



How to submit your property or garden for a virtual Sustainable House Day (SHD)

While this year's SHD will be a virtual event, we are trying to keep as many of the usual processes for the in-person event the same for homeowners, so we can easily transition back to an in-person event in 2021. This means that we won't be making changes to the data collected from homeowners, in the house application process. We will instead be asking some additional questions of homeowners once they register, as well as not making elements of the in-person only relevant sections of the form visible to the public this year.

Opening for the first time?

For those opening for the first time, you can find the instructions below, as well as some general advice located toward to the end of this document.

Have you opened your home or garden before?

If you have opened a home previously, you will find some support in this guide on page 2.

If after reading this guide, you are having any trouble completing your profile, or have further questions, please contact us at shd@renew.org.au

Creating a house profile for the first time

*Users who have previously opened on SHD, go to page 2 of this document

1. Go to <https://sustainablehouseday.com/> website and login. If you do not currently have a user profile for Sustainable House Day, you will need to create a (free) username and profile:

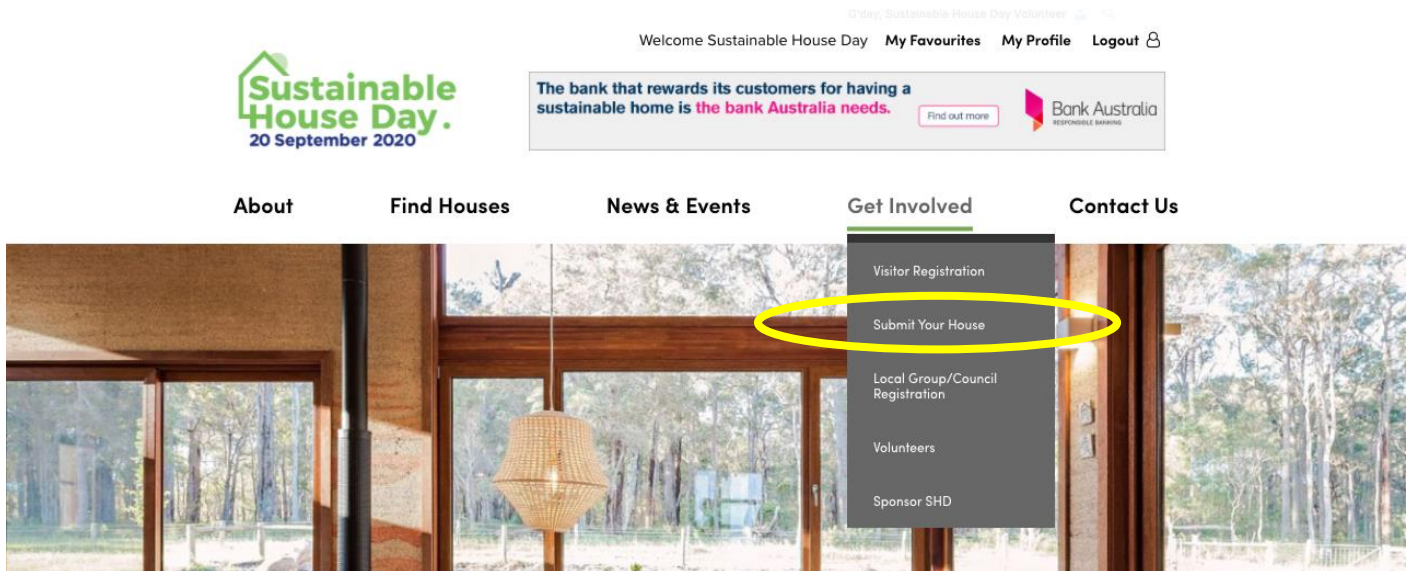
Previously registered as a SHD visitor? – If you have previously visited homes but have not opened one, you will need to log in to your same account and upgrade your profile to “Become a homeowner”.

*If you need to reset your password, just make sure you check your junk folder for the reset email

Become a house owner

Yes

- Once you are logged in click on 'Get Involved' in the top right of the screen and click the 'Submit Your House' tab:



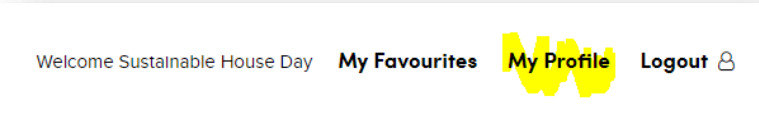
The screenshot shows a webpage titled 'Submissions for 2020 are now open'. It features an image of a modern house with solar panels. The text on the page reads: 'Upcycle your knowledge on Sustainable House Day. Have you worked hard to make your house more sustainable? Do you have knowledge to share with your neighbours? Wish to help others reduce their footprint on the earth? Open your house for Sustainable House Day – Sunday 20th September 2020. Invest in your neighbourhood by opening your home and sharing your passion and knowledge of sustainable living. Let your house inspire and educate others as you share your journey of what worked, what didn't and how it has changed your way of living. By opening your home in 2020 you can upcycle your knowledge to others and encourage the continued growth of healthy home practices. All homes participating in Sustainable House Day must have a minimum of four sustainable features. The sustainable feature can be anything that goes towards sustainable lifestyles, energy saving and healthy home practices. If you are unsure, please review this list of House Details Specifications to be used as a guide. All homes are subject to a final approval process by the national organising committee. Download our How to submit your home info sheet, it will provide advice and information for submitting your home for SHD.' At the bottom of the page, there is a green button with the text 'SUBMIT YOUR HOUSE FOR 2020 HERE' highlighted with a yellow oval.

- Once in the 'submit your home' page, click 'Submit your house for 2020 Here' at the bottom of the page:

- Once you are registered as a homeowner you can now complete the **House, Garden or Commercial Property Profiles**. Each house profile will take approximately 20-30 minutes depending on the information you would like to submit. Please try to include as much as possible, including R values for insulation; costs and costs savings associated with your sustainability features. Please find more information to help you complete the form toward the end of this document.

5. You can choose to submit or save your profile and complete at a later date. We encourage you to submit your house for consideration as soon as possible, so we have lots of time to consider your application, work with you to attain any additional information required. We also want to ensure we have a good lead time so we can promote your house or garden. **Applications for 2020 house and garden applications are due on Monday July 20 2020.**
6. Any questions or issues, please don't hesitate to contact us at shd@renew.org.au

Existing homeowners opening for 2020:

1. All previously registered SHD homeowners will have an existing account. You will need to use the username and password to access your account. If you need to reset a forgotten password, once you request a reset, just make sure you check for an email from "WordPress" that will have details on setting a new password (this may be in your junk folder)
2. Go to **'My Profile'** whilst you are logged in. You will know if you are logged 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.A screenshot of a user profile navigation bar. It contains the text 'Welcome Sustainable House Day' followed by 'My Favourites', 'My Profile' (highlighted in yellow), and 'Logout' with a user icon.
3. Once in your profile you will be able to see all of your previous listings, any saved (but not submitted) listings, as well as three buttons at the bottom for creating a **new** house, garden or commercial property listing (if you have more than one property you'd like listed on the day).



The bank that rewards its customers for having a sustainable home is the bank Australia needs. [Find out more](#)

User Profile

My Listings

You can edit or view your house profile(s) at any time.

Your Saved Listings

You have no saved listings

Create A New Listing

You can now create separate listings for your house, garden or commercial property.

Simply click the relevant button below

[A HOUSE](#) [A GARDEN](#) [A COMMERCIAL PROPERTY](#)

To submit an existing property for 2020:

1. Click on the property that you want to open in “My Listings”. Go in and edit the house profile, completing the questions relevant to 2020 – the form will step you through which ones these are (includes agreeing with the terms and conditions for this year, and agreeing that you’re happy to open virtually for 2020).

To submit a new property:

1. Click on the House, Garden or Commercial Property Button to create a new profile
2. Complete the details in each page before and submit the form

General advice for new and existing users on how to complete and submit a profile:

Page 1 of 6

- House/Garden/Commercial Property 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 – we are collecting addresses this year but they will not be displayed at all for 2020.
- Display full address – while we are keeping this part of the form, as mentioned previously we are not displaying this information this year. Only information on what state and suburb the property is located in will be recorded.
- Council – this is important data to help us let councils know how many residents are opening in their areas 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 – we are still refining this information and schedule for the day of Sustainable House Day. While this part of the form remains for the virtual event, we will be in touch with people separately to arrange virtual opening times
- Display full address – Not required this year
- House Open Style – please select the “opening virtually” option
- Community Group – If you are working with a community group please acknowledge them here
- 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. We are still working out how we manage this online, and there will be further details on this soon.*

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.

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

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.