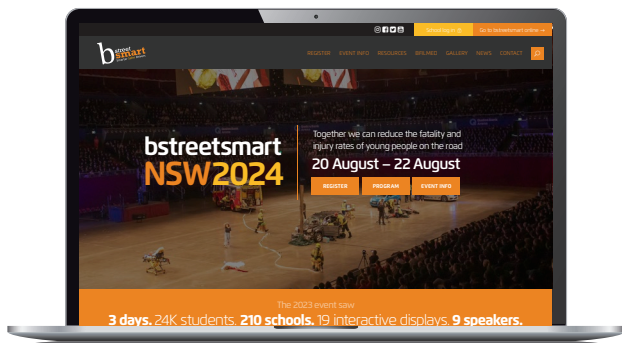
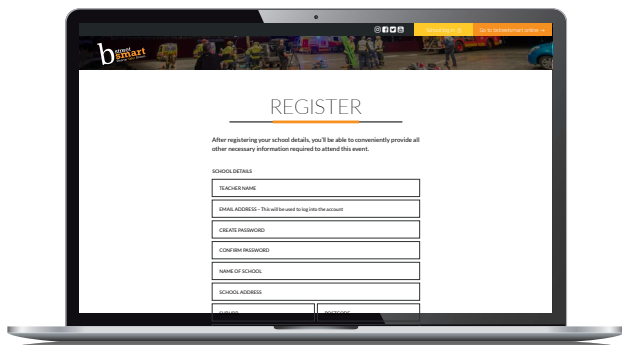


bstreetsmart registration guide

bstreetsmart.org



bstreetsmart.org



bstreetsmart.org/register

New registration page

This year, in addition to registering for bstreetsmart 2024 via our website, school teachers will now be able to amend their booking, print the invoice, amend invoice with purchase order (if required), pay the invoice, add teacher numbers, advise coach transport and enter any special requests (e.g., wheelchair, hearing impaired) all within the bstreet school dashboard. We have kept the design simple!

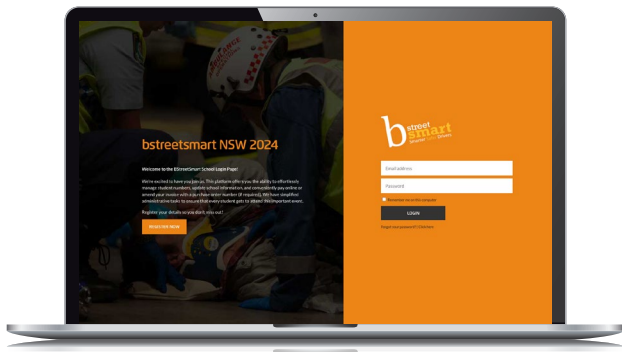
Once a teacher has created their login for the school, the teacher will be able to log back in at any time and amend your booking/invoice. Please note, numbers are limited so if you change to a different day or increase your student numbers, the system may not let you amend your original booking.

We do ask you to be accurate with student numbers to ensure as many schools as possible can attend the event.

We understand using a new system may be confusing. If you have any questions, after reading the guide, please do not hesitate to contact Chapin.
chapin@bstreetsmart.org | phone (02) 8890 7458

bstreetsmart registration guide

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bstreetsmart.org/login

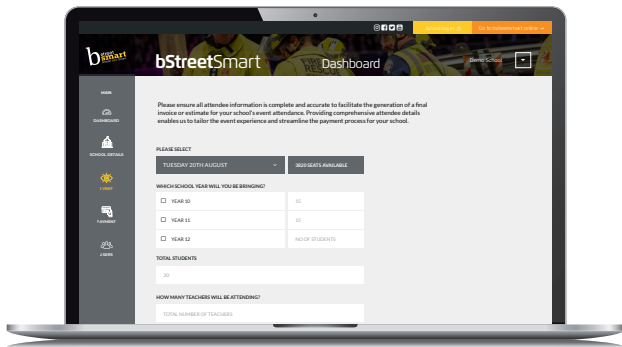
School Dashboard

Now that you are registered, you can use your email address and password to log on at anytime. Once you log in, you can see further information about the event. Use the left side (grey) areas to click on the information you are looking for such as updating your school details or teacher contact, to pay your invoice, amend student numbers, add request for wheelchair accessible seating, advise arrival transport etc.



bstreetsmart registration guide

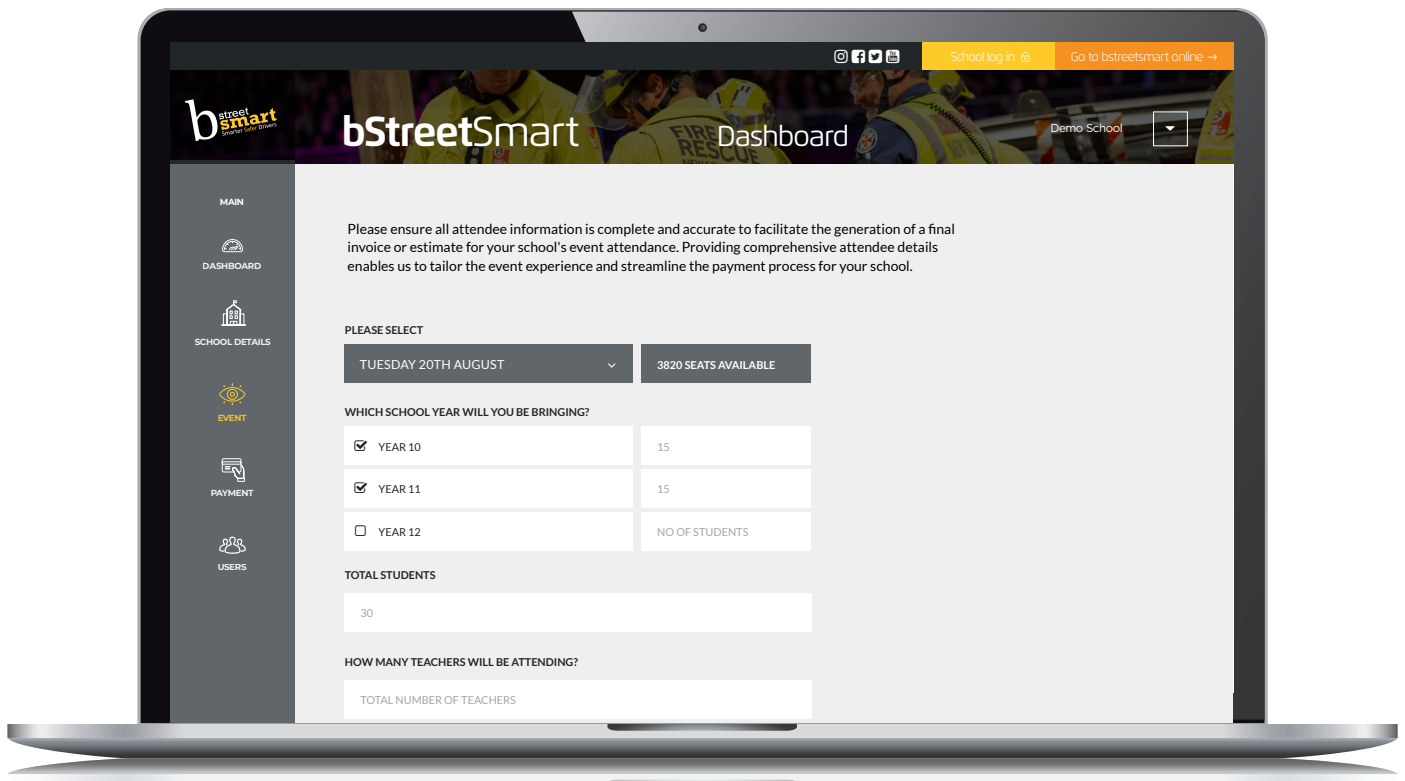
bstreetsmart.org



Dashboard > Event

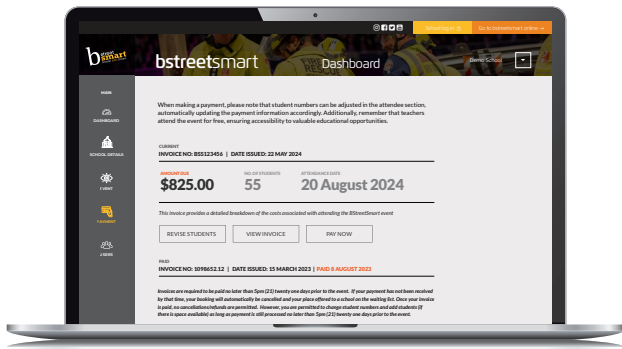
Event information

If you click on the 'BOOK NOW' button on the left in the teacher's portal you will see the following screen. You can select the date, years and student numbers you wish to have attend. Teachers are free to attend.



bstreetsmart registration guide

bstreetsmart.org

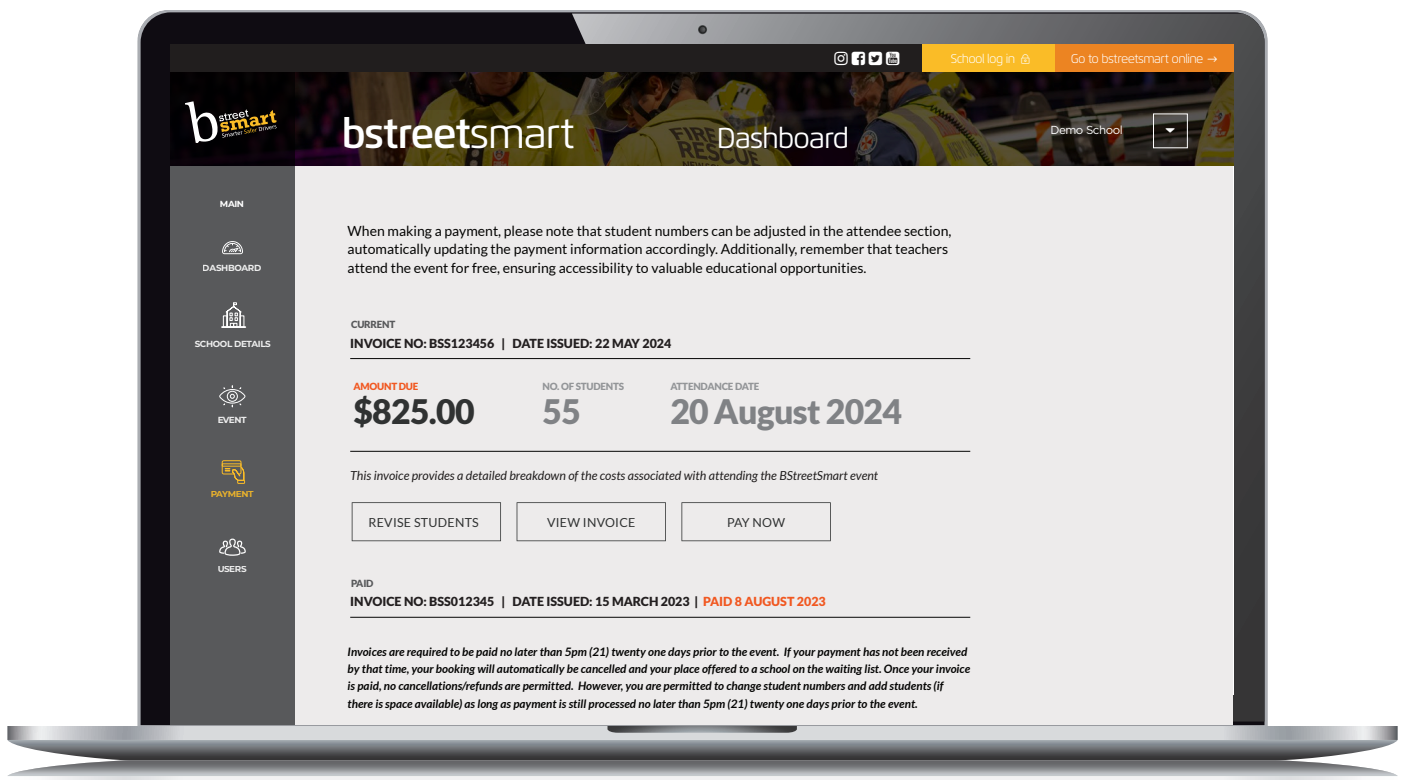


Payment

On the PAYMENT page you can amend student numbers, view invoice or pay invoice. Payments can be made through our secure online payment gateway using a credit card. Simply click the PAY NOW to access the credit card payment page. Payment can also be made via EFT. All payments will be received by the Westmead Hospital Foundation.

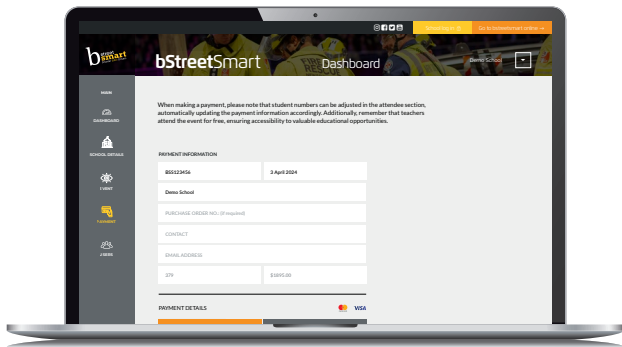
EdConnect details

Westmead Hospital Foundation
Vendor ID 100357055



bstreetsmart registration guide

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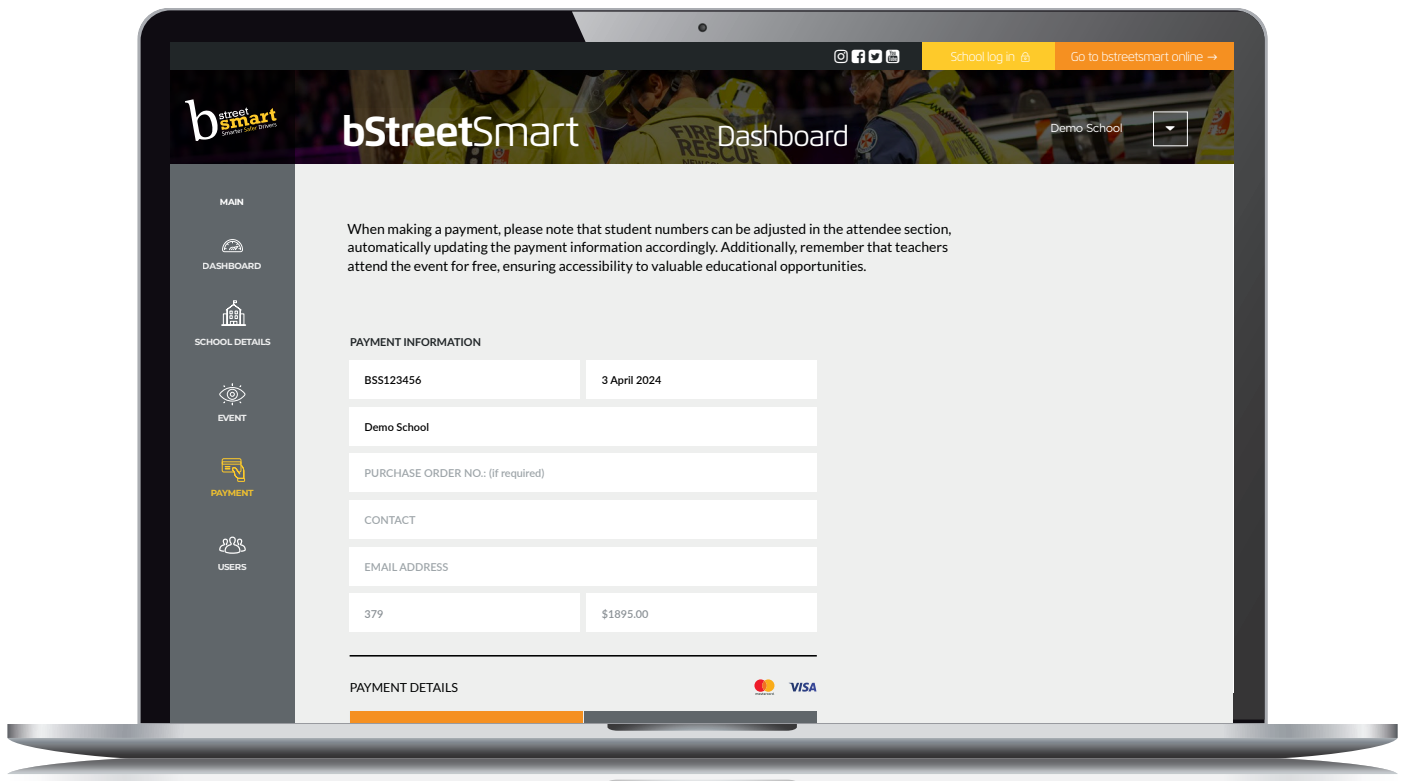
Dashboard > payment > pay now

Pay online

You can now pay with your credit card or pay via EFT. When making payment via EFT please provide the EFT reference number in the area provided so we can confirm that your payment has been received.

Payment made via EFT will show bank details. After payment has been processed you will receive a payment receipt to the email you are logged in with. These can be forwarded to your school accounts department.

Please note: Credit card payment will not be accepted via PayPal as per previous years. They will be processed via the website and will attract a processing fee.





Receipts will be sent to your email address

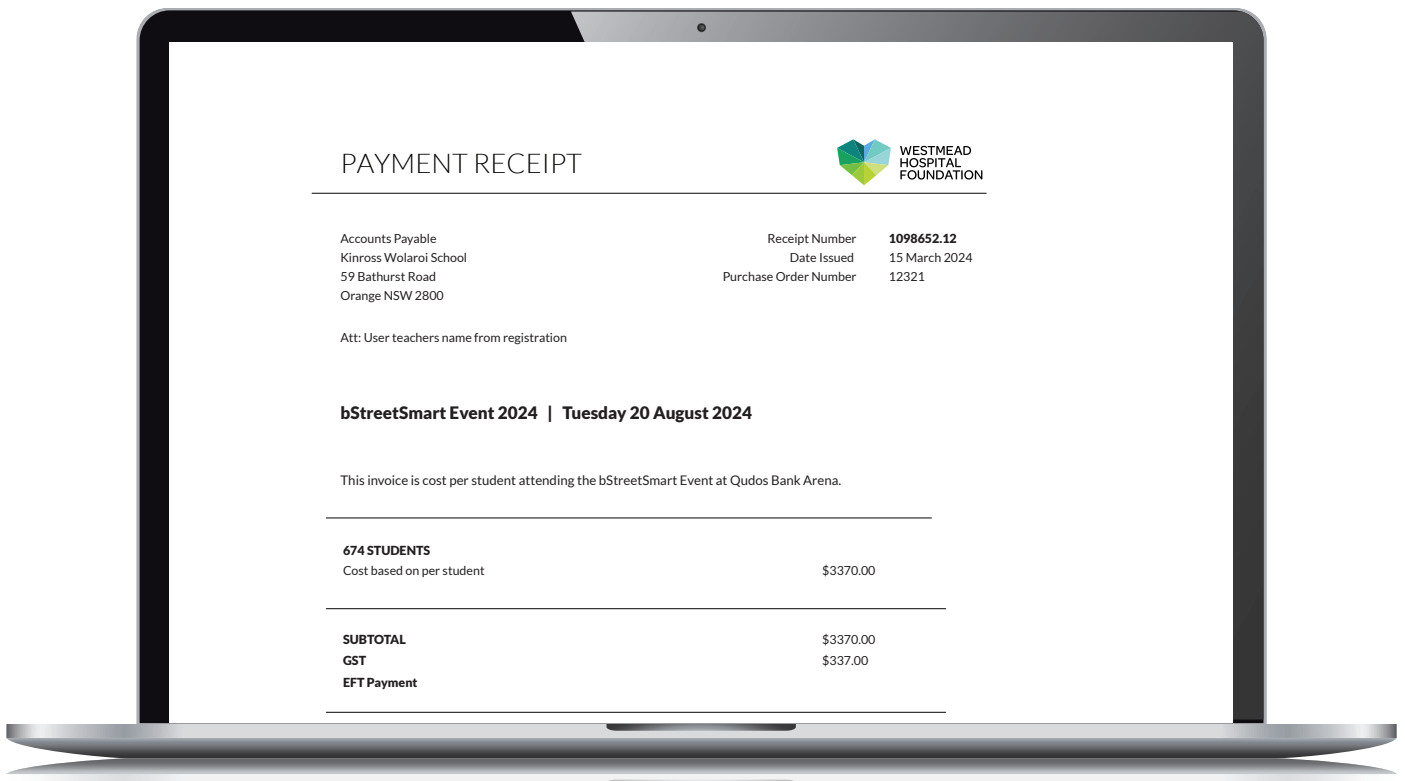
Payment Receipt

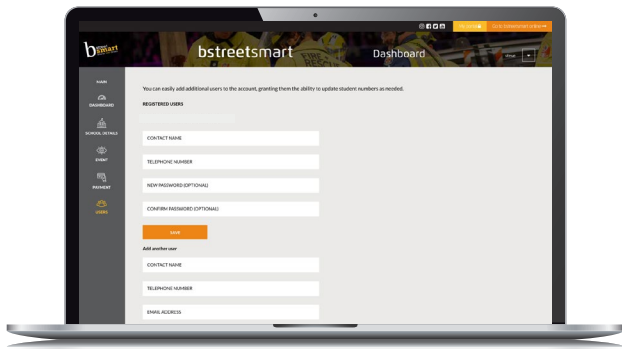
After you have paid via credit card or we have confirmed payment via EFT you will receive a payment receipt via email.

Invoices and receipts will be issued by Westmead Hospital Foundation who are the recipients of all payments.



Westmead Hospital Foundation is a registered charity with the Australian Charities and Not for Profit Commission (ACNC) and all donations are 100% Tax deductible as the charity is registered with the Australian Taxation office (ATO) and holds a the Deductible Gift Recipient status (DGR).

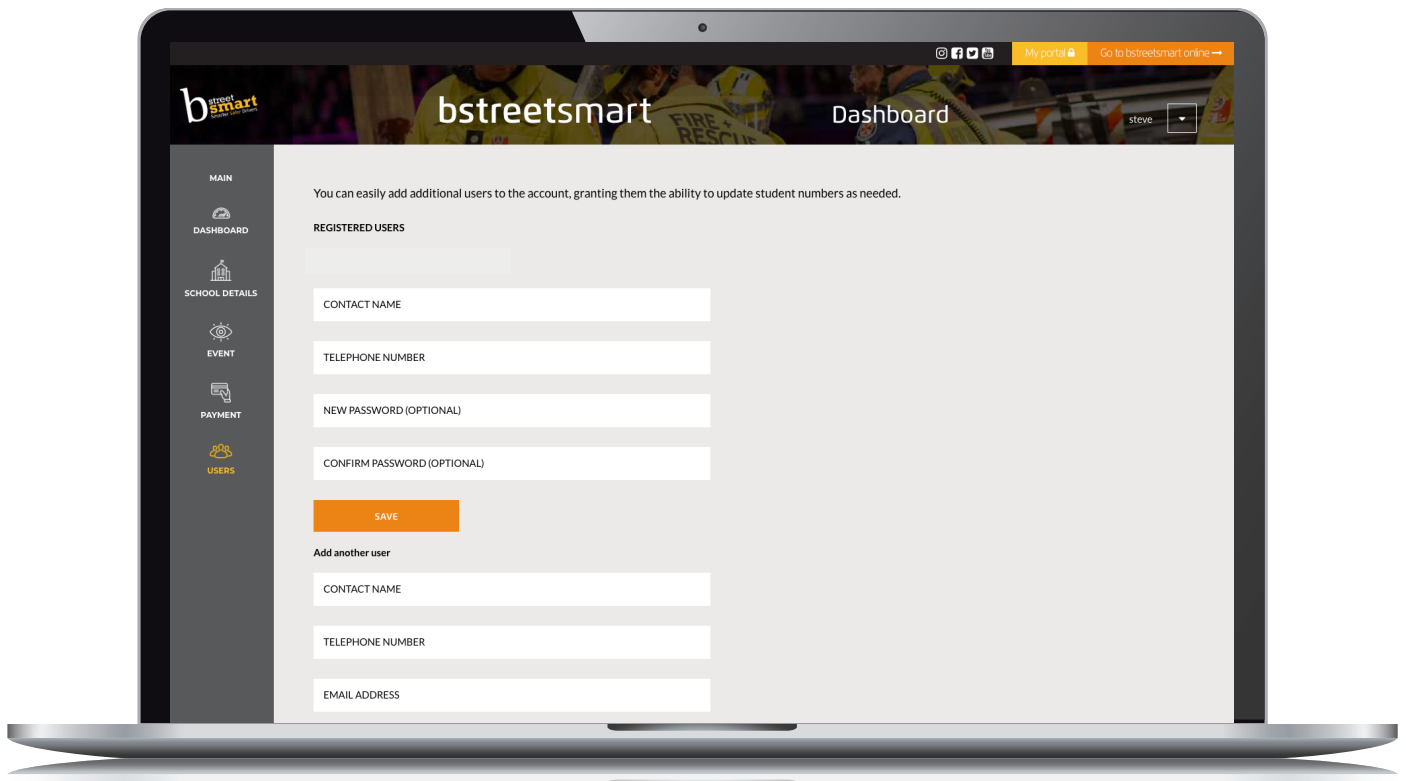




Dashboard > users

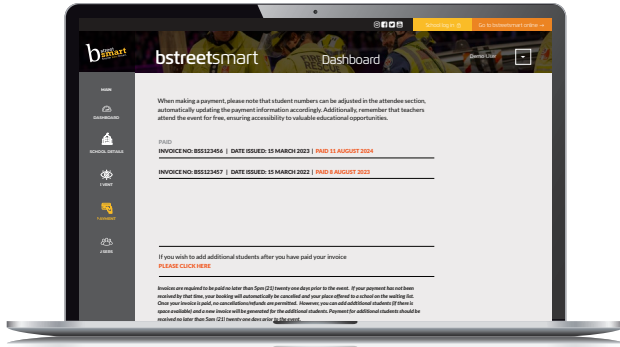
Additional users

If you require to have additional users update details on attending the event, you can now add the additional user under users. An email notification will be sent to the user to be able to log into the school dashboard.



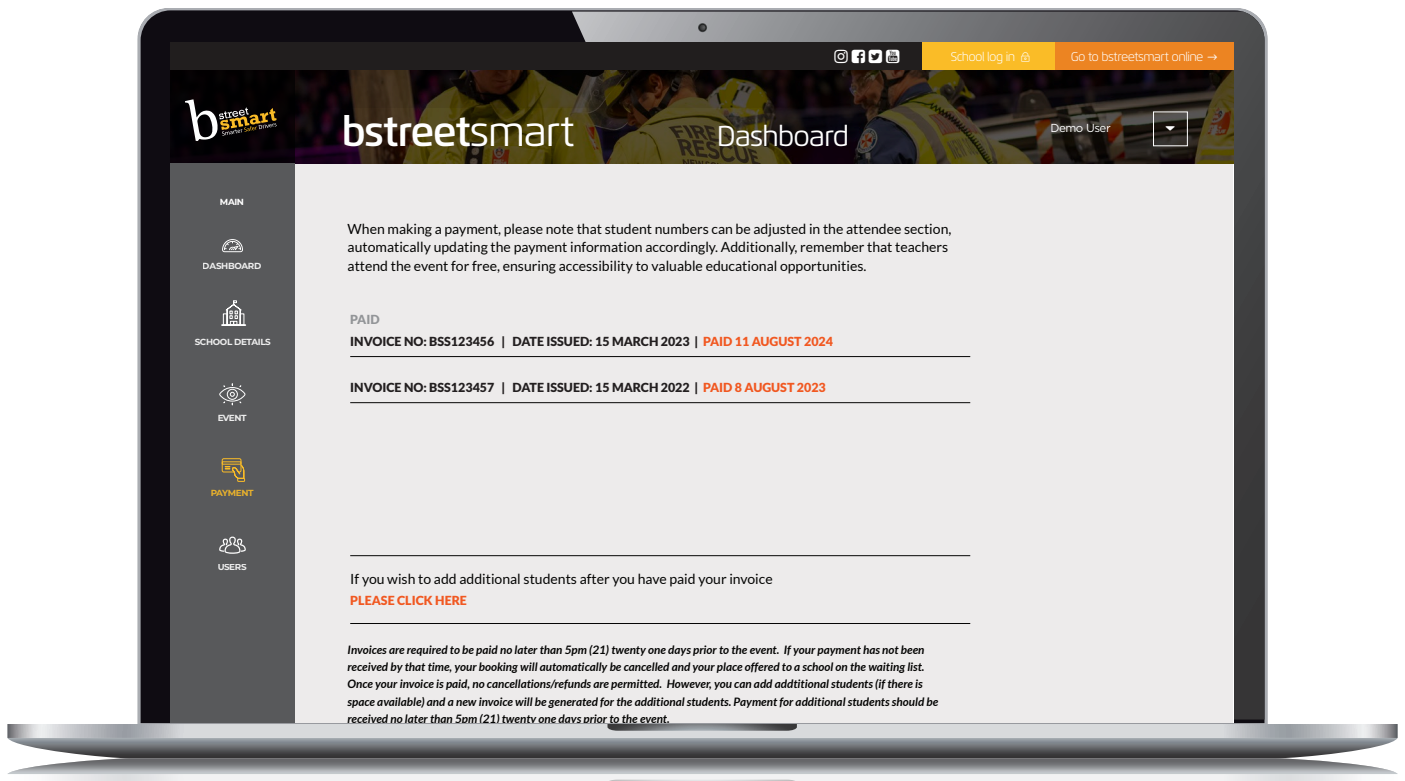
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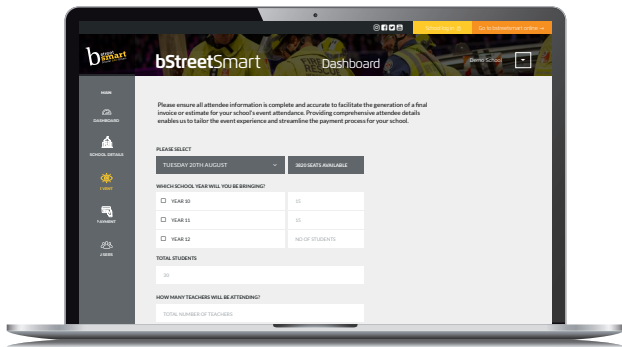
Additional Students

If you need to add more students after paying the invoice, a second invoice will be generated. To do so, click on PAYMENT, then PLEASE CLICK HERE underneath the PAID invoices section to add additional students.



bstreetsmart registration guide

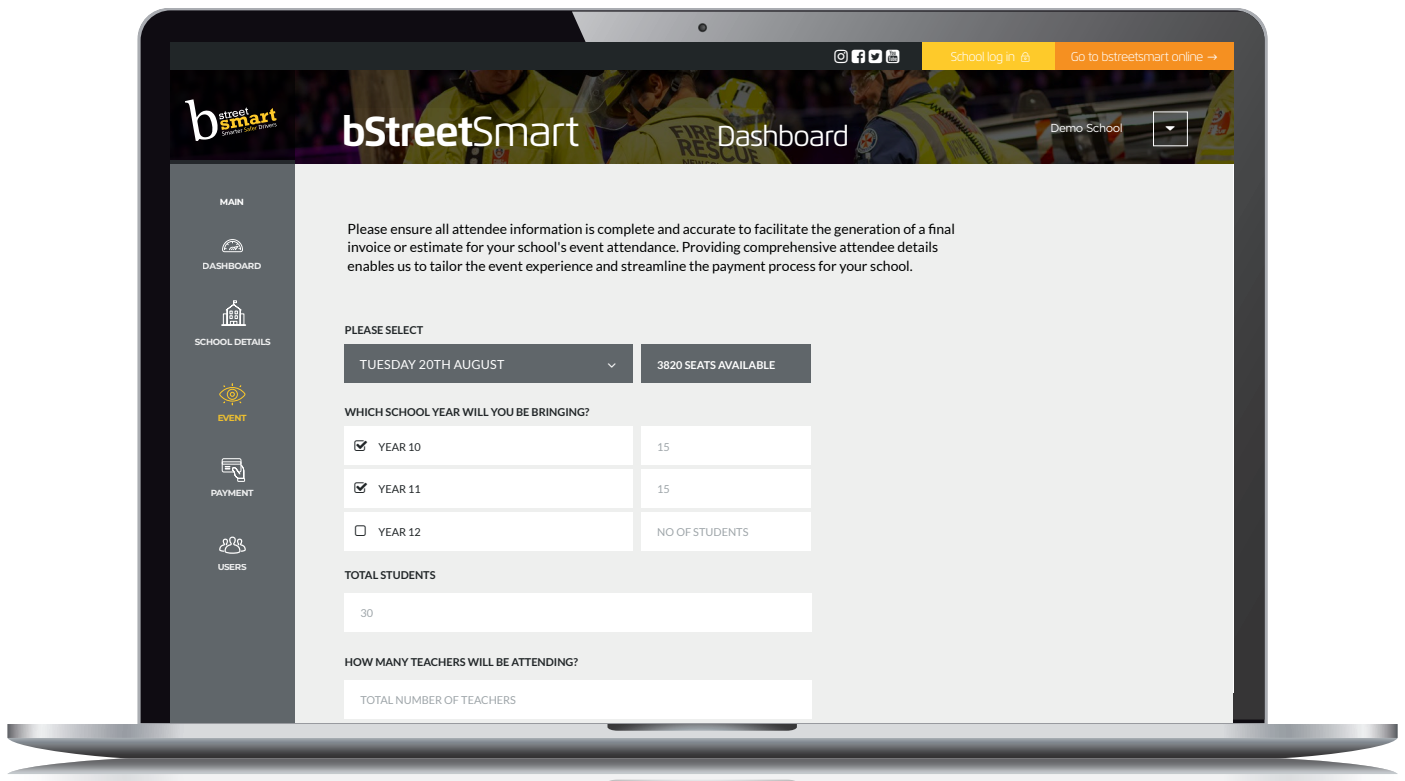
bstreetsmart.org



Dashboard > Event

Waiting list

In the event that you have filled out your details in the waiting list and seats become available, please edit your booking by clicking CLEAR FORM and add the details to the days you wish to attend. Please make sure payment is made to confirm your attendance.



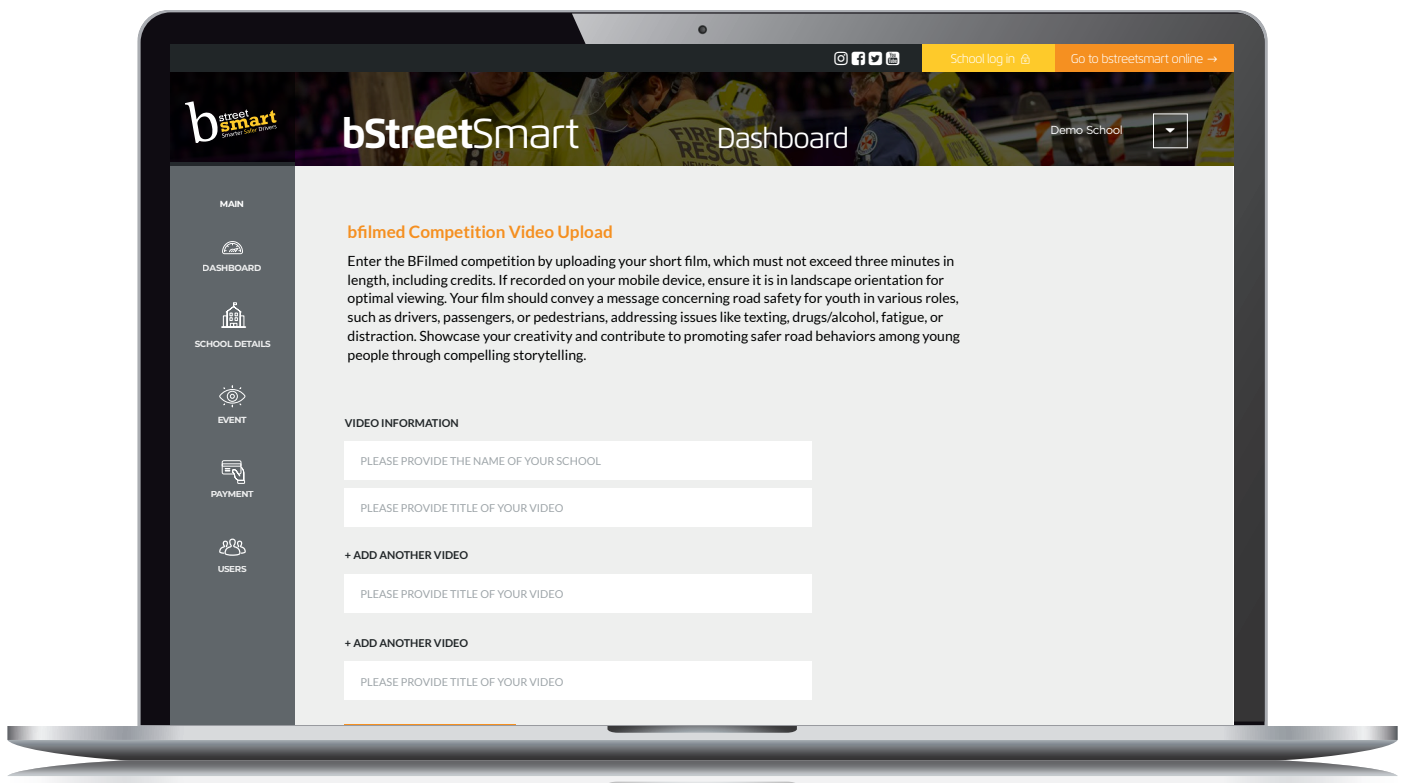
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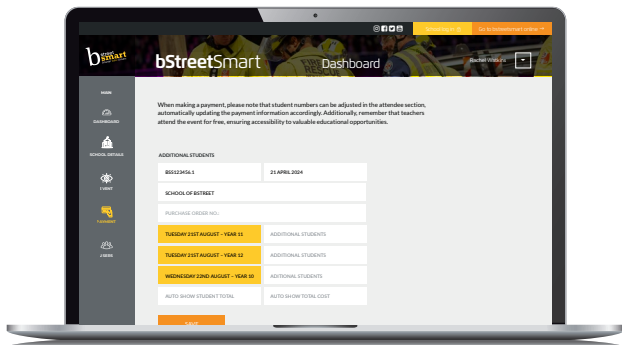
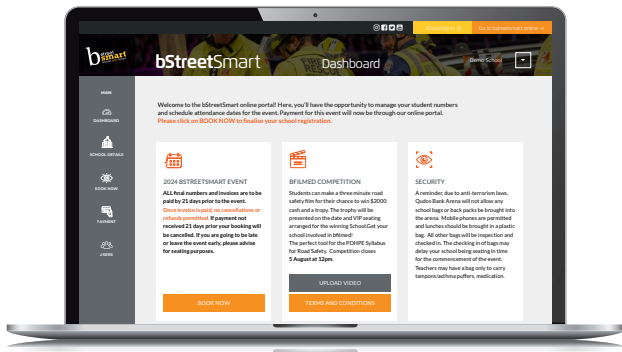
bfilmed competition

Join the bfilmed competition by submitting your short film, limited to three minutes in length, credits included. If filmed on a mobile device, ensure landscape orientation for the best viewing experience. Your film should advocate for road safety among youth, tackling issues like texting, drugs/alcohol, fatigue, or distraction, whether they're drivers, passengers, or pedestrians. Please upload your videos through the portal.



bstreetsmart registration guide

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Frequently asked questions

Can I add another teacher to the dashboard?

Yes you can add additional users under the user tab in the school dashboard. The teacher will receive an email and can click the link to use their details to access the portal.

When do I pay?

You can pay online using a credit card or transfer funds via EFT. To secure your attendance, payment should be made as soon as possible. However, if payment is not received before the required time, the system will automatically cancel your booking.

Once invoice has been paid, there are no cancellations or refunds permitted.

Can I add students after payment?

Yes, you can add additional students. Click on PAYMENT tab and you will see invoices that have been paid and further down the page is where you can add additional students. This will create a new invoice and payment can be made via credit card or EFT. Add the additional students to the days you are attending.

**PAYMENT MUST
BE RECEIVED
21 DAYS
PRIOR TO EVENT**