

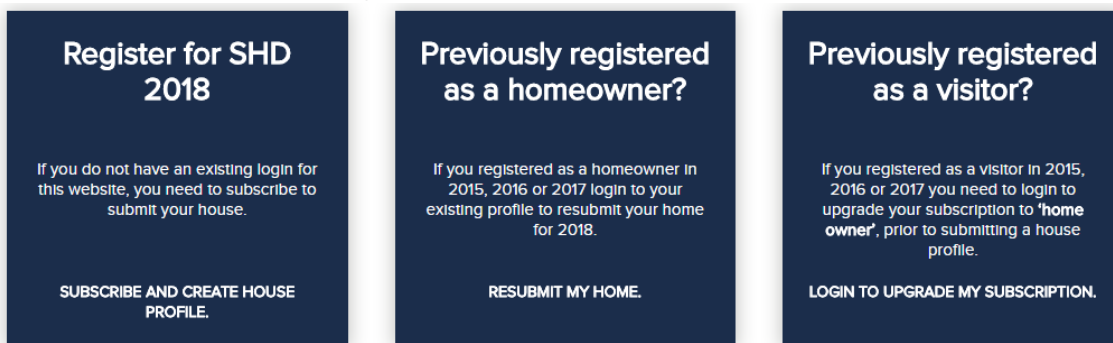
How to submit your home for Sustainable House Day

Go to <https://sustainablehouseday.com/> website and click on **'Get Involved'** in the top right of the screen.



Click **'Submit your house'**

Then choose from the following



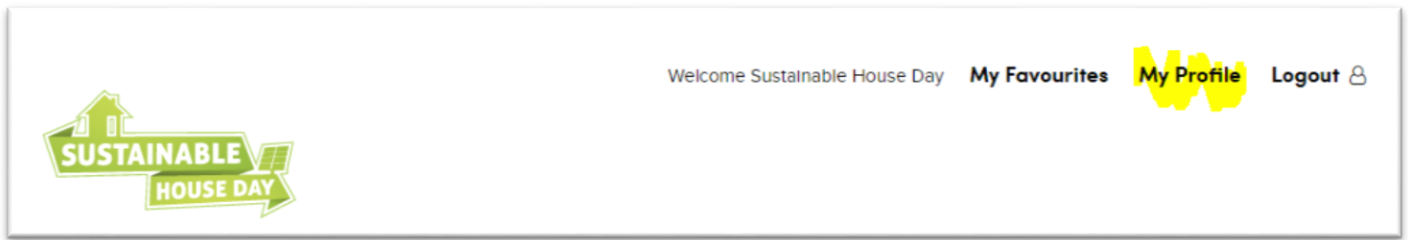
Register for SHD 2018 - If you have never registered as either a visitor or homeowner choose this.

Previously registered as a homeowner? – If you have registered your current home or a previous home use this one.

Previously registered as a visitor? – If you have previously visited homes but not opened one of your own you will need to use this one and upgrade your subscription. There is no cost involved, this will just allow you access to more of the website.

Once you are registered as a homeowner you can now complete the House Profile.

Go to 'My Profile' whilst you are logged in (you will know if you are logged in or not as the top of the screen will say Welcome your name next to My Favourites.



Click **CREATE NEW HOUSE PROFILE** then complete the form.

- House Title – what your home will be listed as on the website
 - Display year – choose the current year from the dropdown box
 - Address – complete your full address, this will only be displayed on the website 2 weeks prior and will be removed the night of SHD until next year if you choose to open again.
- Once you have filled in the address remember to click the black button below.

Click here to search for the address you entered above

this will add the longitude and latitude so that address will be searchable on the map.

- Display full address – if you are booking online tours and don't want to advertise the address choose 'No'
- Council
- Opening hours – Homes are to be open between 10am - 4pm (if you are unable to stay open for the entire day we request that you are open at least 4 hours)
- House Open Style – regular open house or booked/non booked tours
- Community Group – If you are working with a community group please acknowledge them, we will also include them on our website. They are also a great source for volunteers on the day to help you out.
- Gold coin donations – if you would like to collect donations for your community group or charity please let us know who they are so that we can include a link in the website for them too. We will require a receipt of donation to be sent to us after SHD for our records.

House Profile – fill in only what is relevant to your home, leave the rest blank unless highlighted **green** as they are mandatory fields.

- **Description** – Please make this as personal as possible, here are some suggestions:
 - Why did you decide to build sustainably
 - What were the benefits to you
 - What is your favourite thing about your home
 - Why are you opening for SHD
- Architect name and company
- Builder
- **Project Type**
- **Housing Type**
- House Size
- Number of Bedrooms
- Number of Bathrooms
- Cost Estimate of sustainable features above the cost of a standard home
- Total cost of constructed house add the year when it was built too
- Estimate of cost savings annually
- Universal design Accessibility
- Universal design features
- BAL Rating
- Construction materials
 - Roof covering
 - Wall materials
 - Window and door types

- Windows/doors covering and protection
- Recycled and reused
- Insulation
- Sustainable materials – if you have used anything that is not mentioned above note it here.
- Healthy home materials and design elements
- Energy/Star rating – please provide a copy of the certificate for our records to shd@ata.org.au
- Renewable energy
- Water heating
- Passive heating cooling
- Active heating cooling
- Energy efficiency
- All electric home
- Electric vehicle – if you have one state the make and model, if you are happy to have someone come to your house for the day or a few hours who has an electric car please indicate here. We are talking with a few groups around Australia so there may be someone near you.
- Water harvesting, recycling and saving
- Garden/outdoor
- Featured image – to be able to submit your home you must upload one image here that is maximum 2mb. Additional images can be loaded in the box below. (up to 20 images with a maximum file size of 2mb each)
- Postal address, we will be sending you some posters and sponsorship information, if there is no one at home during the day please provide another address for us to send to
- Insurance – All homes must have house and contents insurance for the day, we have Public Liability for the event.
- I agree to the terms and conditions of participating as a homeowner in Sustainable House Day 2018 – Add home owners details here
- Submit or Save and Continue
 - **Submit** – will send me your registration to accept or ask for more details, I will then upload to the website (*feature image must be uploaded to be able to submit*)
 - **Save and Continue** – will provide a url that you can use later on, I will not be sent a link to this and will not be able to find it in the back end of the website so make sure you keep the url where you can find it.

Submit

Save and Continue Later

If there are any missing mandatory fields this will appear at the top of the screen and the missing item will be highlighted in pink as per the second image below.

Edit a House Profile

There was a problem with your submission. Errors have been highlighted below.

Featured Image *

No file chosen

File

Description

This will be the main photo of your profile (images can be up to 2mb) If photographs are done by a professional please include their details in the description so that we can credit them.

This field is required.

You will know that your registration is successful when this message appears on your screen.

Edit a House Profile

Thank you for finalising and submitting your home for Sustainable House Day 2018.

Thank you for opening your home with us for Sustainable House Day and please feel free to contact us if you have any questions or need help completing the registration form.