



# How to register your service

For services and organisations coming to a Bring Your Bills event for the first time

This takes about five minutes. You do not need a code, an account or a password to do it — the first time is deliberately open to anyone, and SECL checks every registration by hand.

## Before you start, have these ready

- The email address you want SECL to reply to
- How many of your team are coming
- One or two sentences on what your service can help with — this is shown publicly
- Your logo, if you have one handy (optional — see step 4)

## 1 Go to the registration page

Type **bringyourbills.org.au/register.html** into your browser and press Enter. There is no login. If someone sent you a link, it goes to the same place.

## 2 Fill in your details

Your name, your organisation, an email address and a mobile number. The email is how SECL gets back to you and the mobile is so they can reach your stall on the day — neither is ever published.

|                                                                        |                                        |
|------------------------------------------------------------------------|----------------------------------------|
| <b>Your name</b>                                                       | <b>Your organisation</b>               |
| <input type="text"/>                                                   | <input type="text"/>                   |
| <b>Contact email</b>                                                   | <b>Contact mobile</b>                  |
| <input type="text"/>                                                   | <input type="text" value="04.. ...."/> |
| So SECL can reach your stall on the day,<br>including in an emergency. |                                        |
| <b>Which event are you attending?</b>                                  |                                        |

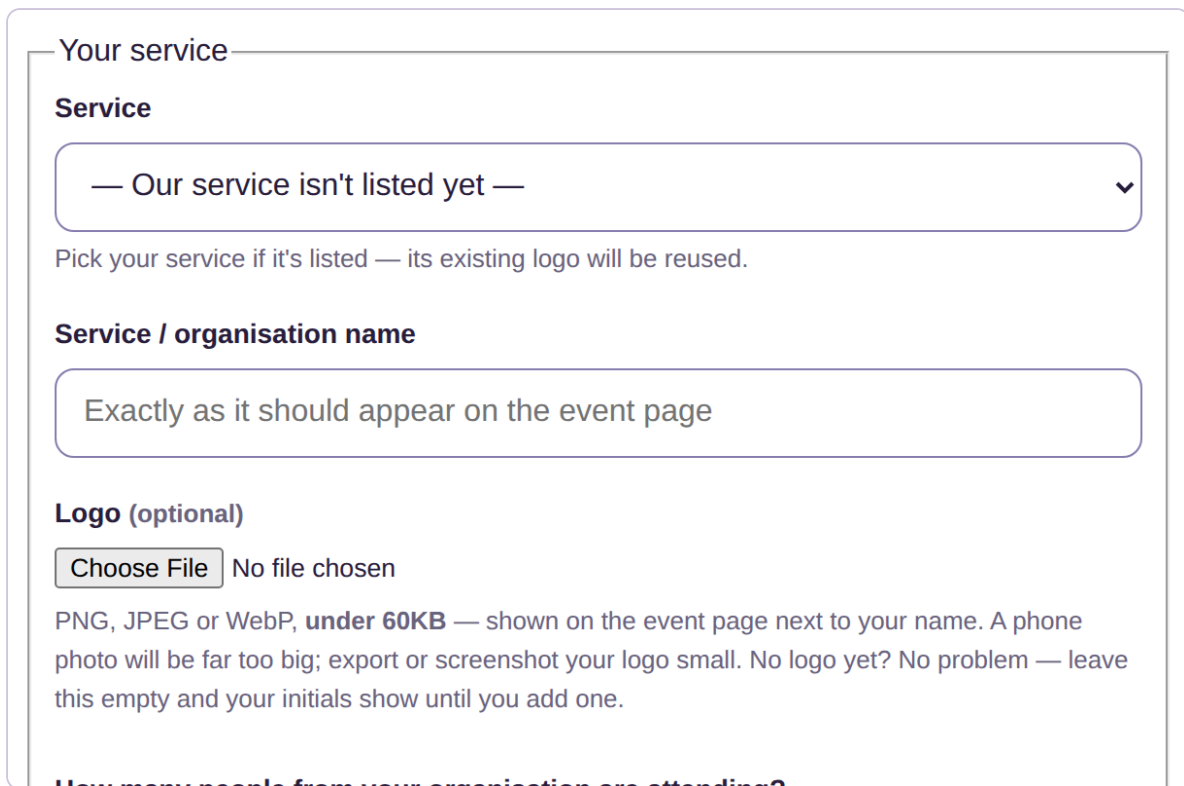
### 3 Choose the event you're coming to

Pick it from the list. The event's details appear underneath, along with the full stallholder information pack if you want to read it.

### 4 Choose your service, and add a logo if you have one

Pick your organisation from the list. If it isn't there, choose **“Our service isn't listed yet”** and type the name exactly as it should appear.

A logo is **optional**. It must be a PNG, JPEG or WebP **under 60KB** — a photo taken on a phone will be far too big, so export or save it small. Without a logo, your initials are shown instead, and you can add one later.



The screenshot shows a registration form with the following sections:

- Your service**: A dropdown menu with the option "— Our service isn't listed yet —" selected.
- Service**: A text input field with the placeholder "Exactly as it should appear on the event page".
- Service / organisation name**: A text input field with the placeholder "Exactly as it should appear on the event page".
- Logo (optional)**: A section with a "Choose File" button and the text "No file chosen". Below this, it states: "PNG, JPEG or WebP, **under 60KB** — shown on the event page next to your name. A phone photo will be far too big; export or screenshot your logo small. No logo yet? No problem — leave this empty and your initials show until you add one."
- How many people from your organisation are attending?**: A text input field.

### 5 Say how many people are coming, and how you can help

The “how we can help” box is shown publicly on the event page, so community members know who to come and see. One or two plain sentences is plenty.

### 6 Read the event-day checklist and confirm it

Seven things SECL asks of every stall — arriving an hour early, bringing your own banners, and so on. Read them and tick the single box underneath. If one of them won't work for your team, tick it anyway and say so in the box below, and SECL will sort it out with you.

### Event-day checklist

What we ask of every service on the day. Please read it and confirm below — if something here won't work for your team, tick it anyway and tell us in the box underneath, and we'll sort it out.

- We'll arrive **an hour before the event starts** and stay for the stallholder briefing.
- We'll bring our own service banners and tablecloths (tables and chairs are provided).
- We'll bring extra power boards and cables if we need access to power.
- We'll bring fully charged phones and devices, plus our own internet connection where possible.
- We'll bring a laptop or tablet to support SECL's data collection.
- We'll test our survey link before the day and make sure we can access it.
- After unloading, we'll move our vehicle to the designated stallholder parking.

☐ We've read the above and will make our best efforts to meet it

### Anything else SECL should know? (optional)

e.g. languages your team speaks, power or space needs

## 7 Press “Register to attend”

A green message confirms it has been sent. Nothing appears on the public website yet — SECL reviews it first.

## What happens next

- A person at SECL reads your registration and approves it. This is not automatic.
- You get an email back with the run sheet, flyer, parking map and evacuation diagram.
- **If this is your service's first time**, that email also contains your **service code** — three groups of letters and numbers, like `ANGE-7K2M-BQF`.
- Your organisation then appears on the event page, with your logo and your “how we can help” note.

### Save your service code somewhere your team can find it

It is the key to three things: recording the people you help on the day, seeing your own numbers afterwards, and asking for changes to an event. SECL can look it up or issue a new one if it goes missing — email [byb@secl.org.au](mailto:byb@secl.org.au).

### Next time is quicker

Your logo and details are already in the system, so registering for the following event takes about two minutes.

## Before the day

- Open **[bringyourbills.org.au/survey.html](https://bringyourbills.org.au/survey.html)** on the device you're bringing, and check it loads. That is where you record the people you help — there is no separate link to wait for.
- Share the flyer through your networks.
- Arrive for bump-in, about 90 minutes before doors. Tables and chairs are provided; bring your banners, power boards, charged devices and your own internet.