

Getting started with the St Kevin's Old Collegians' Association Directory

Go to the SKC website

Go to the **COMMUNITY** drop down box

Select **OLD COLLEGIANS** from the drop down box

<https://www.stkevins.vic.edu.au/community/old-collegians>

One of the paragraphs is titled DIRECTORY.

Click on the **CLICK HERE** button (at the end of the paragraph). Takes you to:

<http://ap.ptly.com/vic/stkevins/ocd.aspx>

Click on the "**LOGIN USING NAME or EMAIL – black and white** box. This will link you through to the registration box.

Click on the blue **CLICK HERE** words way to the top of the new box!!

PLEASE ENTER YOUR DETAILS or Name, DOB and PEER YEAR and click on word REGISTER.

Take care to spell your names correctly and only use the names you were enrolled with – that is NO nicknames or abbreviations.

- SURNAME and FIRST NAME – **The full official version of your name.**
- Enter your DATE OF BIRTH by day, then month and then 4 digit year – in drop down boxes
- Then enter your YEAR LEVEL (peer Year) – only use the year that you WOULD HAVE FINISHED YEAR 12 not a year you may have left prior to that – FOUR digit year

Hopefully, you are now entered as the entry detail request used the data we have about you to verify. If it did not give you access – check the way you entered details such as the name you used, the spelling, the date of birth and the year you used for leaving and try again.

ONCE IN THE DIRECTORY

On the left is a box for typing your email and mobile phone number

In the table of **PERSONAL** details, it is ABSOLUTELY VITAL you enter:

- YOUR NON-SCHOOL EMAIL ADDRESS (use a generic family one for now if you do not have your own)
- YOUR MOBILE PHONE NUMBER – this is for SMS updates and news.
- It will require you to create your own security password to be used for any future access to the directory.
- Other detail as time permits – but go in later and complete the questionnaire on each of the other TABS next to the PERSONAL one for instance the **INTERESTS** one is important and so on.

CLICK the big green **ACCEPT** button before logging off!!

It is at the bottom of the page so scroll down.

Any queries to Mr Kevin Culliver, Executive Officer

T 9822 0911 | | [email old-collegians@stkevins.vic.edu.au](mailto:email_old-collegians@stkevins.vic.edu.au)

Also: Facebook - <https://www.facebook.com/StKevinsOCA>

LinkedIn – www.linkedin.com and search for St. Kevins Old Collegians group