Virtual War Memorial Australia
STUDENT GUIDE - BUILDING A PROFILE

Activating Your Account

When your teacher adds you to a class group and assigns you a serviceman or woman to research, you will automatically receive an email with a link allowing you to set a password and activate your account. [Hint: Write your password down in your school diary or keep it in your phone.]

The next time you sign in to the Virtual War Memorial, you will be taken straight to your project.

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.

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

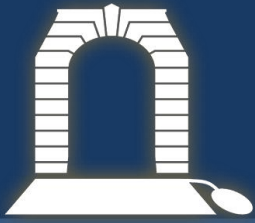**Returned** – the individual completed their service and returned home

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

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. 2nd 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. 10th 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.
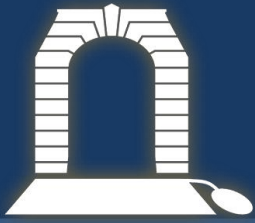
POW – Internment as a Prisoner of War. Enter dates from and to, conflict and campaign.

Promotion – Promotions received from one rank to another, eg. promoted 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, you can refer to the Virtual War Memorial "Writing a Biography" Resource.

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

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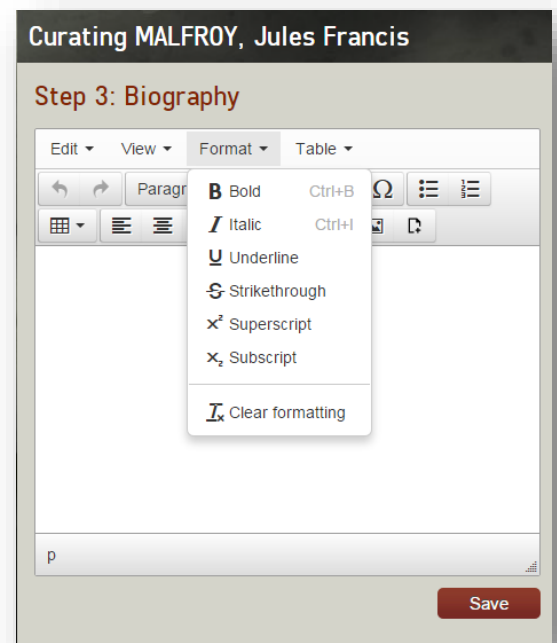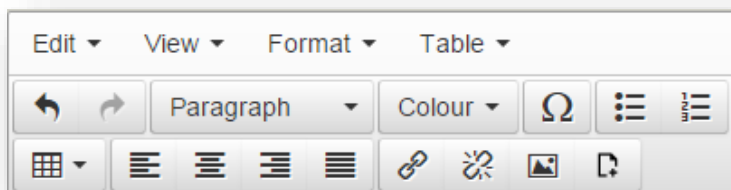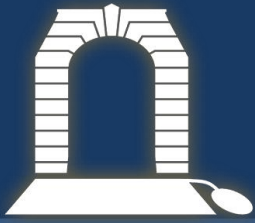
4. Photos

To add images:

1. Click **Add a Picture**

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, in order to save it. If you don't add an attribution, the image won't be saved.

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 **Add a Link**

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 **Add a Resource**

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 your teacher. Once you click the "Submit to Teacher" button, the project will be ready to be assessed and moderated, and you will not be able to make any changes, unless the teacher sends it back to you.

Curating MALFROY, Jules Francis

Step 7: Submit

Draco, your name will ALWAYS be associated with Jules Francis MALFROY.

So to honour his memory make sure that you have done your best in finding all you can and that the information is correct and presented properly.

If you are satisfied that you can do nothing more, please submit to your teacher.

Submit to Teacher