How to use CINCH

If you can't find what you are looking for

- **Try a different search – different words with similar meaning**
  E.g. motorcycle instead of motorbike

- **Use CINCH A-Z**

- **Browse the main categories**

- **Check your spelling**

- **Visit a library and ask a librarian for help, phone, complete an online form or use our Live online service** http://www.christchurchcitylibraries.com/ContactUs/Help/

Help *When using CINCH, Click on the "Help" button at any time for Help. This can be found in the footer at the bottom of the CINCH screen*

Other features

Share The share button allows you to share CINCH results via email, Facebook, twitter, or Digg

Print The print button allows you to print a general results list (group names) or individual records

Export The export button allows you to export complete records in Excel format

Update process

- We run an update check every year

- **Request Changes to Entry** Groups can update their own records using the Request Changes to Entry button at the bottom of their record - if this is completed by someone else the CINCH Administration staff and the current contacts on the record are made aware of this

- If you find or know a record is out of date please let us know

CINCH
COMMUNITY INFORMATION CHRISTCHURCH

Christchurch City
Libraries
Ngā Kete Wānanga-o-Ōtautahi

What is CINCH?

Community INformation CHristchurch directory

The **CINCH** directory contains approximately 6000 listings of community clubs and organisations in Christchurch and surrounding districts. CINCH covers a wide range of subject listings grouped under 12 main categories. CINCH has:
- Google maps
- Print, Share and Export functions
- A Mobile version of the website

Users can also add / update their details directly using the update forms.

CINCH
COMMUNITY INFORMATION CHRISTCHURCH

cinch.org.nz
cinch.org.nz/mobile

Christchurch City Libraries has worked hard to find and list all community groups and organisations in Christchurch. If you know of others either:

- Use the Request Listing link http://cinch.org.nz/entries/new

- Email us cinch@ccc.govt.nz

- Contact us CINCH 941-7923

- Print and return a copy of the physical form to any Christchurch City Libraries branch http://cinch.org.nz/content/forms/CINCH-new-org-form.pdf

CINCH is available 24/7 and can be used from your computer, mobile device, or in your local library.

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How to search

Finding information in CINCH

Searches in the CINCH directory are **keyword** searches

Type the word(s) you wish to search for and press the **Enter** key or click the **Search** button e.g. *Addington raceway*

The most relevant results will be listed first followed by other listings that contain one or more of your search words.

Advanced Search

The Advanced Search allows you to search for keywords and select relevant *Subject* & *Locations* using dropdown menus. E.g. Rugby could be entered as a *keyword* and Aranui selected in the *Locations*

Alternatively you can select Subject(s) and Location(s) e.g. Educational groups - High schools

Location(s): Linwood & Bromley (multiple locations can be selected using the Add)

Entry Type: It is best to leave this on **All** to ensure your search is completed across the whole directory.

Fields
Field(s) can be individually searched e.g. Name, Description, Email
Use this only if you know the keywords definitely exist

Web: http://cinch.org.nz   Email: cinch@ccc.govt.nz   Phone: 941-7923

How to use CINCH

Browsing

- **A-Z**

  Alphabetical list of subject terms

  Browse by subjects

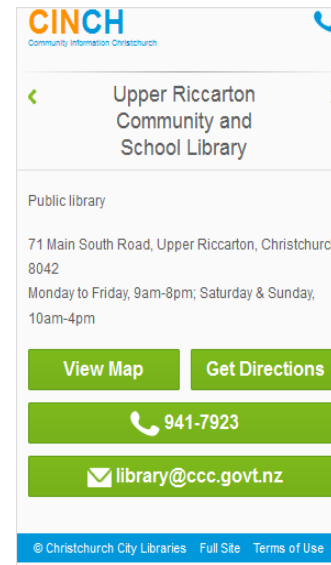 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

  Browsing the directory using the A-Z is particularly useful to get an idea of just how many listings there are. It is also good if you are not completely sure of the spelling of some words or even what you are interested in.

- **Main Categories**

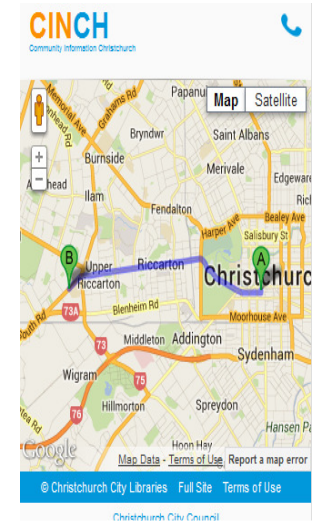 | | | |
  |---|---|---|
  | Arts, crafts and hobbies | Cultural groups | Languages |
  | Citizen and consumer | Educational groups | Occupational training |
  | Community groups | Health and welfare | Personal development |
  | Community studies | Home and family | Sports and recreation |

  Every record in the directory is listed under at least one of the categories. These categories link to narrower subject terms

- **Mobile site**

If you search CINCH using a mobile device you will be taken to our mobile website. This allows you to:

- enter keyword searches for groups

- browse the main categories

- get contact details and mapped directions

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