

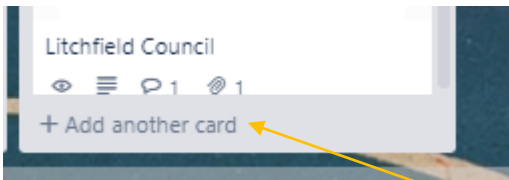
JOIN TRELLO

To join our PARYS Trello Board

1. Click on this link <https://trello.com/invite/b/0kDpGbyY/bcdf1d8b622ed8e973542b6c7a294df2/palmerston-rural-youth-services-network-parys>
2. Sign Up for Trello
3. You will receive an email from Trello to confirm the email address you signed up with – click confirm email
4. You are now set up for and can start exploring our PARYS board

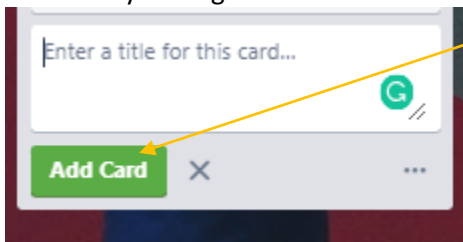
You will see I have started to create cards for organisations. If there is not a card for your Organisation yet you can either, contact me to set one up or if you're confident enough, you may set up your own card. See instructions attached.

CREATE AN ORGANISATION CARD

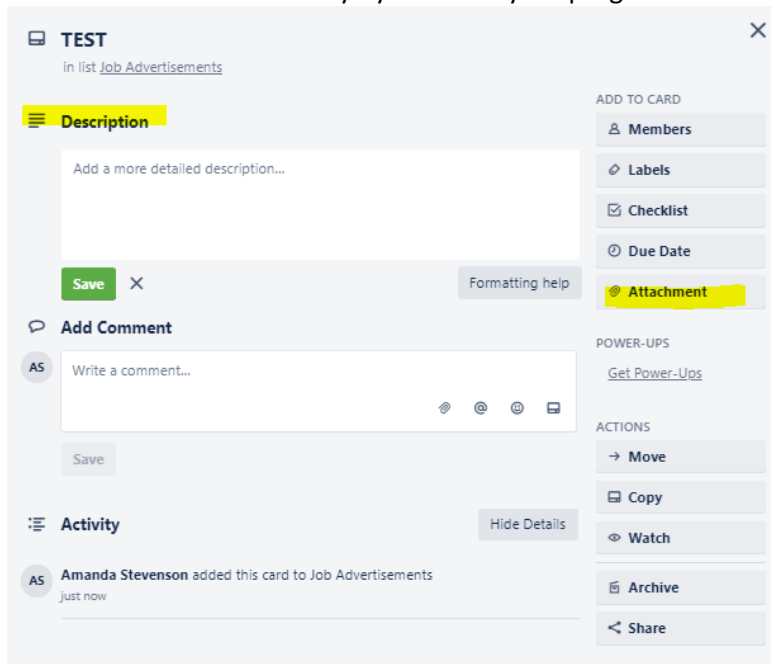


Steps to making a card.

1. Go to the **LIST** that is appropriate to your organisation (Non-Government or Government Organisations)
2. Go to the bottom of that **LIST** you will see + **Add another card**. Click on this to create your card
3. Enter your organisations Name and click **Add card**.

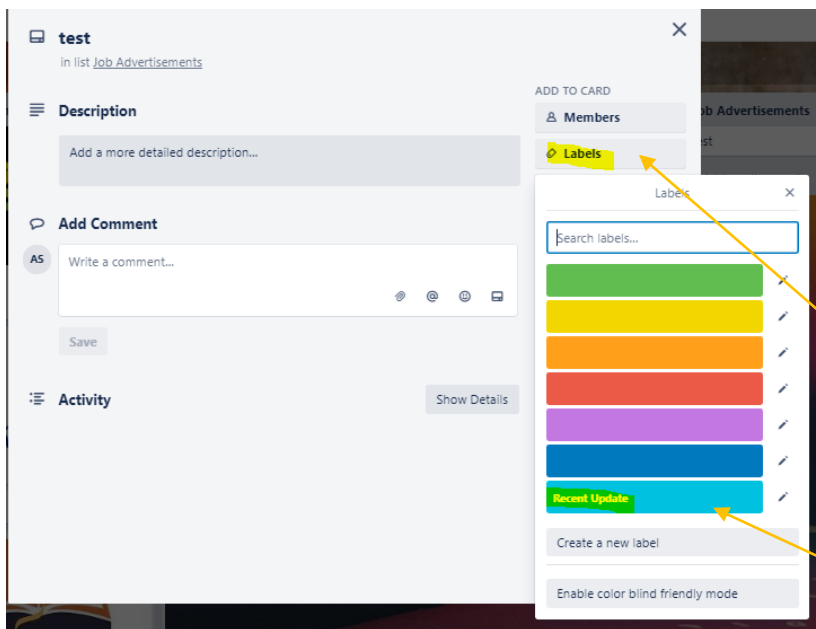
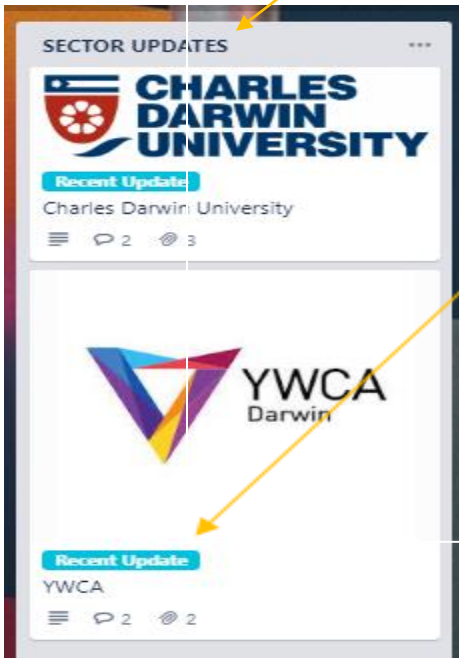


4. Then click on your card to enter the following details – See image below
 - **Description** about your Organisation
 - If you add a Jpeg of your Organisation Logo as an attachment your card will now have a card profile picture.
 - You can also add any flyers about your programs and events as an **attachment**



SHARING/VIEWING SECTOR UPDATES

I have added a **LIST** called **SECTOR UPDATES** FYI - Any card with this BLUE label highlight, as shown in the picture below, means that that particular card has a new update, this will also be mentioned in the PARYS updates email you receive.



If you are creating and updating your card independently remember to add the blue label if you want other members to know it has a new update to share. To add a label, click on the label button on the right hand side of your card. See above picture. Clicking on the Recent Update label will automatically add it to your card.

For any support you can contact me on 89359967 or via email amanda.stevenson@palmerston.nt.gov.au