

How to Update Service Details

MOWQ Find Us Page

When the public access the MOWQ website, they can utilise our 'Find Us' Page to locate their closest service. When they search for the Service, they can then click on this Service to view more details.

These details include Delivery Locations, Opening Hours, Meal Types, Pricing and a Photo

Follow these steps to update your Service details.

1. Log into the Member's Page via <https://www.qmow.org/>
2. Go to Member Dashboard, scroll down and select "Update Your Service Location"
- 3.

MEMBER DASHBOARD

Welcome to the QMOW Members Area. Search or select an area below to continue.
To manage your service location, [click here](#).

Search within the Members Area...

MERCHANDISE
Browse promotional items available for you to purchase (including pens, ID Badges and Tablecloths etc). Looking for an item that's not listed, just get in touch with us.

PUBLICATIONS
Browse the latest copies of CUSTOS and Friday Fast Facts here.

PRINTED MATERIAL
View all available printed material and marketing collateral here including Client & Carers Guides, Volunteers Guides, Postcards/Flyers, Posters here.

WEBINARS
Find all the webinar recordings here including monthly informative webinars as well as AGM and Forum recordings.

EVENTS
This is where you'll find any meetings, forums or events being planned.

OPERATIONS
Here you'll find information pertaining to your Member Service daily operations including Funding, Finance, Compliance, Governance, HR & Training, Kitchen Operations, Marketing & Fundraising Initiatives and QMOW Staff Contacts.

UPDATE YOUR DETAILS
Have your details changed, update them easily here.

UPDATE YOUR SERVICE LOCATION
Manage the details of your service location.

If you **DO NOT** have this option at the bottom of your screen, please contact Jordan Reimers at (07) 3205 5588 or Jordan.reimers@qmow.org so she can allow you access to edit.

4. This will now open your Service Location Details

Select a location to edit:
Stafford & District Meals On Wheels Inc

LOCATION DETAILS

NAME *

SUMMARY

Shown in the Map Pop up bubble

BANNER IMAGE
 No file chosen
(2,000px by 300px) (image will be cropped and resized if required)

IMAGE
 No file chosen
(600px by 600px) (image will be resized if required)

CURRENT MENU
 No file chosen

LOCATION CONTACT DETAILS

PHONE

FAX

EMAIL

WEBSITE/PAGE

FACEBOOK

TRADING HOURS

MONDAY

5. Scroll down to “Location Content” – this is the ONLY area you need to make changes

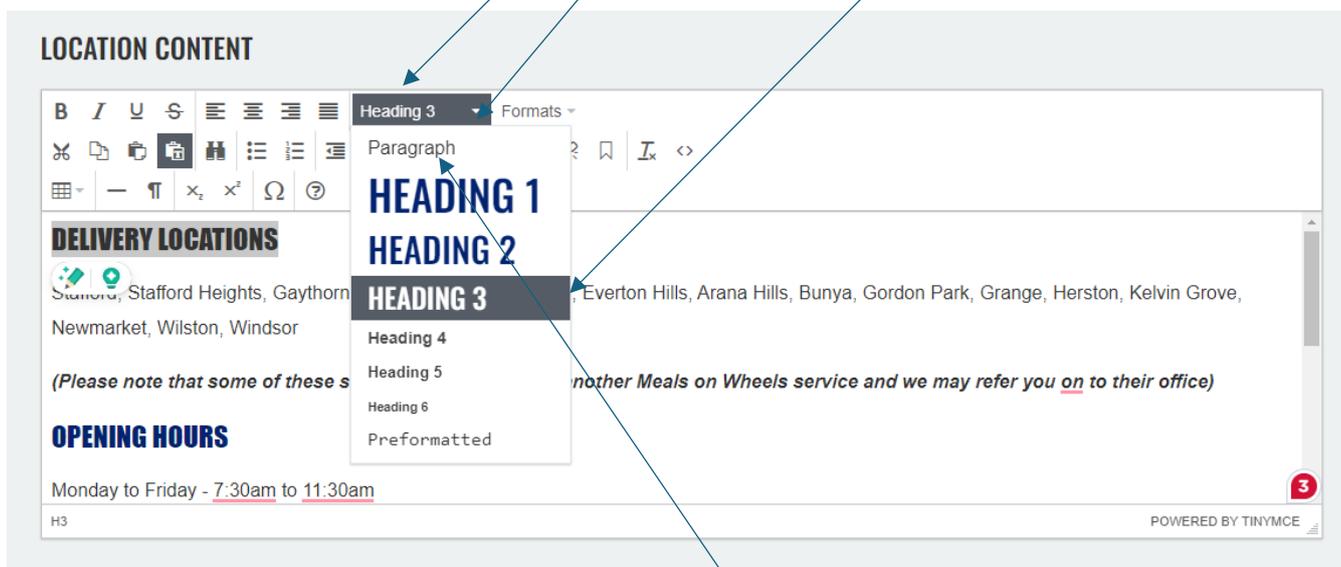
LOCATION CONTENT 

DELIVERY LOCATIONS
Stafford, Stafford Heights, Gaythorne, Enoggera, Everton Park, Everton Hills, Arana Hills, Bunya, Gordon Park, Grange, Herston, Kelvin Grove, Newmarket, Wilston, Windsor
(Please note that some of these suburbs are shared with another Meals on Wheels service and we may refer you on to their office)

OPENING HOURS
Monday to Friday - 7:30am to 11:30am

POWERED BY TINYMCE

6. You can now begin editing your Service Details.
 - a. You will **have 4 main** headers
 - i. Delivery Locations
 - ii. Opening Hours
 - iii. Meal Types
 - iv. Pricing
 - b. Titles should be formatted in "Paragraph 3" style.
 - c. **Select Your Header Text:**
 - i. For example, if your header text is "Delivery Locations", click on this text to select it.
 - d. **Change the Paragraph Style:**
 - i. Look for the style dropdown menu (found in the toolbar at the top of your text editor).
 - ii. Click on the dropdown menu and select "Header 3"
 - iii. This will make your text into the big blue header



7. Regular paragraph text is to be used for the body wording.
 - a. If your text comes out in the wrong style – select it and use the drop-down menu above to change the text style between “Paragraph” and “Header 3”

8. Repeat this for all Sections:

- Delivery Locations
- Opening Hours
- Meal Types
- Pricing

9. Click **Submit** to save.

If you are not confident with these steps, we are happy to complete the online update for you.

If you are not confident to do it yourself, please send a Word document to either Jordan Reimers or your Member Support Officer – kath.neilsen@qmow.org; lea.readdy@qmow.org; rachael.speechley@qmow.org; tiana.solley@qmow.org; that includes the following details:

- Delivery Locations
- Opening Hours
- Meal Types
- Pricing

If there is any imagery that you would like to include on the page, please attach the JPEG file to your email, along with the word document. Please **DO NOT** embed the picture in the Word document, as this will lose all photo quality and cannot be used.

Please send an email to Jordan (Jordan.reimers@qmow.org) with the images attached – please only send **up to 3 images**.

If you need any further support, please contact Jordan Reimers at (07) 3205 5588 or Jordan.reimers@qmow.org