

Instructions for Banksia's Entry Portal

For technical support, contact support@informed365.com

All other queries should be directed to hello@banksiafdn.com

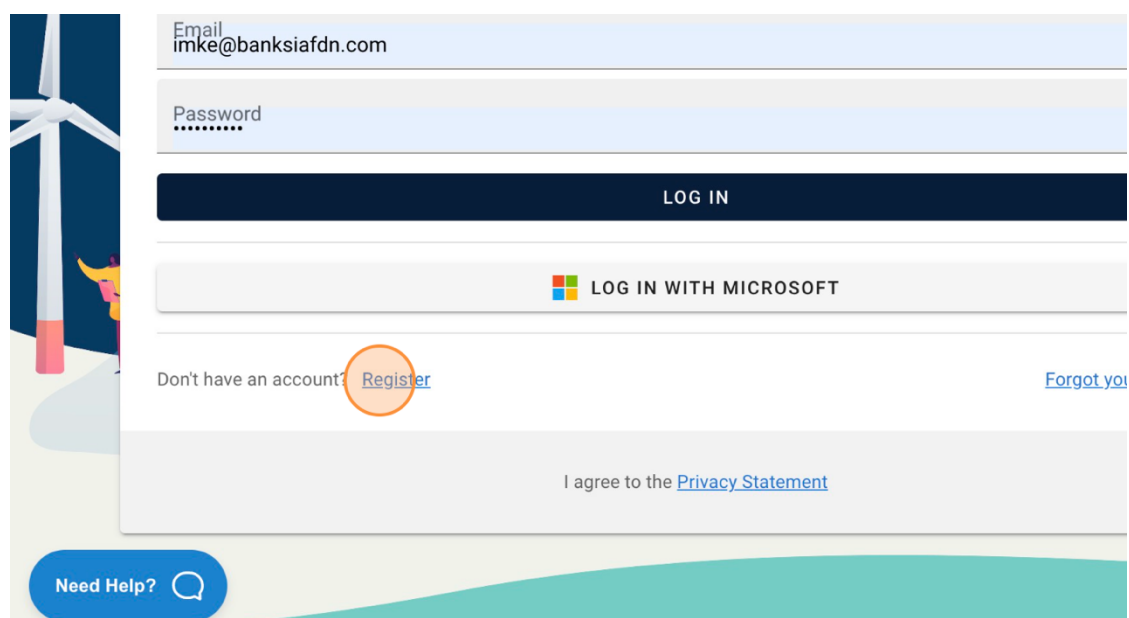
Please note that these instructions are applicable to the Banksia National Sustainability Awards, NSW Sustainability Awards and APCO Annual Awards.

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Create a new account

1. Go to <https://banksia.informed365.com/register>



Email
imke@banksiafdn.com

Password
.....

LOG IN

LOG IN WITH MICROSOFT

Don't have an account? [Register](#) [Forgot your password?](#)

I agree to the [Privacy Statement](#)

Need Help? 



2. Enter your contact details



Create an account

First name 

Last name

Email
ceo@banksiafdn.com

Password
.....

3. Agree to the Terms of Use and pay special attention to the password requirements



Last name
Test

Email
ceo@banksiafdn.com

Password
.....

 I agree to the [Terms of Use](#).

Password complexity requirements

- minimum 1 uppercase character (A-Z)
- minimum 1 lowercase character (a-z)
- minimum 1 digit (0-9)
- minimum 1 special character (punctuation)
- minimum 10 characters

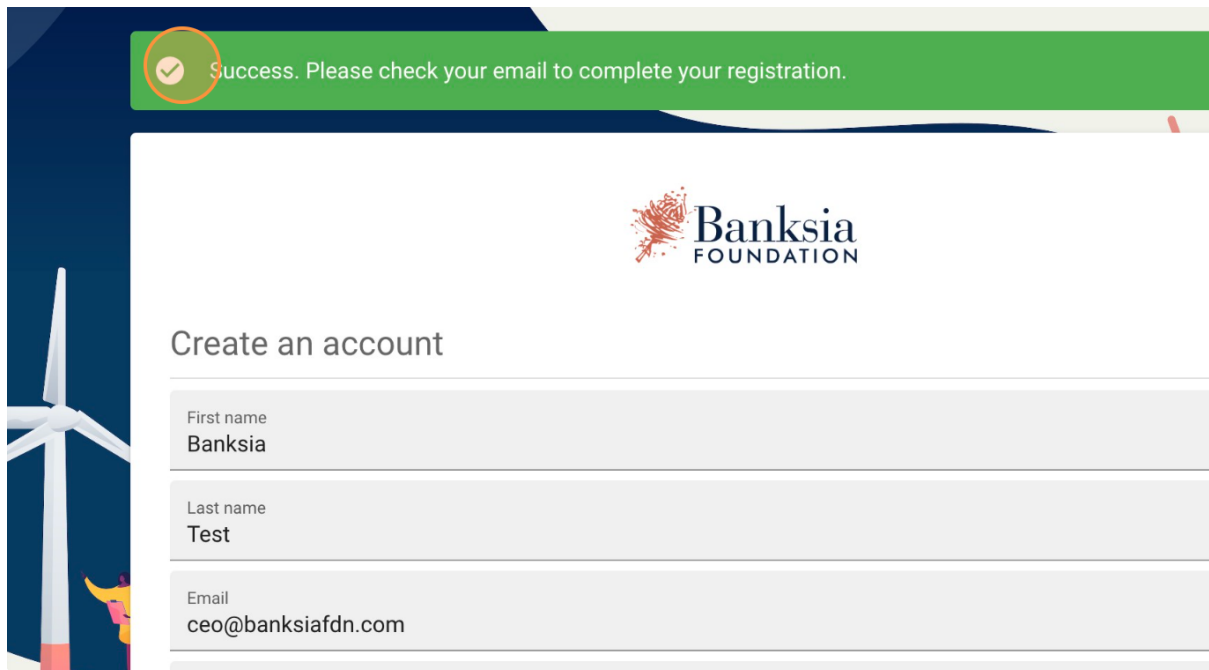
REGISTER 

Need Help? 

Already have an account? [Log in](#) 



4. Click register. You should see the green 'Success' ribbon when you scroll to the top of the page



A screenshot of a web browser showing the Banksia Foundation registration page. At the top, a green success banner with a checkmark icon and the text "Success. Please check your email to complete your registration." is visible. Below the banner, the Banksia Foundation logo is centered. The main heading is "Create an account". The registration form has three fields: "First name" with the value "Banksia", "Last name" with the value "Test", and "Email" with the value "ceo@banksiafdn.com". A wind turbine illustration is on the left side of the page.

Success. Please check your email to complete your registration.

Banksia
FOUNDATION

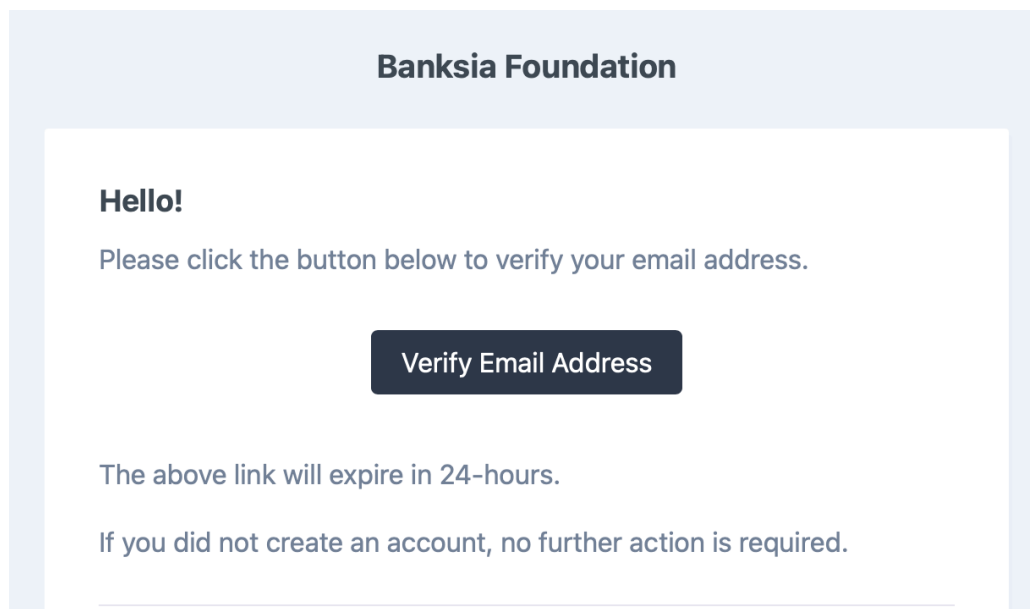
Create an account

First name
Banksia

Last name
Test

Email
ceo@banksiafdn.com

5. Check your inbox and verify your email address. This email will be sent from Informed 365 support@informed365.com



An email verification page from Banksia Foundation. The header is "Banksia Foundation". The main content starts with "Hello!" followed by the instruction "Please click the button below to verify your email address." Below this is a dark button labeled "Verify Email Address". Further down, it states "The above link will expire in 24-hours." and "If you did not create an account, no further action is required." The page has a light blue background with a white content area.

Banksia Foundation

Hello!

Please click the button below to verify your email address.

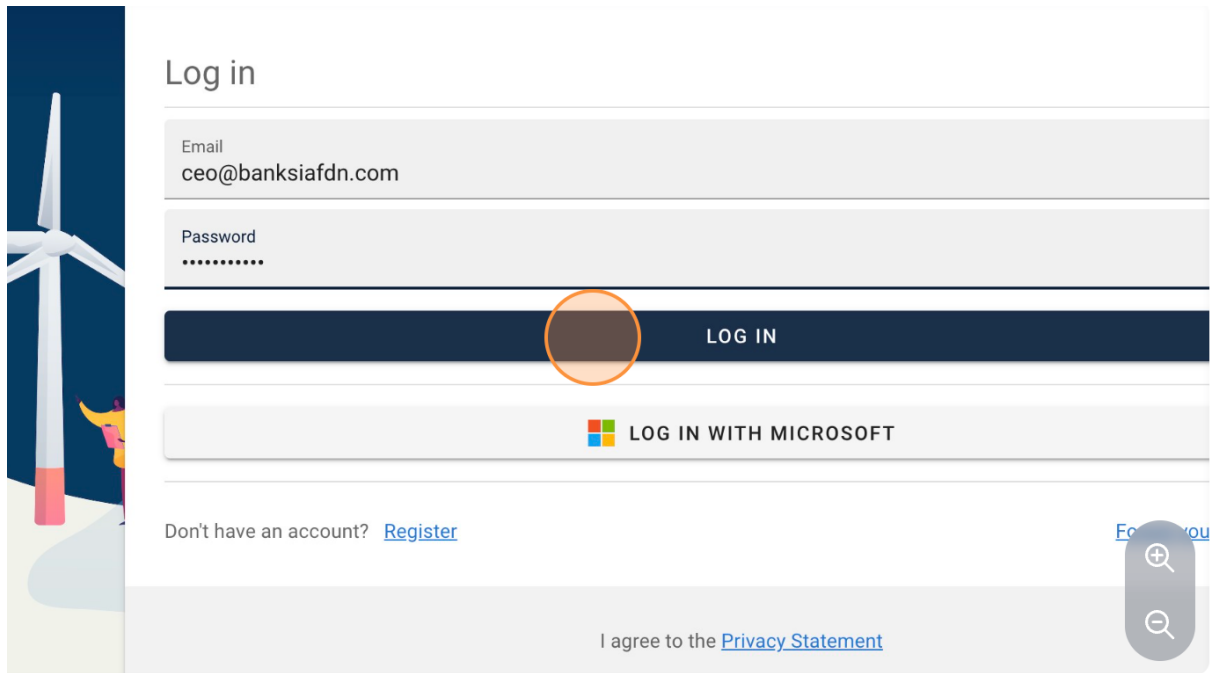
Verify Email Address

The above link will expire in 24-hours.

If you did not create an account, no further action is required.

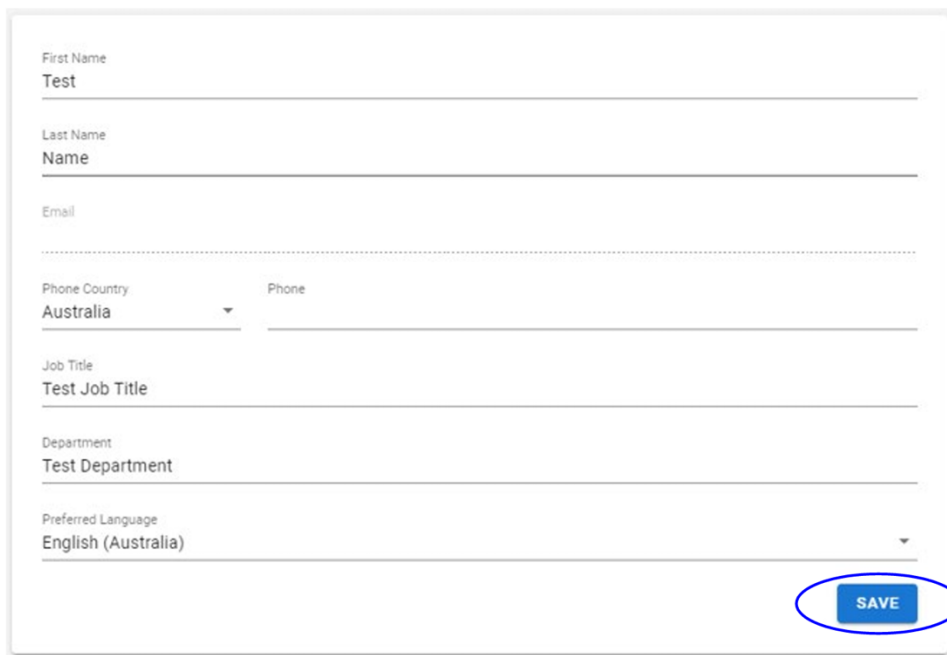


6. Log in using your new account details



The screenshot shows a 'Log in' form on a website. On the left is a vertical banner image of a wind turbine. The form has two input fields: 'Email' with the text 'ceo@banksiafdn.com' and 'Password' with masked characters. Below these is a dark blue 'LOG IN' button, which is circled in orange. Underneath the button is a 'LOG IN WITH MICROSOFT' option with the Microsoft logo. At the bottom left of the form, it says 'Don't have an account? [Register](#)'. At the bottom right, there is a link 'Forgot your password?' and a checkbox 'I agree to the [Privacy Statement](#)'. On the far right edge, there is a vertical search bar with a magnifying glass icon.

7. You will be directed to My Profile page. Please insert your phone number, however you are not required to insert your Job Title and Department. Click Save.

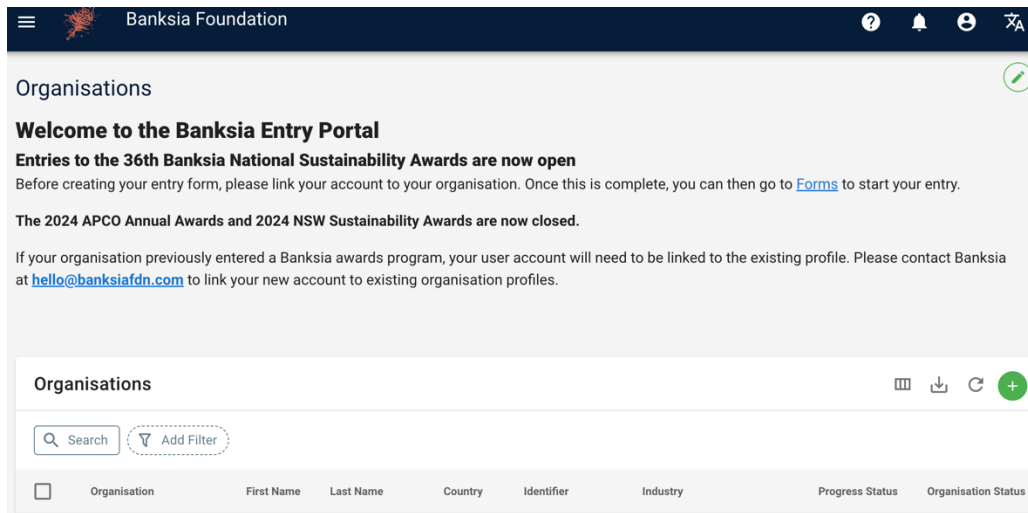


The screenshot shows a 'My Profile' form. It contains several input fields: 'First Name' (Test), 'Last Name' (Name), 'Email', 'Phone Country' (a dropdown menu showing 'Australia'), 'Phone', 'Job Title' (Test Job Title), 'Department' (Test Department), and 'Preferred Language' (English (Australia)). A blue 'SAVE' button is located at the bottom right of the form and is circled in blue.

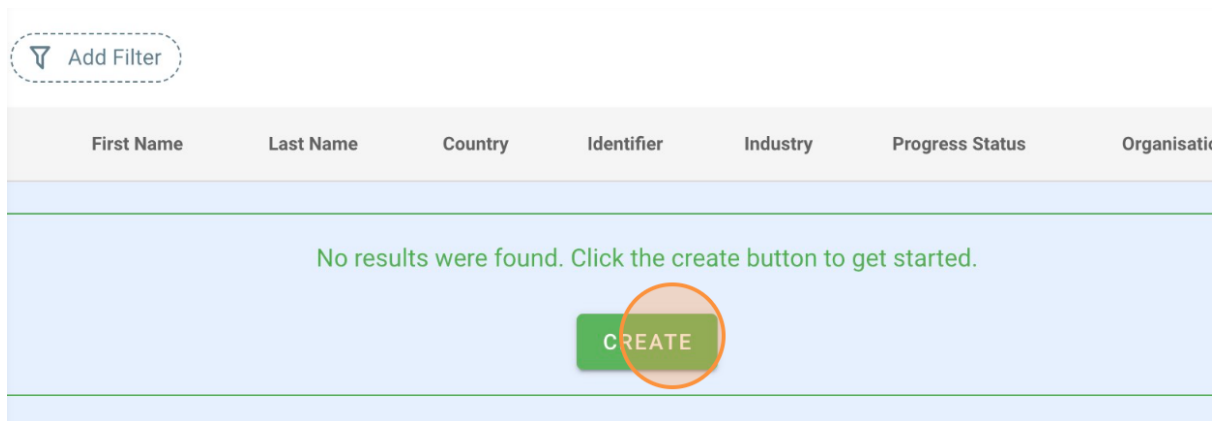


Linking your organisation

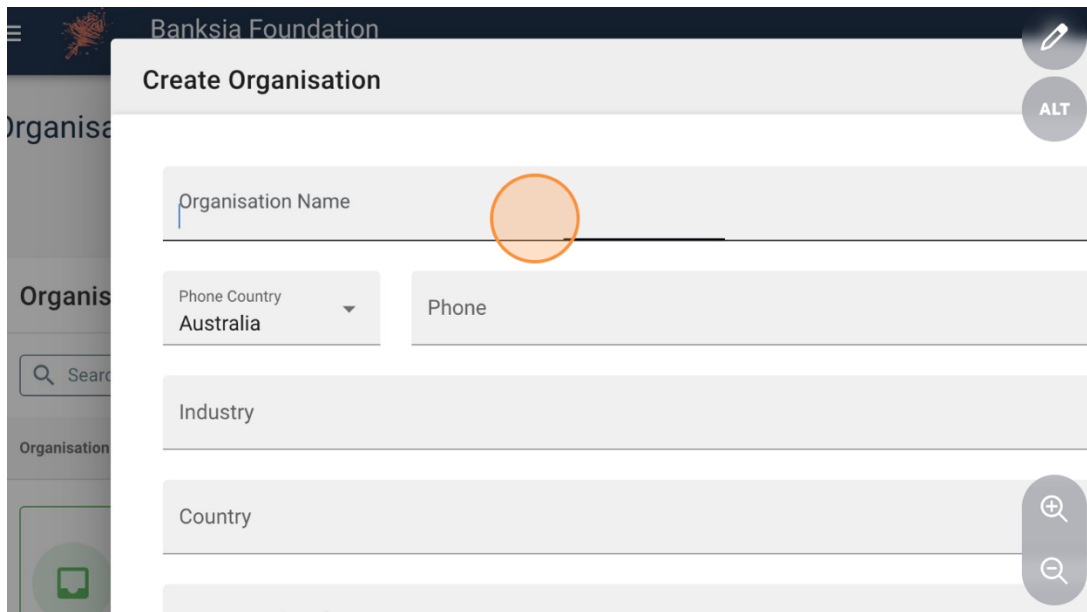
8. Once logged in, you will land on the Organisation page.



9. Click on Create to make an Organisation Profile. Awards entries are submitted on behalf of organisations and not users. Therefore, you must link your user account to an organisation.



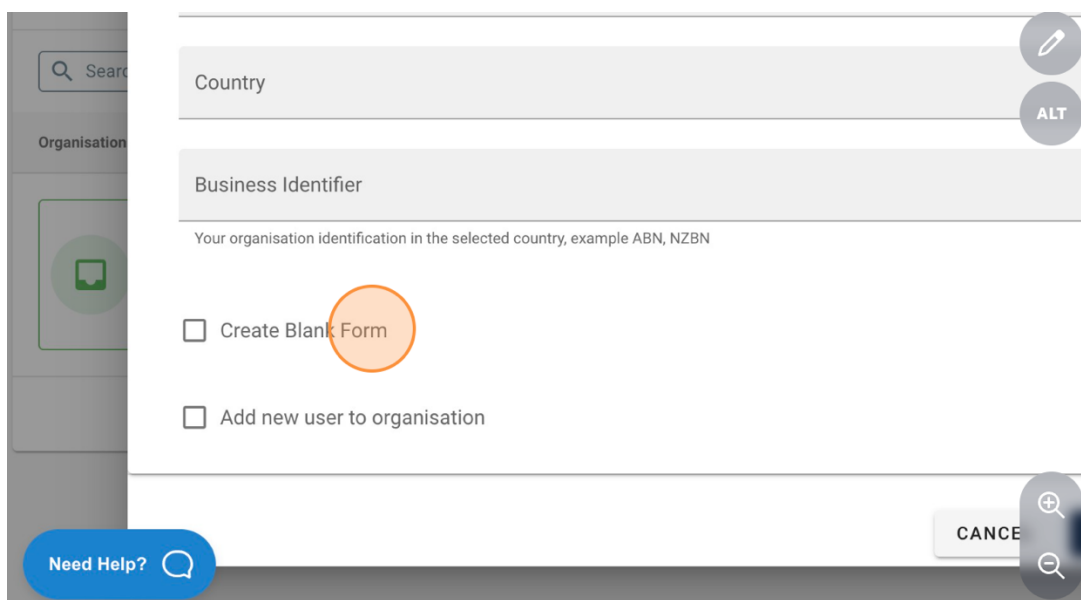
10. Insert your organisation's name and ABN. You do not need to fill out the phone, number, industry or country.



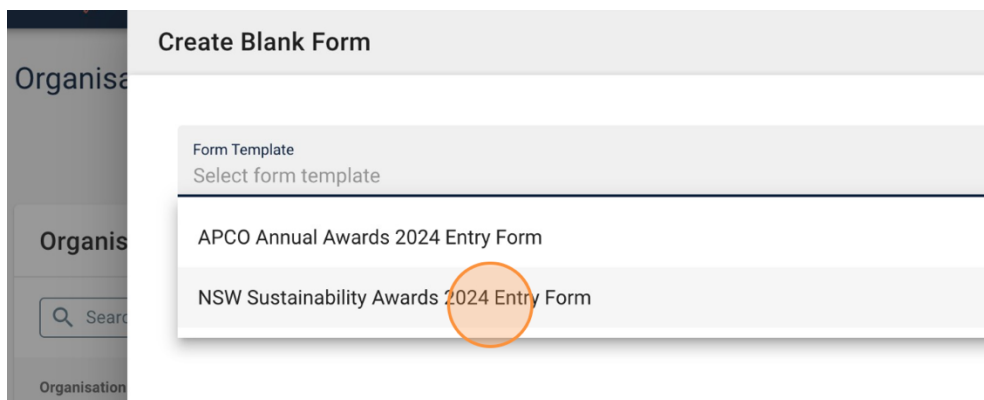
Warning

If your organisation has previously entered the Banksia Awards, you will receive a warning message and will not be able to continue. Email hello@banksiafdn.com to link your new user account to the existing Organisation Profile.

11. Tick Create Blank Form and Save and continue



12. Select the Award Program you wish to enter. Press Save and Okay.



The screenshot shows a web interface for creating a form. At the top, there's a header 'Create Blank Form'. Below it, a dropdown menu is open under the label 'Form Template'. The dropdown lists two options: 'APCO Annual Awards 2024 Entry Form' and 'NSW Sustainability Awards 2024 Entry Form'. The second option is circled in orange. To the left, a sidebar is partially visible with the word 'Organisation' and a search bar.

Your Organisation Profile and form should now have been successfully created.

Using existing accounts

If you have previously entered the National Banksia Sustainability Awards, NSW Sustainability Awards and APCO Annual Awards, you can use the same user account for all award programs.

If your user account is not linked to an 'already created' organisation, please contact Banksia at hello@banksiafdn.com to link your user account to an existing Organisation Profile.

Team Collaboration

To view other users linked to your Organisation Profile:

1. Go to the 'Organisation' section.
2. Click the blue hyperlink with your organisation name.
3. Click 'Users' to see the names of individuals with access to your Organisation Profile.

To invite additional team members to work on the same form:

1. Go to the 'Organisation' section.
2. Click the blue hyperlink with your organisation name.
3. Navigate to the 'Users' section and press the green 'Create' button.
4. Input your team members' details and invite them to your Organisation Profile.

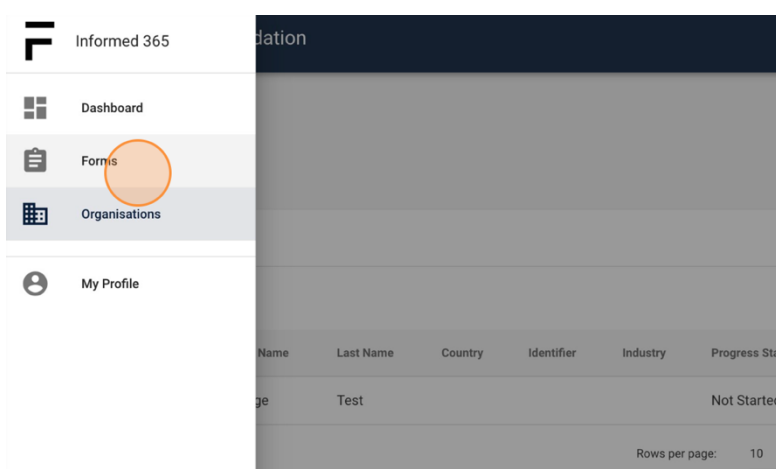


If you want to submit on behalf of an organisation different from your previous entry, you can link your user account to more than one organisation and choose which organisation to create a form for. Please follow the instructions in the 'Linking your organisation' section to do so.

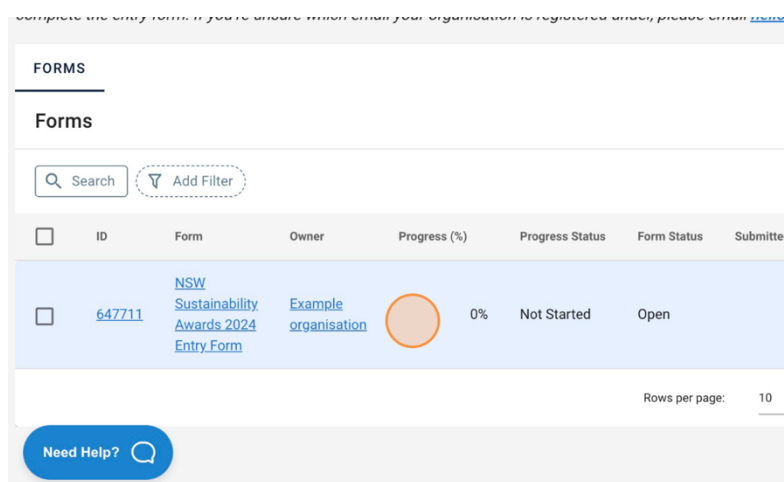
Creating your Entry Form

Please note that your user account must already be linked to an Organisation Profile to proceed.

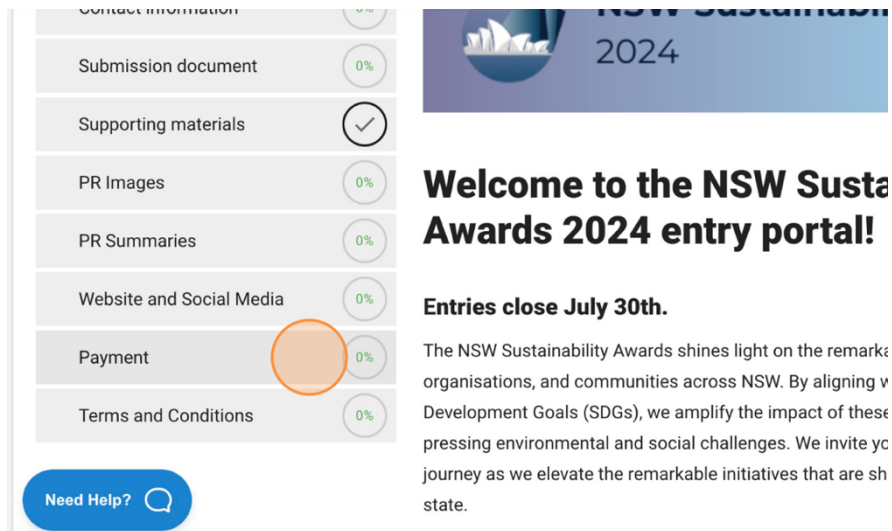
1. Open the lefthand navigation menu and go to Forms.



2. Here you will find previous Entry Forms for your organisation, and/or the Entry Form you just created while registering your organisation. Alternatively, click on the green button to create a new form and choose which Award Program you wish to enter.
3. Click anywhere along the form to open.



4. Complete the different sections of the Entry Form. This will be automatically saved, and you can go back and add additional information at a later time. Multiple users can work on the same Entry Form if they are all linked to the same Organisation Profile.



Welcome to the NSW Sustainability Awards 2024 entry portal!

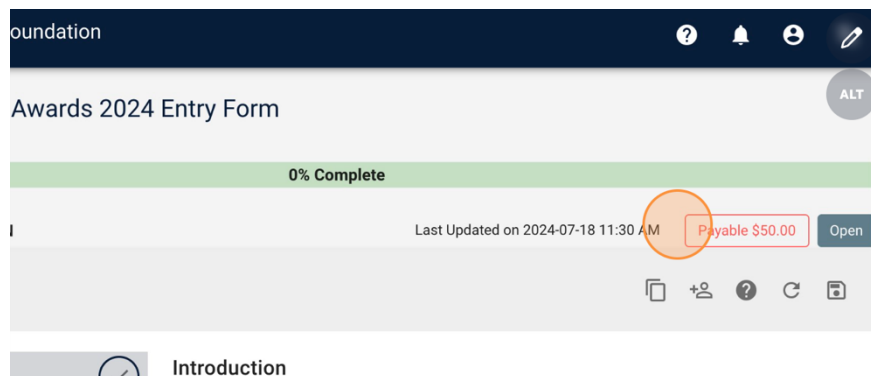
Entries close July 30th.

The NSW Sustainability Awards shines light on the remarkable organisations, and communities across NSW. By aligning with the United Nations Sustainable Development Goals (SDGs), we amplify the impact of these pressing environmental and social challenges. We invite you to join our journey as we elevate the remarkable initiatives that are shaping our state.

5. Once you have entered all the required fields, your application will show 100% complete. The green Pay Now button will now appear at the bottom of the screen. You can then pay via Stripe and submit your Entry Form. Once your form is 'closed', you cannot reopen it unless you request assistance from hello@banksiafdn.com.

Warning

Please note that the default price setting will show \$50. This will stay that way until you select your entrant type under the 'Payment' section. Once you do this, the price in the top right will change to reflect your price.



foundation

Awards 2024 Entry Form

0% Complete

Last Updated on 2024-07-18 11:30 AM

Payable \$50.00

Open

Introduction

