



How to register your service

About five minutes. You don't need a code, a login, or anything from us first.

Why we're asking you to register

Registering helps us keep provider information up to date, plan venue layouts and catering, and make it easier for community members to see which services will be available on the day. It also makes future registrations quicker for participating organisations.

You only do the long version once

Once your organisation is registered, future event registrations can usually be completed in just a few minutes using your service code, which we send you after this one.

Already confirmed you're attending?

You will still need to complete registration so we have current contact details, staffing numbers and service information for this event.

Start here

bringyourbills.org.au/register.html

If you'd rather not type it: this is the **Register your service** page on bringyourbills.org.au. It's a different page from "Let us know you're coming", which is for community members bringing their own bills.

Have these ready

- An **email address** for us to reply to.
- A **mobile number** we can reach on the day.
- **How many of your team** are coming.
- **One or two sentences** on what your service helps with — this one goes on the public event page, so people know who to come and see.
- Your **logo**, if it's handy — optional, and only ever needed once.

The five steps

1 Open the page and fill in your details

Your name, your organisation, an email address and a mobile number. The email is how we get back to you; the mobile is so we can find your stall on the day. **Neither is ever published.**

2 Pick the event

Choose it from the list. The date, time and venue appear underneath, along with the full stallholder pack — the run sheet, what's provided, what to bring — if you want to read it.

3 Choose your service — or add it

If your organisation is already in the list, pick it and your logo comes with it.

If it isn't, choose **"Our service isn't listed yet"** and type the name *exactly* as it should appear publicly.

A logo is optional: PNG, JPEG or WebP, **under 60KB**. A phone photo will be far too big — export or screenshot it small. Without one, your initials show instead, and you can add one later.

4 Headcount, and how you can help

How many people are coming, and a short plain-English line about what you do. Two sentences is plenty. That line appears on the event page next to your name.

5 Read the event-day checklist, tick the box, and send

Seven things we ask of every stall — listed below. Read them and tick the single box underneath. If one won't work for your team, tick it anyway and say so in the box below it, and we'll sort it out with you.

Then press **Register to attend**. A green message confirms it's been sent.

What we ask on the day

- Arrive **an hour before the event starts**, and stay for the stallholder briefing.
- Bring your own banners and tablecloths — tables and chairs are provided.
- Bring extra power boards and cables if you need power.
- Bring charged devices, and your own internet if you can — venue Wi-Fi slows under load.
- Bring a laptop or tablet, to record who you helped.
- Test your survey link before the day.
- Move your vehicle to stallholder parking once you've unloaded.

Provided: tables and chairs, lunch and drinks (vegetarian, vegan and halal), a concierge desk directing people to the right services, interpreters through TIS, and private rooms for one-on-

What happens next

1. **SECL reviews your registration and publishes your service information on the event page.** A person does this, so it won't appear the instant you press send.
2. **You get an email back** with the run sheet, the flyer, the parking map and the evacuation diagram.
3. **Your organisation appears on the event page** — name, logo, and your "how we can help" line — so people can see you'll be there.

First time? That email also has your service code

Three short groups of letters and numbers, like ANGE-7K2M-BQF . Save it somewhere your team can find it.

It's the key to three things: recording the people you help on the day, seeing your own numbers afterwards, and registering for future events in about two minutes instead of five.

Lost it? Email byb@secl.org.au and we'll look it up.

One page to remember, once you have your code

bringyourbills.org.au/hub.html — enter your code once and every page you need appears as a link: the on-the-day survey, your own impact numbers, event materials, and registering for the next event.

What's public, and what isn't

PUBLIC ON THE EVENT PAGE	HELD PRIVATELY BY SECL
Your organisation's name	Your name
Your logo	Your email and mobile
Your "how we can help" line	Your headcount and any notes

Your own details are kept for five years and then deleted. Ask us to change or remove anything at any time: byb@secl.org.au. Full detail in plain words: bringyourbills.org.au/privacy.html.

If something goes wrong

WHAT YOU SEE	WHAT TO DO
The logo won't upload	The form tells you why — usually over 60KB, or an SVG or HEIC rather than a PNG. Leave it

empty and email it to us instead; nothing else changes.

Your event isn't in the list

Only upcoming events appear. If the one you want is missing, email us.

Nothing happens when you press Register

A field is probably still empty — the page will point at it. Everything except the logo and the last note box is needed.

You'd rather not use the form at all

Email byb@secl.org.au with your organisation, numbers and what you help with, and we'll register you ourselves.
