

VIRTUAL WAR MEMORIAL AUSTRALIA

COMPLETING A PROFILE

Activating Your Account

You will automatically receive an email with a link to set up a password and activate your account. **Tip:** Save your password on your device or keep it in your phone.

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.

Activate

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

Draco Malfoy (Slytherin, Hogwarts Academy of Witchcraft and Wizardry)

Teacher
[Professor Snape](#)

Progress

- 1 Details
- 2 History
- 3 Biography
- 4 Photos
- 5 Links
- 6 Resources
- 7 Submit

Curating MALFROY, Jules Francis

Step 1: Details

* Last name

* First names

Nickname

Date of birth

1923 ▼

April ▼

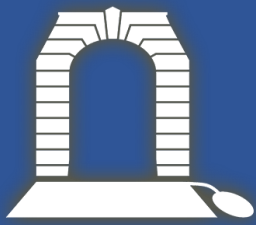
23 ▼

Enter date, or part of, if known.

Help

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 in the top right-hand corner of the page.

Welcome, Draco Malfoy | **Your Project** | Log Out



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Completing the Profile

Navigate 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

Complete as many of the personal details about your individual as you can discover from your research. Most of the section is very straightforward; below are some tips to help you with the trickier sections.

Hometown

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

Cemetery

As with hometown, 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.

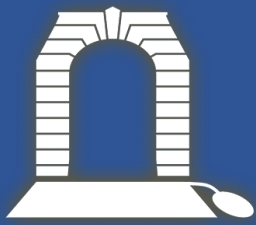
Remember to [Save](#) what you have done.

2. History

Some details may already be entered, and these will not be able to be altered. These may include enlistment, embarkation, conflict involvements, discharge, or other events. 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 military service. Enter the date. In the service field, start typing the service, e.g. 2nd AIF WW2, then select from the drop-down list. Select the conflict from the drop-down list.

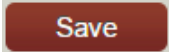


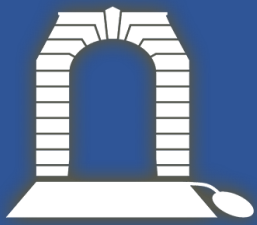
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- **Embarkation** – The individual was loaded on to transport to be sent overseas. Enter the date, service, rank, conflict, and unit with which they served, e.g. 10th Field Ambulance.
- **Honours and Awards** – This includes medals. Enter the date, conflict, and campaign e.g. Battle of Romani. In the Medal field, start typing the name of the honour e.g. Distinguished Service Order and select from the drop-down list.
- **Involvement** – The conflicts in which they served. Enter the date, service, rank e.g. 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, e.g. 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 
4. Add more history events by repeating the process.



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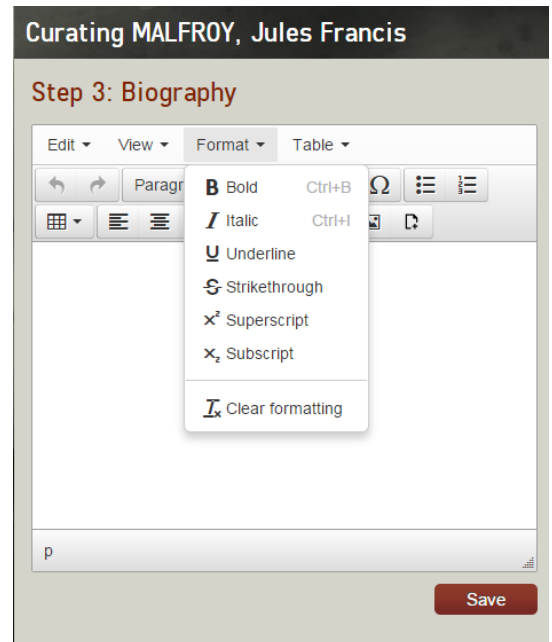
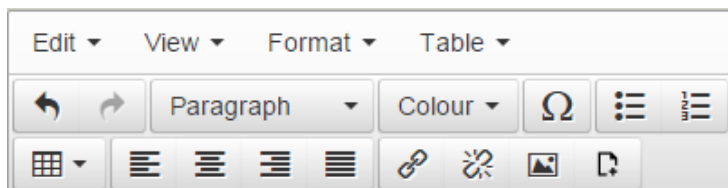
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3. Biography

Enter the biography you have created for your individual. For help with composing a biography see our 'Writing a VWMA Biography' resource.

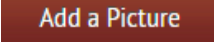
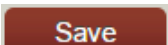
It is recommended that you complete this task in a Word document (or similar). Proof-read and edit, before copying and pasting into the Biography field.

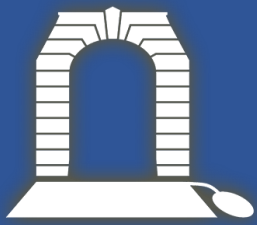
You will then need to format the biography using the menu at the top of the field.



4. Photos

To add images:

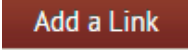
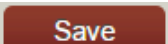
1. Click 
2. Select the image from your computer, click Open.
3. Enter details including the date taken, if known, and a caption.
4. Include an attribution. This is where the image came from and who owns it. If you do not add an attribution, the image will not be saved.
5. Set the image as the profile photo by selecting the check box (if there is more than one, select the best one).
6. Click 



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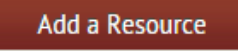
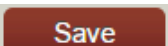
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5. Links

1. Click 
2. Enter the name of the link in the 'Link Text' section, e.g., Australian War Memorial – Nominal Roll or National Archives of Australia – Service Record
3. Enter the URL
4. Click 

6. Documents

To add files:

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

7. Submit

Click 'Submit to Teacher' button.

The project will be ready to be assessed and moderated.

No changes are possible 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.

