



How to submit your house for Sustainable House Day (SHD)

Hello

Thank you for your interest in participating in Sustainable House Day 2017.

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	Date Completed
Review submission requirements and terms & conditions	
Register on the Sustainable House Day website as a Home Owner	
Create your house profile(s)	
Await for final approval	
Join Homeowners Facebook group	
Review the other guidelines and documents	

Review Submission Requirements

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

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.

Your profile must be officially completed by Sunday 27 August 2017. Submissions made after this date may NOT be accepted.

All participants must agree to the terms and conditions which can be found [here](#)

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.

Register on the Sustainable House Day website as a house owner

- **House opened previously;**
If you opened your home in 2015/16 you do **NOT** need to create another profile. You can log in via your existing account.
If you have forgotten your password please email shd@ata.org.au and I will send you a temporary password.
- **First time home open;**
If this is the first year you have opened your home or opened prior to 2015 you will need to complete a current house owner profile registration via: <http://sustainablehouseday.com/house-owner-registration/>

Please note:

If you are registered as a subscriber/visitor and would like to now open your house please email shd@ata.org.au so that we can change your profile to house owner.

Create house owner profile(s)

Once your house owner profile is complete you can now submit an open house profile for Sustainable House Day. The house profile can only be made through your house owner login. Please follow the instructions below:

- **If you registered as a homeowner in 2015/16**
All you need to do is to login and resubmit your home for 2017 via the *My Profile* page.
- **If you are opening for the first time or opened prior to 2015**
If you do not have an existing registered profile on the SHD website, you will need to register to submit a house profile [here](#).

Please note;

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.*

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.

Join the homeowners Facebook group

If you have a Facebook account we highly recommend you join the SHD homeowners Facebook group (Search for *Sustainable House Day Homeowners Group*). This is a closed group and is for sharing tips and information with other homeowners and volunteers.

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