/

http://www.example.com

Volunteer Website

https://www.facebook.com/kindheartsillawarr

http://www.example.com

Email

kindheartsillawarra@outlook.com

Facebook

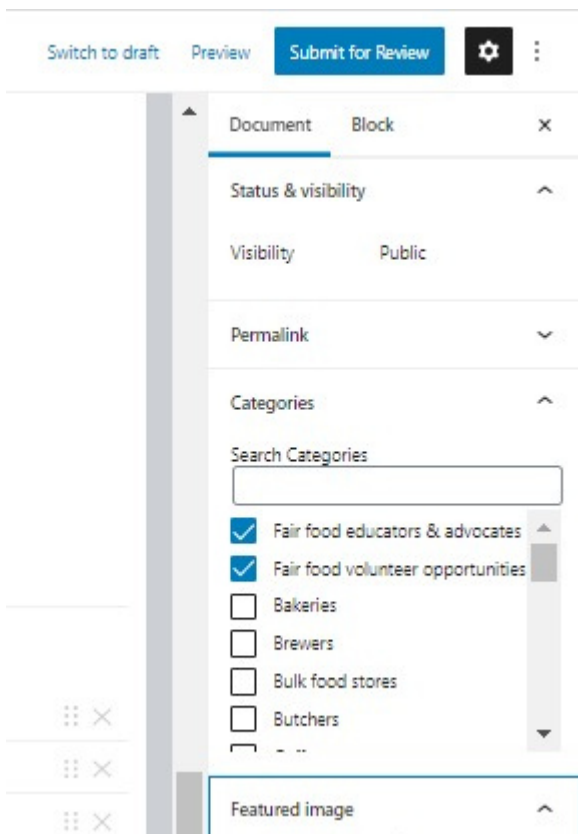
https://www.facebook.com/kindheartsillawarr

http://www.example.com

Instagram

http://www.example.com

4. Head to the right-hand panel, click on “document” (instead of block)
  - a. Click the following categories
    - i. Low cost & free meals (should already be selected)
    - ii. Fair food volunteer opportunities (if you offer volunteer opportunities, note: ensure your “volunteer opportunity” section is up-to-date).
    - iii. Organisations accepting food donations (if you accept food donations, note: ensure your “food donations” section is up-to-date).
  - b. Click “feature image” if you like to change the cover photo of you listing.



5. Click “Switch to draft” (right hand corner of page) to review your updated listing.
6. When happy with the updated listing, click “submit for review” (righthand corner).
7. FFI will receive a notification of the changes and review your entry as soon as possible.

## support

If come across any hurdles or need some support, feel free to reach out via [foodfairness@healthycities.org.au](mailto:foodfairness@healthycities.org.au) or (02) 4283 8111.