



Government of Western Australia  
Mental Health Commission

# My Services: essential information

This tip sheet is to help you fill in the essential information in your My Community Directory (MCD) listing.

Making sure the following information is included will help your service appear in the right categories and locations when people search for mental health and AOD services in the new *My Services* online directory.

If you need more detailed information about how to log in or edit your listing/s, guidelines are available [on the MHC website](#).

## Essential fields

First, [log into My Community Directory](#) and then click on Your Organisation. (If you do not already have a log in, please [contact MHC Communications](#).)

**For your Location** (found under each red pin section 📍)

In **Location Details**, please fill in:

- Location Name
- Street Address

**For your Service** (found under each blue icon section 🏥)

In **Service Details**, please fill in:

- Category of Service: choose either Mental Health Services, Drug & Alcohol Services, or both.
- Tags: For mental health services: please ensure you include the tags: Mental Illness; Depression; Anxiety and/or Anorexia, if your service offers support in

these areas. If your service caters only to Aboriginal or LGBTIQ+ people, please include the tags: Indigenous or LGBTIQ.

- Brief Description: a short (one or two sentence) summary of the help your service provides
- Detailed Description: add more details about your service here
- Service Title: only needed if the name of your service is different to your Location Name
- Phone: ensure your phone number is added

In **Eligibility and Referral**, please fill in:

- Target Gender
- Target Age Range: eg, if you only cater to adults, adjust the slider to 18+

In **Service Delivery**, please fill in:

- What methods do you use to engage with people and over what region?  
If you are funded to service a catchment area, please check the 'We meet them in the local community' box (regardless of whether you travel to them or not). This will ensure that your service shows up for people in the whole catchment area.

In **Branding and Social Media**, please fill in:

- Website

If you need technical help please [email My Community Directory](#).

For more information or any help at all, please contact Mental Health Commission Communications on 08 6553 0600 or [MyServicesWA@mhc.wa.gov.au](mailto:MyServicesWA@mhc.wa.gov.au)

*We're working for  
Western Australia.*