



BRING YOUR BILLS · SECL STAFF
bringyourbills.org.au

How we approve a registration

For SECL staff — checking and approving what partners send in

Anyone can send in a stallholder registration without a code. That is deliberate — it keeps the door open for small services. It also means **your approval is the only check** between an imposter and a real organisation's identity on our website. This guide is short, but step 4 matters.

Before you start, have these ready

- The staff passcode — ask your site administrator, it is not written down here
- Your own name (you type it in alongside the passcode)
- Five minutes, without being interrupted, if you're approving a new service

1 Go to the review page

Type **bringyourbills.org.au/review.html** into your browser. It is not linked from anywhere on the site and search engines are told to ignore it, so you have to type it or bookmark it.

2 Enter your name and the staff passcode

Then press **View requests**. Everyone shares one passcode, so the name is how we know who did what — please type your real one.

Your name

e.g. Priya

Recorded against what you view, export or change on this page, so there's a trail. Everyone shares the same passcode, so this is on the honour system — please use your real name.

Staff passcode

View requests

3 Read what they've asked for

Each waiting request is a card: who sent it, what they want, how many staff they're bringing, their public “how we can help” note, how many checklist items they confirmed, and their logo if they attached one.

ATTEND REQUEST04/08/2026, 11:40:00 pm

Event id: 2026-08-25-bring-your-bills-city-of-casey **Attending as:** Kingston Financial Counselling **People attending:** 3 **Contact mobile:** 0400 000 000 **How they can help:** We can help with energy bill concessions, payment plans and the Utility Relief Grant Scheme. **Checklist:** 0 of 7 items confirmed (checklist is optional — follow up on the rest)

Before you approve

- Kingston Financial Counselling is new to the directory — approving adds it to the public site.

From Sam Rivers (Kingston Financial Counselling), sam.rivers@kingstonfc.org.au

Two of our team speak Dari. We'd like a table near a power point.

Approve

Reject

4 Read the amber box, if there is one

“**Before you approve**” only appears when something is worth a second look — a service that is new to the directory, a registration that would **replace an existing organisation's logo**, or a contact address on a personal email domain rather than a work one.

None of these mean “reject”. They mean check you know who this is. Approving publishes their name and logo on our site and hands them a code.

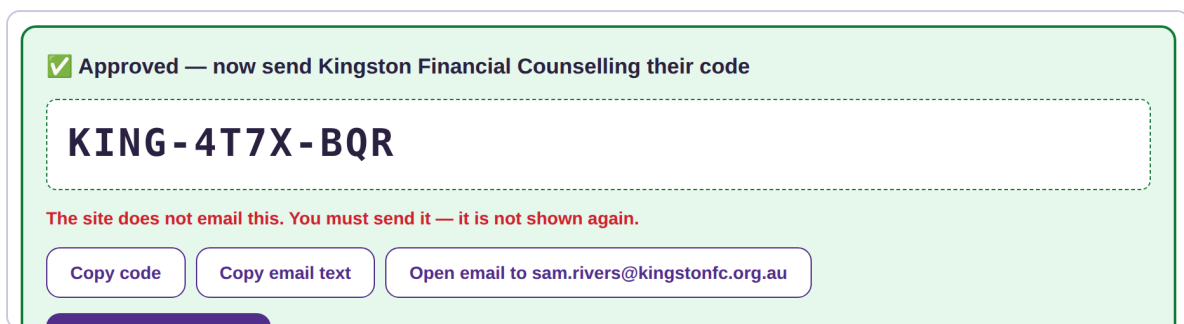
5 Press Approve or Reject

Approve applies it to the live website automatically — there is nothing to edit by hand. **Reject** removes it from the queue.

6 If a service code appears, act on it now

Approving a service's **first** registration creates its service code, and the card turns into a handover panel. **The website does not email anyone. You do.**

Use **Copy email text** for a ready-written message, or **Copy code** and write your own. The panel stays on screen until you press **"I've sent this"**, so it cannot scroll away or be replaced by the next approval.



The screenshot shows a green approval panel. At the top, it says 'Approved — now send Kingston Financial Counselling their code' with a green checkmark icon. Below this, the service code 'KING-4T7X-BQR' is displayed in a large, bold, black font. Underneath the code, a red warning message states: 'The site does not email this. You must send it — it is not shown again.' At the bottom of the panel, there are three buttons: 'Copy code', 'Copy email text', and 'Open email to sam.rivers@kingstonfc.org.au'.

A code that is never sent is a service that can't record anything

If you get interrupted, leave the panel open. If you think one was missed, the registrations page flags every code that has never been used.

Afterwards

- **Recently decided**, lower down the same page, is the history of every approval and rejection.
- The site does not tell the submitter the outcome — email them.
- Their contact details are never published. Only the event details reach the public site.

What gets recorded about you

The name you typed is recorded against what you view, export, change or delete — you can see the last 200 actions under **Recent staff activity** on the registrations page. No personal information goes in that log, only counts and identifiers. It is not proof of identity; it is a record that something happened, which is what we had none of before.

Exported spreadsheets

A registrations CSV is personal information the moment it lands in your Downloads folder. Save it to SECL's network drive and delete the local copy. The log records that the export happened, but it cannot follow the file.