



How to upload documentation

June 2016

Table of Contents

IMPORTANT	2
UPDATE.....	2
Step 1 – Obtain your Username and Password	2
Step 2 – Login	3
Step 3 – Upload the Submission Zip File	3
Step 4 - Tell us!	5
FAQs.....	6

The following outlines the three simple steps you will take to upload documentation, such as your submission.

IMPORTANT

Please ensure that your submission is complete and zipped into one folder prior to uploading to the GBCA Submissions Portal. To see the folder structure, and how to zip your submission, please refer to the FAQ section of this document.

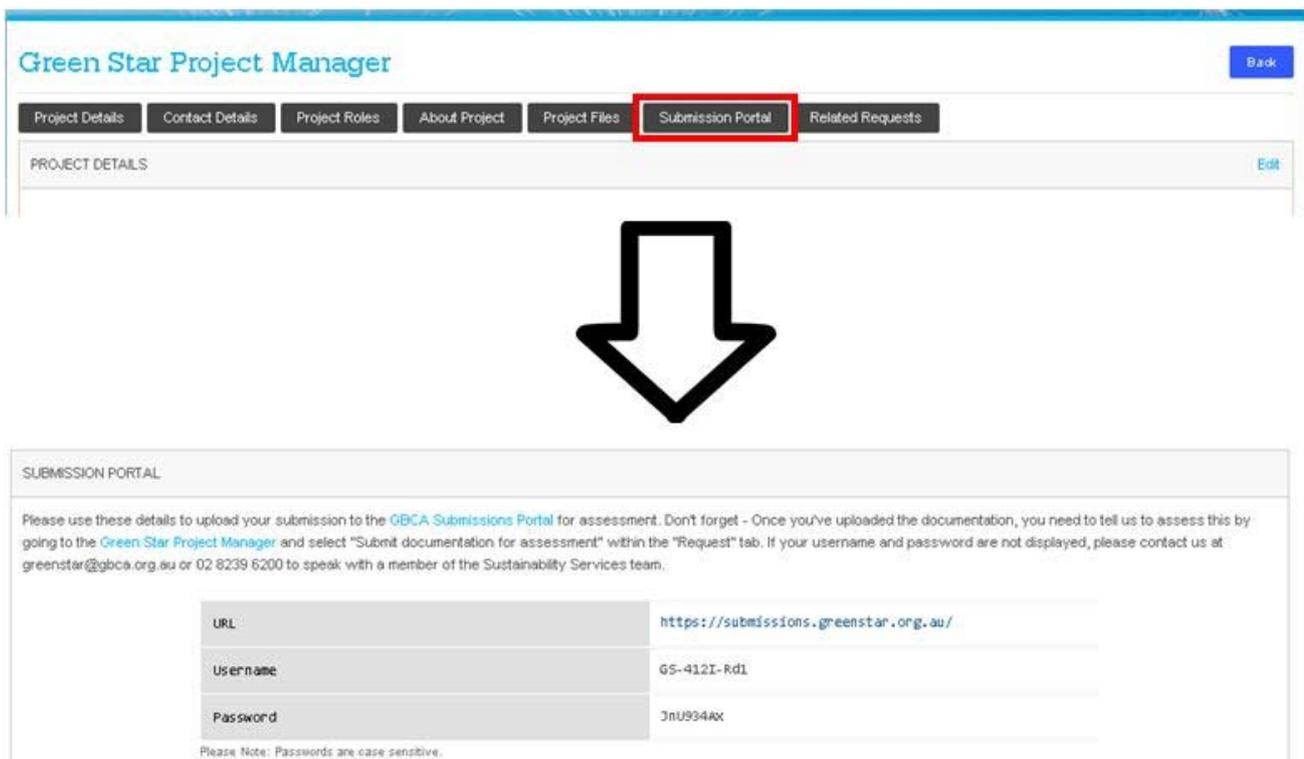
If you encounter any problems along the way, please refer to the FAQs.

UPDATE

The process of providing submissions to the GBCA has changed. You will now be required to notify us AFTER you upload your submission to the Green Star Project Manager rather than sending us a Submission Notification, which is no longer used. Further guidance can be found in "Step 4 - Tell us!" below.

Step 1 – Obtain your Username and Password

Your Username and Password is available to view in the Green Star Project Manager. Once logged in, simply select the project, and then click on the 'Submission Portal' button at the top of the page.



Green Star Project Manager Back

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SUBMISSION PORTAL

Please use these details to upload your submission to the [GBCA Submissions Portal](#) for assessment. Don't forget - Once you've uploaded the documentation, you need to tell us to assess this by going to the [Green Star Project Manager](#) and select "Submit documentation for assessment" within the "Request" tab. If your username and password are not displayed, please contact us at greenstar@gbca.org.au or 02 8239 6200 to speak with a member of the Sustainability Services team.

URL	https://submissions.greenstar.org.au/
Username	GS-412I-Rd1
Password	3nU934ax

Please Note: Passwords are case sensitive.

Step 2 – Login

Login to GBCA Submissions Portal (<https://submissions.greenstar.org.au>) with credentials provided by GBCA. These credentials are project specific.

Please note: the Username and Password are case sensitive and space sensitive.

If you experience any problems with uploading documentation using Internet Explorer please try again using Google Chrome.

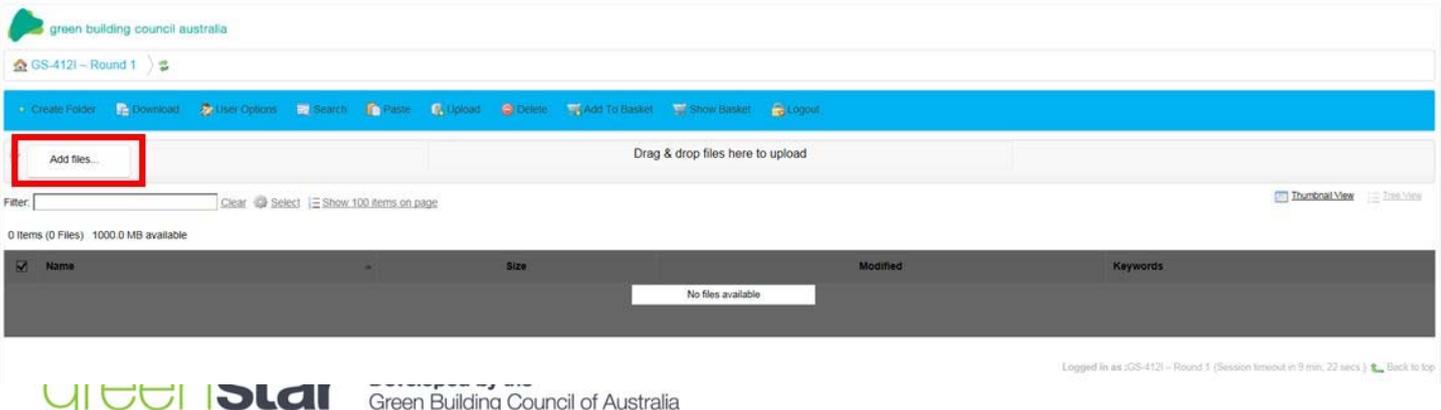
GBCA Submissions Portal



The screenshot shows the login interface for the GBCA Submissions Portal. At the top left is the logo for the Green Building Council of Australia, consisting of a stylized green leaf and the text "green building council australia". Below the logo are two input fields: "Username" containing the text "GS-412I-Rd1" and "Password" which is masked with black dots. A link for "[I forgot my password. email it to me.](#)" is located below the password field. A "Login" button is positioned at the bottom right of the form area.

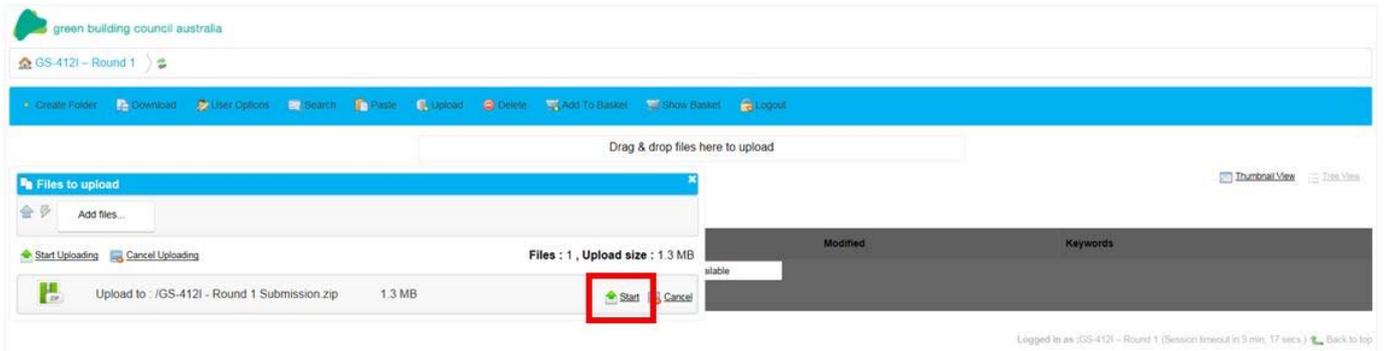
Step 3 – Upload the Submission Zip File

1. Click the "Add Files" button.

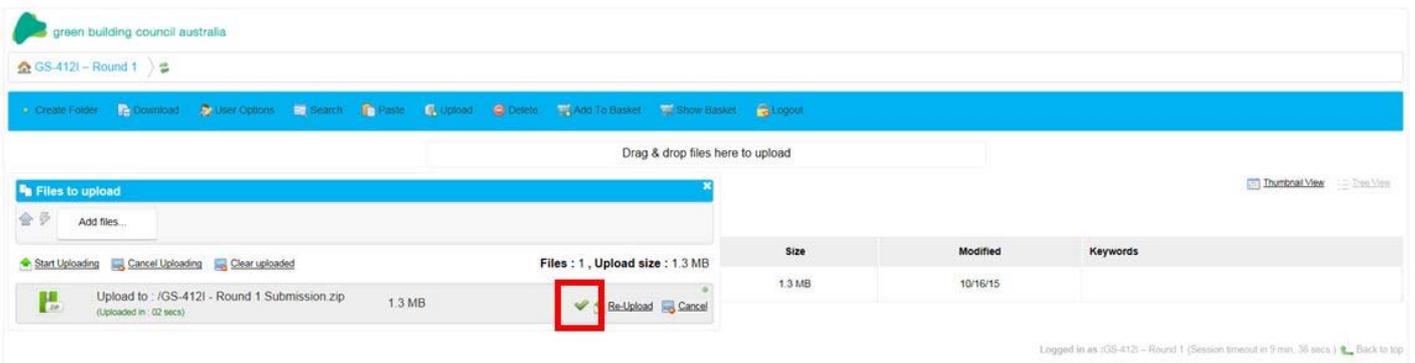


The screenshot displays the file management interface of the GBCA Submissions Portal. The top navigation bar includes options like "Create Folder", "Download", "User Options", "Search", "Paste", "Upload", "Delete", "Add To Basket", "Show Basket", and "Logout". A red box highlights the "Add files..." button. Below this is a "Drag & drop files here to upload" area. A filter input is set to "0 Items (0 Files) 1000.0 MB available". A table with columns for "Name", "Size", "Modified", and "Keywords" is shown, with a message "No files available" in the center. The footer contains the "green star" logo and the text "Green Building Council of Australia". A session status bar at the bottom right indicates "Logged in as :GS-412I - Round 1 (Session timeout in 9 min, 23 secs)" and a "Back to top" link.

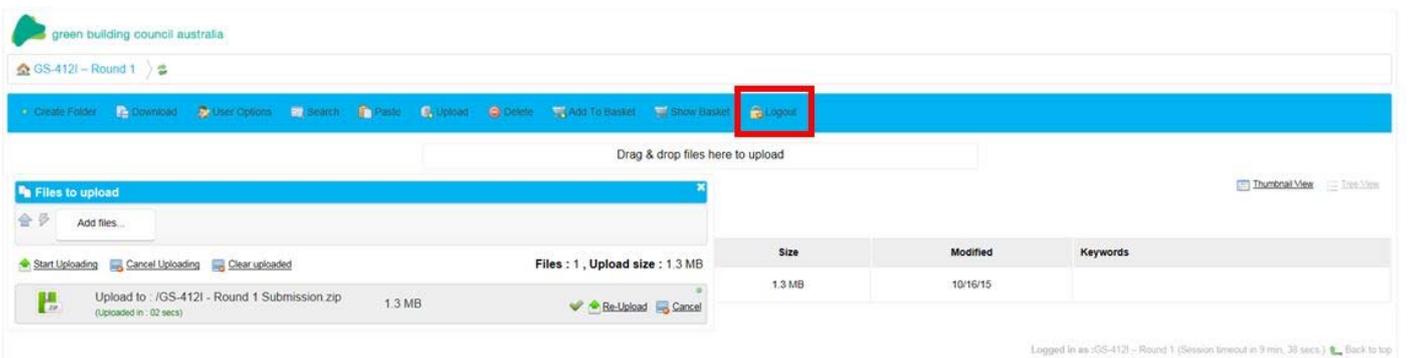
- Browse to where you saved the Submission zip file, and select it.
- When you have selected the file it will appear on the webpage. Click the “Start” button to start the upload.



- Once the upload is complete a “green tick” will appear. This green tick means that the files have been successfully uploaded.



Click the “Logout” button (top right) and you’re done!



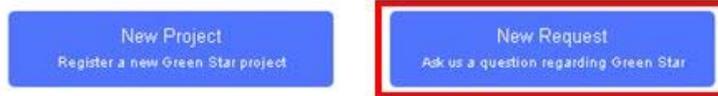
If you encounter any problems along the way, please refer to the FAQs.

Step 4 - Tell us!

Now, all you need to do is let us know your submission is ready to be assessed! To do this, simply go to your [Green Star Project Manager](#) and:

- select "New Request",

Green Star Project Manager Beta



- choose Click 'Submit for Documentation for Assessment' (1), select the project from the dropdown menu (2), then click next (3) and follow the prompts.

The image shows a web form with the following elements: a header 'Select an option below:', five radio button options, a second header 'Select a project:', a dropdown menu, and a 'Next' button. The first option, 'Submit documentation for assessment (Round 1 or Round 2 or CBCA)', is selected and highlighted with a blue background and a red border, with a green arrow labeled '1' pointing to it. The dropdown menu is also highlighted with a red border and a green arrow labeled '2' pointing to it. The 'Next' button is highlighted with a red border and a green arrow labeled '3' pointing to it.

You will then receive email confirmation that we have received your request, and we will contact you within 1-2 business days in relation to your submission.

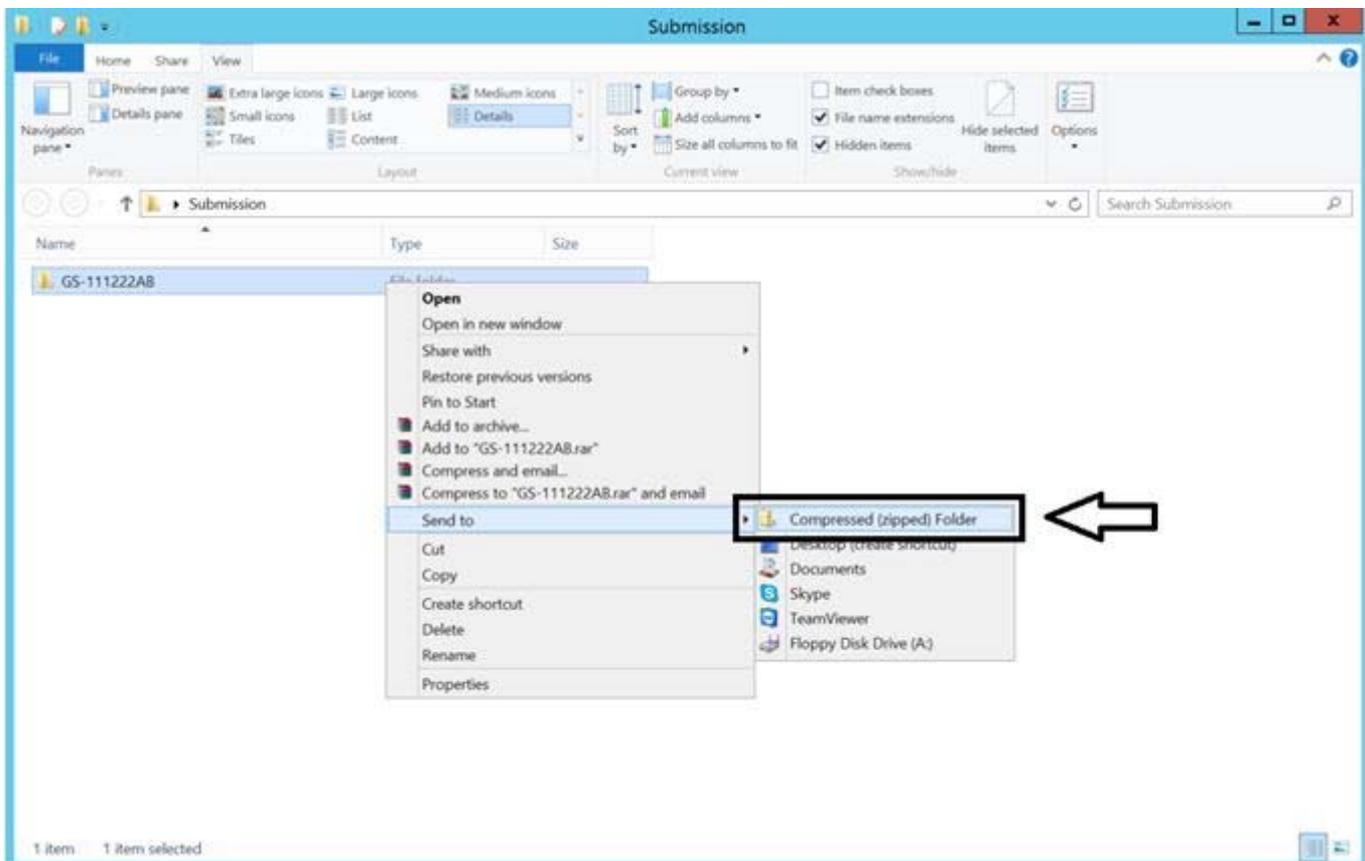
FAQs

How to zip your submission

Once your submission is ready for upload in the correct folder structure you will need to compress the folder into a zip file.

This can be done in various modes but here is a simple option for Windows users:

- Right click folder
- Select "Send to"
- Click on "Compressed (zipped) Folder"
- This will create a "zip" file in the same folder.



Oops, I uploaded the wrong zip file! How can I delete the file and upload the correct file?

Right click on the file that is incorrect and select "Delete".

The log in didn't work. What do I do?

If the Username and Password details haven't worked, please take these simple steps:

1. Check you have entered the correct Username and Password, and try again. Please note that the Username and Password is case sensitive.
2. If you still have problems, please contact us.

I'm having slow upload/download speeds, what do I do?

This can occur because your internet connection is slow (e.g. adsl connections are an average of 100kb/s and this can mean it'll take a while to upload). To test your internet speed, perform a speed test <http://www.speedtest.net>. Feel free to provide a screen shot of the speed test results to greenstar@gbca.org.au, and we'll see if there is anything we can do to help you.

Further Assistance

If you require further assistance contact James Prior, 02 8239 6240 or Sonia De Almada, 02 8239 6229.