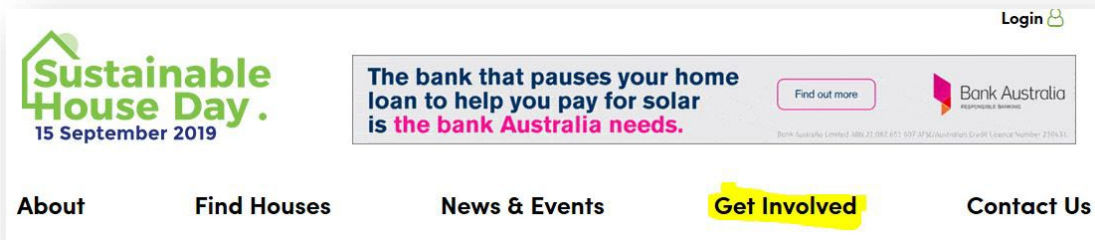




How to submit your home for Sustainable House Day (SHD)

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

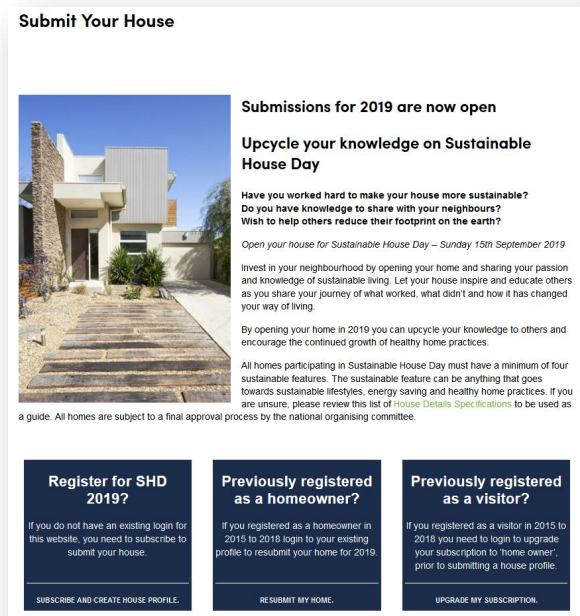


Click **'Submit Your House'**

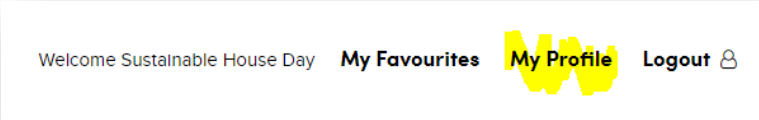
At the bottom of the page there are 3 blue boxes for you to choose from.

- **Register for SHD 2019** - 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**. This will take approximately 20-30 minutes depending on the information you would like to submit.



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. This will appear at the top of your screen on desktop computers.



CREATE NEW HOUSE PROFILE

Click the **'Create New House Profile'**, then complete the form.

Page 1 of 6

- House Title – what your home will be listed as on the website, *try to avoid symbols, apostrophes and hyphenated words as it makes it harder for people to search.*
- 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.
- Display full address – if you are booking online tours and don't want to advertise the address choose 'No'
- Council – we like to let the local councils know how many houses are opening in their area to help promote the day at a local level.

You can either choose to carry on filling out the information by hitting the **'Next'** button at the bottom or you can choose to **'Save and Continue Later'**. *If you choose to save and continue later, please make sure you make note of the URL that will be displayed so that you can log in and continue at a later date. The information can not be sent to us until you have completed the entire application on page 6. The information will be lost and you will have to start again.*

Page 2 of 6

- 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) *Please ensure that on the day you place signage at the front of your house with your opening times on it to save confusion on the day.*
- Display full address – Tick yes unless you would prefer visitors pre-book tours only
- House Open Style – regular open house or booked/non booked tours
- Community Group – If you are working with a community group please acknowledge them
- 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.*

Page 3 of 6

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/Designers 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

Page 4 of 6

Construction materials and methods

- Roof covering
- Wall materials
- Window and door types
- Windows/doors covering and protection
- Recycled and reused
- Insulation - Please include R values if you know them
- Sustainable materials – if you have used anything that is not mentioned above note it here.
- Healthy home materials and design elements

Page 5 of 6

- Victorian Residential Energy Scorecard assessment -please attach the assessment as either jpeg or pdf. If the certificate is not provided we can display the score on the website
- Energy/Star rating assessment -please attach the assessment as either jpeg or pdf. If the certificate is not provided we can display the score on the website
- Renewable energy
- Water heating
- Passive heating cooling
- Active heating cooling
- Energy efficiency
- Efficient lighting
- 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.

Page 6 of 6

Water efficiency and gardens

- Water harvesting, recycling and saving
- Garden/outdoor
- Waste reduction

Images

- Featured image – to be able to submit your home you must upload one image here that is maximum 2mb.
- Additional images can be uploaded (up to 20 images with a maximum file size of 2mb *each*).

Media

- Please let us know if the images that you submit are able to be used for publicity. If you have had them professionally taken please let us know who the photographer is so we can credit them for the image. If the images can not be used make sure you tick the no option.
- We often get asked by local and national media for homeowners to talk to for stories around SHD, if you would not like to be contacted at all please make sure you tick no so that we don't contact you.

Address information

Postal address, we will be sending you some posters and sponsorship information, if there is no one at home during the day or you don't get post regularly at the address that will be open on the day, please provide another address for us to send to

Insurance

All homes must have a current insurance policy, either house and contents insurance, builders, commercial etc for the building, we have Public Liability Insurance that covers the event.

Complete registration

By agreeing to open for SHD 2019 you agree to all the terms and conditions of SHD, these can be found on the SHD website.

‘Submit’ or ‘Save and Continue Later’

- **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 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 *

Choose File 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.

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.