How to upload documentation

June 2016

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greenstar **Developed by the** Green Building Council of Australia

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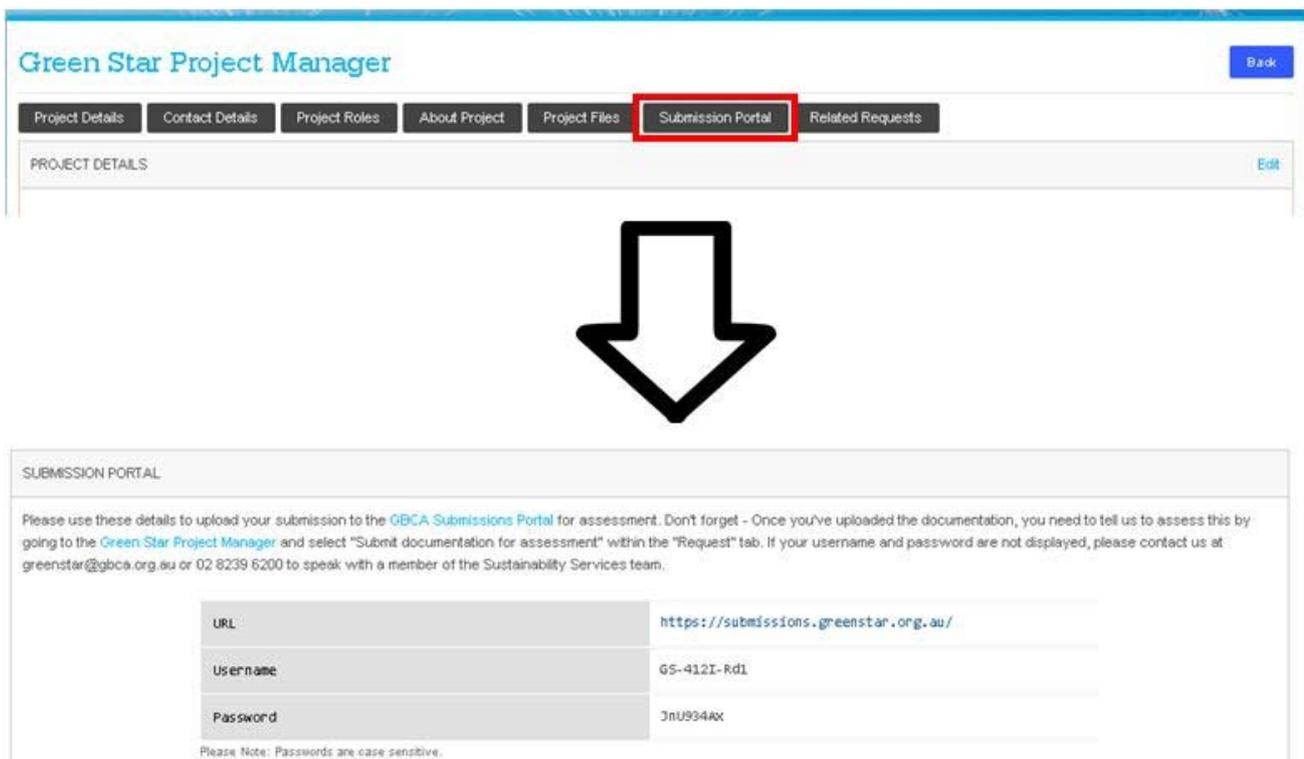
If you encounter any problems along the way, please refer to the FAQs.

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.

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.
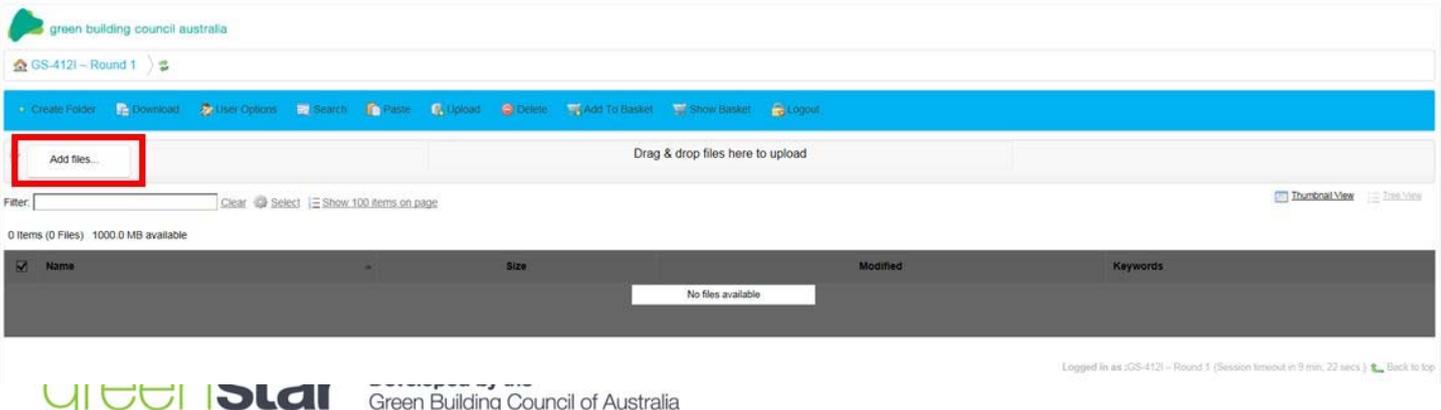
GBCA Submissions Portal

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Username

GS-412l-Rd1

Password

••••••••

I forgot my password, email it to me.

Login

Step 3 – Upload the Submission Zip File

1. Click the "Add Files" button.

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GS-412l – Round 1

• Create Folder   Download   User Options   Search   Paste   Upload   Delete   Add To Basket   Show Basket   Logout

Add files...   Drag & drop files here to upload

Filter: Clear Select Show 100 items on page   Thumbnail View   Tree View

0 items (0 Files) 1000.0 MB available

☑	Name	▲	Size	Modified	Keywords
			No files available		

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Logged in as :GS-412l – Round 1 (Session timeout in 9 min, 22 secs.) Back to top

2. Browse to where you saved the Submission zip file, and select it.

3. When you have selected the file it will appear on the webpage. Click the "Start" button to start the upload.
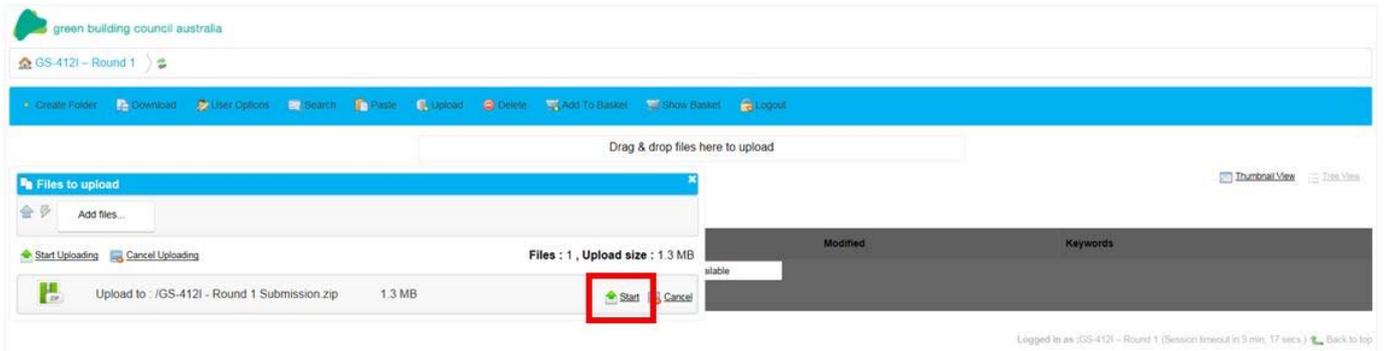
4. Once the upload is complete a "green tick" will appear. This green tick means that the files have been successfully uploaded.
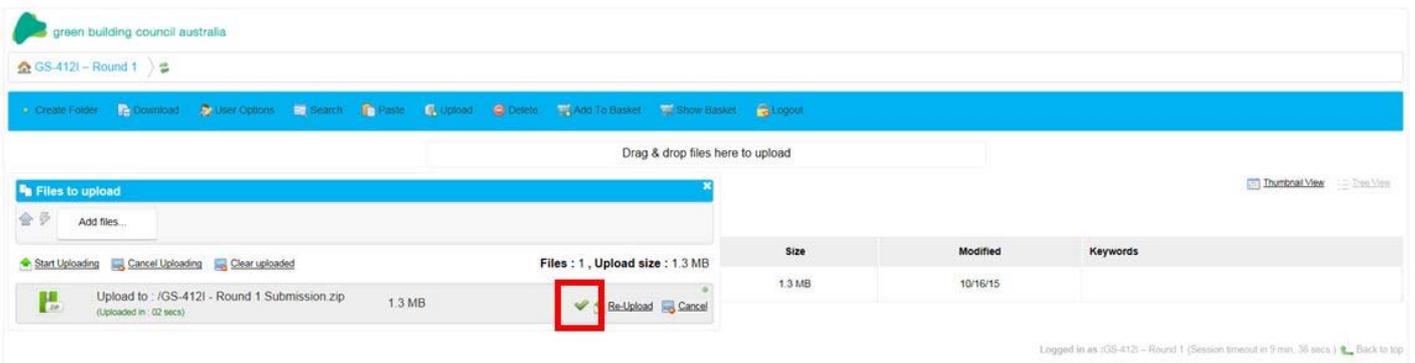
Click the "Logout" button (top right) and you're done!
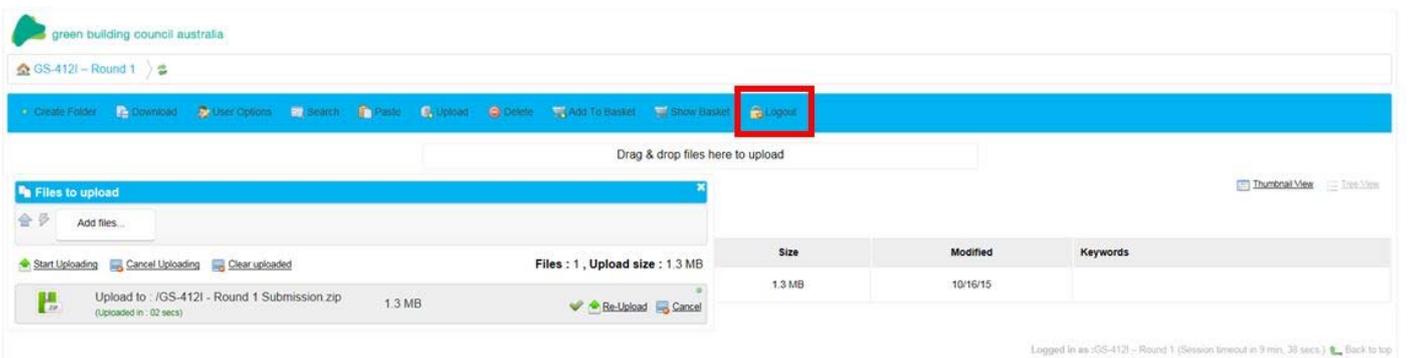
If you encounter any problems along the way, please refer to the FAQs.

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

New Project	New Request
Register a new Green Star project	Ask us a question regarding Green Star
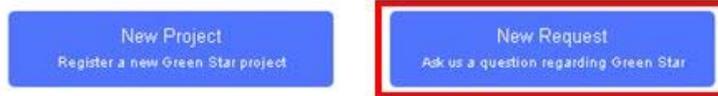
- choose Click 'Submit for Documentation for Assessment' (1), select the project from the dropdown menu (2), then click next (3) and follow the prompts.

Select an option below:

O Request technical responses for use on my project

⦿ Submit documentation for assessment (Round 1 or Round 2 or CBCA)   **1**

O Have a project workshop / meeting with the GBCA

O Update my project records

O Provide Feedback

Select a project: **2**   **3**

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Next

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.
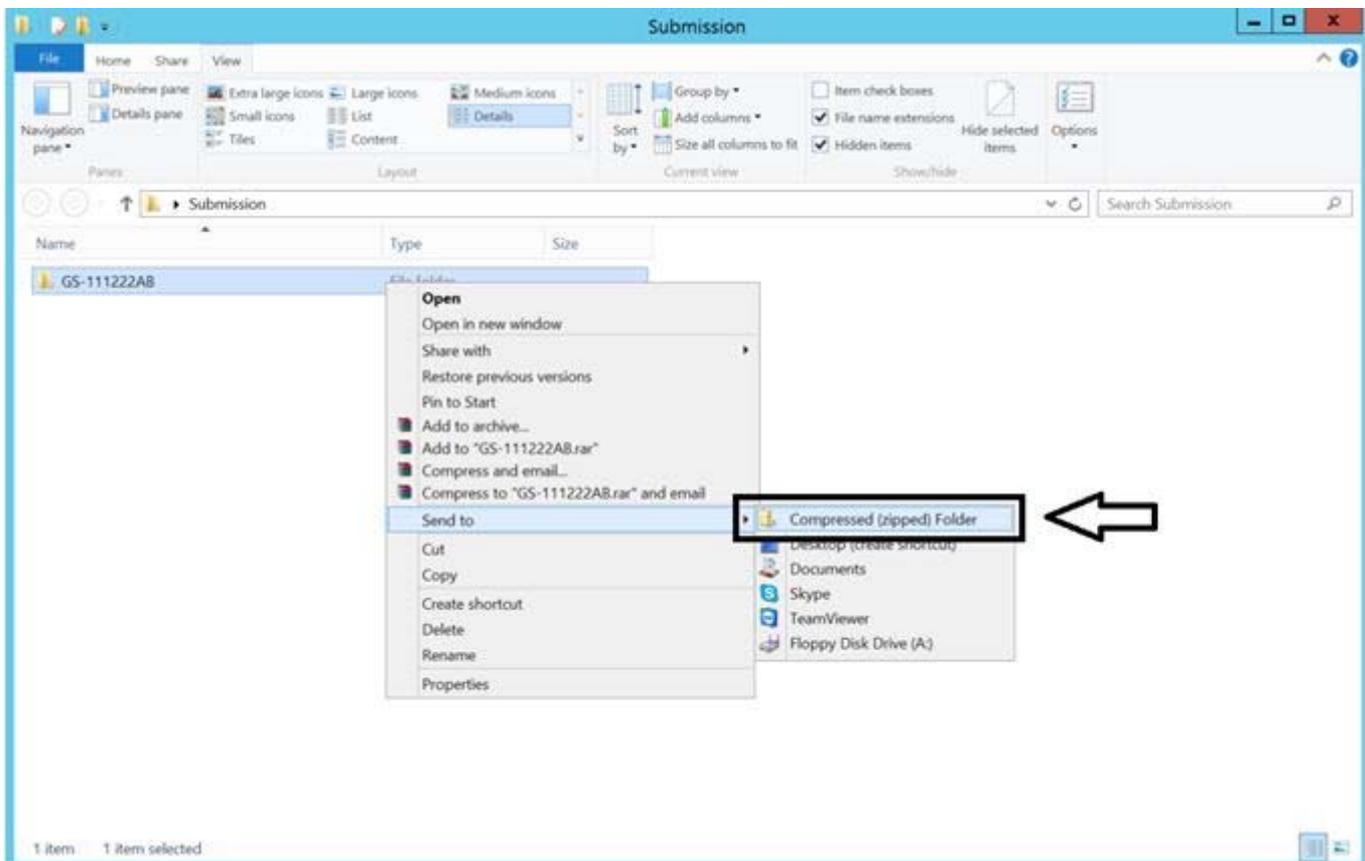
FAQs

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.