



How to Complete your Annual Checklist

1. When you sign into the Reef Guardian Schools Portal (www.reefed.edu.au) you will be directed to the home page.
2. On the left-hand side you will see a list, in the list you will see “Complete Action Checklist” (highlighted), click here to get into you Action checklist.

Welcome to Reef Guardian Annual Actions.

In the left menu you will find the "Complete Action Checklist" tab. Use this link to complete your schools Annual Actions each year by Dec 31st.

Please consider using the Create Post + button below to Share and promote the sustainable reef actions your school engages with throughout the year.

Furthermore, it is designed for teachers and students to collaborate and celebrate each other's achievements and initiatives.

Create post +

Search posts

3. Click in the title of the Action plan year to complete.

Home Resources News Events **Annual Actions** Map

Click on your annual action plan to add and edit individual actions your school is taking to protect the Reef.

Action plan 2022 Action plan 2023 **Action plan 2024**



4. You will be directed to this page. Click on each of the Care Learn Act Share Stewards (CLAS=S) Pillars to get access to different individual actions.

Use the tabs below to toggle between the five Reef Guardian School pillars - Care, Act, Learn, Share and Stewards.

Click the dropdown menu to view the range of individual actions in each pillar. To add an individual action to your schools annual action plan click 'Select'. You can add additional actions throughout the year.

Once you have accomplished an individual action, click 'Complete' to record this action as completed and share your achievements on the map. You can then on-share your achievement to your social media channels from your school's page on the map.

Care Learn Act Share Stewards

How will your students CARE for the reef? ▾

5. You will be shown a drop-down box of all individual actions. Once you have completed an individual action click complete.

Care Learn **Act** Share Stewards

Marine Debris ▾

Reducing waste and recycling ▲

School waste audit/source reduction plan (i.e. look at the amount of waste your school produces and make a plan to reduce it)	Select
Bringing waste free lunches to school Cancel	Complete
No more straws	Select
Make recyclable/reusable bags Cancel	Complete
Bin stencilling (e.g. paint a message on school bins to remind community that litter can end up in water ways and our oceans)	Select
Compost bins	Select
Worm farms	Select
Keeping chickens - feeding them food scraps	Select
Recycling program (i.e. start a recycling program at your school)	Select



How to Upload to the Dashboard

1. When you sign into the Reef Guardian Schools Portal (www.reefed.edu.au) you will be directed to the home page.

Complete Action Checklist

- Achievements
- Edit your school details
- Add new teachers
- Latest posts
- Map

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25 September, 2024

2. Click on the Create post button (highlighted) to upload photos or your newsletter article to the Reef Guardian Schools Dashboard to visually showcase your achievements.

Complete Action Checklist

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