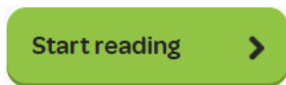
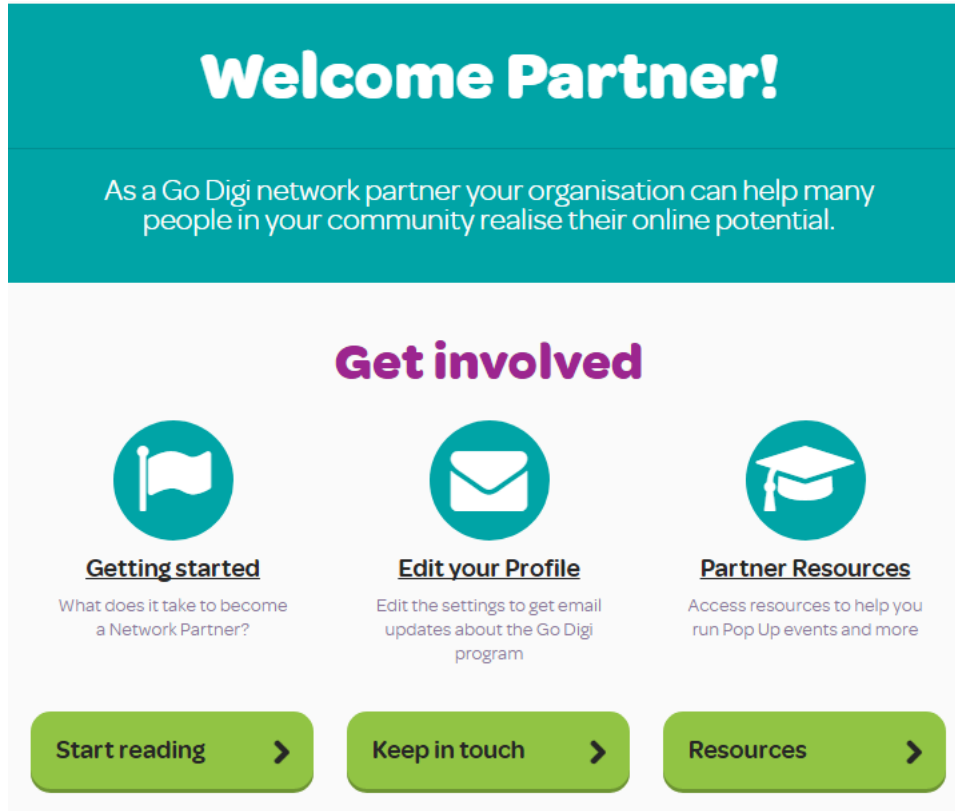




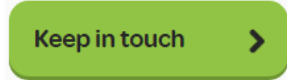
Navigating the Go Digi Partner Organisation page

When you first enter the Go Digi Partner welcome Page you will see three options:



[Getting started](#): Click here to learn how to register your organisation as a network partner, if it has not already been.

[Edit your profile](#): Click here if you want to change your account details like; Contact information, Password, or if you are subscribed to our newsletter.



[Partner resources](#): Click here to access the various tools and resources we provide for Go Digi Partners to help them plan and run a learning event.



Getting started

What does it take to become
a Network Partner?

In the getting started section you will find a way to register your organisation as a Network Partner as well as information about the different resources available to Organisation Network Partners.

To register your Group or organisation as a network partner click on the Register now button near the bottom of the Getting Started page.

Register Now

(Note: Both an individual and a group/organisation can register as a partner, but only groups/organisations can add learning events.)

Then fill in the registration form. There are quite a few questions on this page, but remember only the questions with the * next to them are required to be filled in. All the other questions only need to be answered if you want to add that information.

Create Partner

Title *

Partner type

Go Digi

This field will show this partner is part of Digi House or Go Digi

Main phone *

Main email *

Website *

Title*: Enter the name of your Group or Organisation.

Main phone*: Enter the best contact number to contact your group or organisation.

Main email*: Enter the best contact email address to contact your Group or organisation.

Website*: Enter your group or organisations website address.

About: Give a brief description of your group or organisation. Including what sort of services it provides.

About *

Address *

Address: Enter your organisation address. This will show up on the Go Digi Map.

Main contact*: This is the name of the best person to contact.

Phone*: This is the phone number of the best person to contact.

Email*: This is the email address of the best person to contact.

Primary contact

Main contact *

Phone *

Email *

One you have completed all the required questions and any additional ones you want to fill in, and checked all the information is correct, click the registered button at the very bottom of the page and your group or organisation will be registered.

Register



Edit your Profile

Edit the settings to get email updates about the Go Digi program

Keep in touch >

In the Edit your Profile section you can change any of your account details.

Current Passwords: Before you make any changes to your account you will need to enter your password here.

E-mail address: If you need to change the email address connected to your account enter the new email address here.

Password: Click on the change your password button if you want to change the password connect to your account.

Full name: If you need to change the name of the account holder enter the new name here.

What should we call you: Enter the name we will call you whenever we contact you.

Save changes: Click the save changes button when you are done

Account basics

Current password

To update any of your details please enter your Current Password

E-mail address

Password

Full name

What should we call you

Profile

I am a

Learner
 Mentor
 Partner

Postcode

Age

Gender

Photo

 No file chosen

Bio

I am a: Click on which type of Go Digi member you want to be. You can be as many types as you need, but you need to select at least one.

Postcode: If you need to change your postcode type the new one here.

Age/Gender: If you need to change either of these profile details select the appropriate option from the drop down menus.

Photo: You can either not add a new profile photo, or change your existing profile photo by clicking on the chose file button, then selecting the photo you want from your computer.

Bio: Either add a bio to your profile or edit you existing profile bio by typing it into this text box.

Save changes: Click the save changes button when you are done.

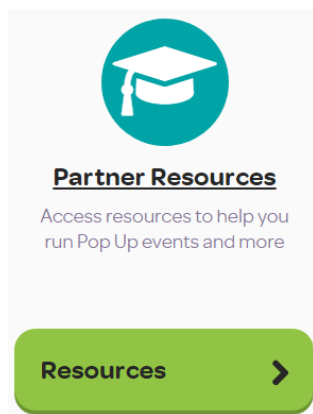
Subscribe: Click to toggle subscribing/unsubscribing from the Go Digi newsletter, then click on which type of newsletter you want receive, Learning, Mentor, or Partner.

Email notifications

Subscribe
 What aspects of Go Digi would you like updates on?
 Learning
 Mentoring
 Network Partners

Would you like to subscribe to Australia Post?

Delete account: Click to delete your account.



In the partner resource section you will find resources to help you hold learning event.

Go Digi Pop Up Event Guide

Go Digi Pop Up Event Guide

Read our 4-step guide on how you can create a digital skills pop up event at your organisation. This guide will introduce you to what a pop up event is, give you ideas on promoting, planning and running your event.

- [Get started with the Go Digi Pop Up Event Guide](#)

The *Go Digi Event Guide* section has helpful ideas for promoting, planning and running your event. Just click on the *Get started with the Go Digi Pop Event Guide* link to start reading.

Downloadable promotional Resources

The *Promotional resources* section has various templates you can use if you wish to, to help promote your events.

Each template is fully editable and is in a .docx format. Just click on the title of which ever one you want to download.

Downloadable promotional resources

No time to design your own fliers or promotional material? Use these templates to help spread the word about your next digital skills event.

Templates

- [Editable and printable certificate of achievement template](#)
- [Editable and printable sign up form template](#)
- [Editable and printable letterhead template](#)
- [Editable and printable A3 and A4 poster template](#)
- [Editable and printable press release template](#)

Slides

Slides

- [Widescreen promotional slides for Go Digi](#)

The *Slides* sections contain a PowerPoint presentation about Go Digi that you can use parts or all of.

Learning Guides

The *Learning guides* section contains a link to the *Go Digi Learning Guides* page, where you can browse through all our available learning guides and use which ever ones you want for any of your events.

Learning guides

- [Go Digi Learning Guide List](#)

