



How to submit your house for Sustainable House Day

Welcome

Hello

Thank you for your interest in participating in Sustainable House Day 2016.

All open house submissions are required to be completed online. To assist you in this process we have created the following guidelines to assist you through the process.

If you need additional assistance please email us via shd@ata.org.au

Once again thank you for nominating your home. We look forward to working with you to make Sustainable House Day a success.

Thank you,

Donna Luckman
CEO – Alternative Technology Association

Task List

Below is a list of tasks that need to be considered and actioned with regards to submitting your sustainable house for consideration. A further description on each task can be found on the following pages of the document.

Task	Completed
1. Review submission requirements and terms & conditions	
2. Register on the Sustainable House Day website	
3. Create your house profile(s)	
4. Await for final approval	
5. Join Homeowners Facebook group	
6. Review the other guidelines and documents	

1. Review Submission Requirements

All homes/properties opening for Sustainable House Day must comply as follows:

1. Homes must have at least minimum of three sustainable features to open for SHD. A final approval process will be conducted by the national organisers to consider whether the house is of a suitable sustainable standard for inclusion.
2. Your profile must be officially completed by Monday 22 August 2016. Submissions made after this date will NOT be accepted
3. All participants must agree to the terms and conditions <http://sustainablehouseday.com/terms-conditions/>
4. All participants must have a current house insurance policy.



Important Note: The ATA is unable to provide insurance coverage for participating homeowners or community groups. It is essential to ensure that all participating homeowners have current home insurance policies to participate within Sustainable House Day. Community Groups must supply a copy of public liability insurance to the value of \$10 million indemnity.

2. Register on the Sustainable House Day website

As per 2015, registration to the SHD website is required for you to create a house profile. If you do not have a current profile created from 2015 you can officially register via:
<http://sustainablehouseday.com/house-owner-registration/>

(**Please note:** if you already created a profile as a homeowner or a visitor in 2015 you do **NOT** need to create another one. You can log in via your existing account.)

3. Create house profile(s)

To submit an open house for Sustainable House Day you must complete the house profile via your SHD profile. Please follow the below instructions dependent on your individual situation:

1. If you registered as a homeowner in 2015 and have an existing house profile, you only need to login and resubmit your home for 2016 via the *My Profile* page. (You can also create additional house profiles via this login)
2. If you registered as a visitor in 2015, you need to upgrade your subscription from 'visitor' to 'homeowner'. You can do this via the *My Profile* page (once logged in)
3. If you do not have an existing registered profile on the SHD website, you will need to register to submit a house profile
<http://sustainablehouseday.com/house-owner-registration/>

(If you are a community group organiser – you can select to either administer the full house submission process via your own login account or alternatively get your individual homeowners to create their own individual profiles. We recommend the latter.)

4. Await for final approval

All house submissions (regardless of being open in previous years) will undergo an approval process by event organisers. Confirmation of acceptance will be received via an email and your house profile will be officially published on the website.

5. Join the homeowners Facebook group

If you have a Facebook account we highly recommend you join the SHD homeowners Facebook group (Search for *SHD15 Homeowners and Groups*).

This group comprises of old and new homeowners and is a terrific resource for tips, advice and support from people who have “actual onsite” experience.

Additional Assistance

If you require additional assistance please email us via shd@ata.org.au or call via (03) 9639 1500