



# Virtual War Memorial Australia Building a Profile

## Activating Your Account

When you register with the Virtual War Memorial Australia site, you will automatically receive an email with a link allowing you to set a password and activate your account

**Account Activation**

Choose a password and enter it below. Re-enter your password in the "Confirm your password" box, and click "Activate" to confirm your registration.

You can then log in by clicking at the top right of the RSL Virtual War Memorial and entering your email address and the password that you have set up. Once logged in, you will go to your home page so that you can enter your research for MALFROY, Jules Francis.

Enter your password  Confirm your password

Once you have activated your account, you can begin adding information to profiles. Simply navigate to the person you want, open up his or her profile and click the "update details" button to add information.

**Elsa Reuter**

**Progress**

- [1 Details](#)
- [2 History](#)
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**Updating PAVICH, Leonard**

**Step 1: Details**

\* Last name

\* First names

Nickname

If you navigate away from your project to look at other information on the site, you can quickly return by selecting the "Your Project" link from the top right hand corner of the page

Welcome, Draco Malfoy | Your Project | Log Out



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### Completing the Profile

You can navigate your way through the profile by completing fields and clicking Save at the bottom of each section, or by using the links under “Progress” in the left-hand navigation menu.

#### 1. Details

The Details section asks you to complete as many of the personal details about your individual as you are able to discover from your research. Most of the section is very straightforward, but below are some tips to help you with the trickier sections

##### Home Town

Start entering the name of the town and then select the appropriate option from a drop-down list. If the town is not listed, you can add the town by clicking [Add Town...](#) and entering the name of the town, state and country.

##### Service Outcome

Choose the outcome of the individual’s service from a drop-down list. It can be difficult to tell the difference between some of the service outcomes. The definitions below might help.

To be identified – the outcome is not yet known

Killed in Service – killed on active duty but not as a result of military action

Missing in Action – the body or whereabouts of the individual have not yet been identified

Returned – the individual completed their service and returned home

Killed in Action – the individual was killed in the course of military action

Died of Wounds – the individual died later as a result of injuries sustained

Died of Illness – the individual died as a result of an illness contracted

Non Battle Casualty – killed while enlisted but not on active service at the time

Suicide – the individual took their own life



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### Cemetery

As with Home Town, start to type in the name of a cemetery and then select from a drop-down list.

If the cemetery is not listed, click **Add New...** and enter the details name, address, state and country.

Remember to **Save** what you have done

## 2. History

The History section will already have some events entered that you will not be able to change. These may include enlistment, embarkation, conflict involvements, discharge or other events that have come with the individual's record as it was uploaded to the Virtual War Memorial. However this is unlikely to be a complete list.

To build an individual's history:

1. Click **Add a History Event**
2. Define the type of event by selecting an option from the drop-list. The selection will determine which fields need information. Select from

**Discharge** – Leaving service. Enter the date. In the Service field, start typing the service, eg. 2<sup>nd</sup> AIF WW2, then select from the drop-down list. Select the conflict from the drop-down list.

**Embarkation** – The individual was loaded on to transport to be sent overseas (in many cases, this will already be complete). Enter the date, service, rank, conflict, and unit with which they served, eg. 10<sup>th</sup> Field Ambulance

**Honours and Awards** – This includes medals. Enter the date, conflict, and campaign eg. Battle of Romani. In the Medal field, start typing the name of the honour eg. Distinguished Service Order and select from the drop-down list.

**Involvement** – The conflicts in which they served. Enter the date, service, rank eg. Squadron Leader and select from drop down list, campaign, unit, and date their involvement ended.



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**POW** – Internment as a Prisoner of War. Enter dates from and to, conflict and campaign.

**Promotion** – Promotions received from one rank to another, eg. from corporal to sergeant.  
Enter date, service, rank promoted to, conflict and unit.

**Transfer** – Movement of individual between units. Enter date, service, rank, conflict and unit.

**Wounded** – Wounds received in service. Enter the date, conflict, campaign.

The required details are very brief. You can enter more information into the Details field at the bottom of the page

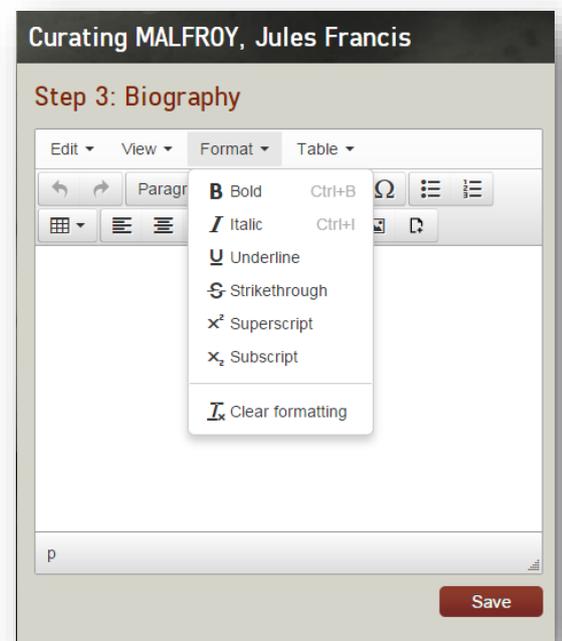
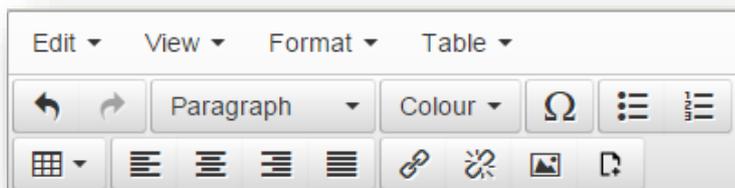
3. Click Save
4. You can then add more history events by repeating the process.

### 3. Biography

Enter the biography you have created for your individual. For more help in composing a biography for the Virtual War Memorial Australia, you can refer to the “Writing a Biography” Resource.

It is recommended that you complete this in a Word document (or similar), proof-read and edit, before copying and pasting into the Biography field.

You will then need to format the biography using the menu at the top of the field.





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### 4. Photos

To add images:

1. Click 
2. Select the image from your computer, click Open
3. Enter details including the date taken, if known, and a caption.
4. You need to include an attribution, saying where the image came from, to save.
5. You can also set the image as the profile photo by selecting the check box
6. Click Save

### 5. Links

To add links:

1. Click 
2. Enter the name of the link, eg. Royal Australian Navy – HMAS AE1
3. Enter the URL, eg. <http://www.navy.gov.au/hmas-ae1>
4. Click Save

### 6. Resources

To add files:

1. Click 
2. Select the file you want to add and click Open
3. Enter the name of the file, eg. Diary of Lieutenant Commander CJP Hill HMAS Parramatta
4. Click Save

### 7. Submit

The final step is for you to submit your project to be moderated before it is published on the site.

Once you click the “Submit” button, the project will go to our moderators, and you will not be able to make any changes until your additions have been published on the site.