

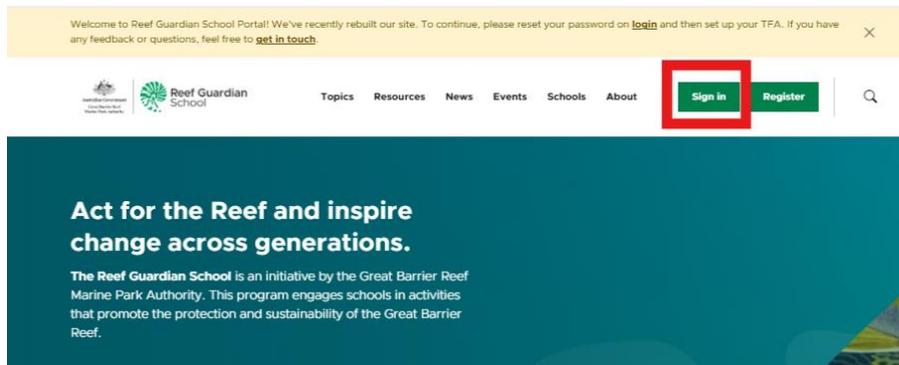
USER GUIDE: HOW TO SUBMIT AN ARTICLE (NEWS, EVENTS OR SCHOOL ARTICLES) ON THE REEF GUARDIAN SCHOOL PORTAL.

As a valued Reef Guardian School member, we'd love for you to showcase your school's achievements and activities on the [Reef Guardian School Portal](#) using the Submit an article function. You can also use this function to submit any news or events that you would like featured.

Please see instructions below.

1. Go to www.reefed.edu.au

At the top right-hand side of the home page, click on the **Sign In** button.



This will then take you to the **Log in** page.

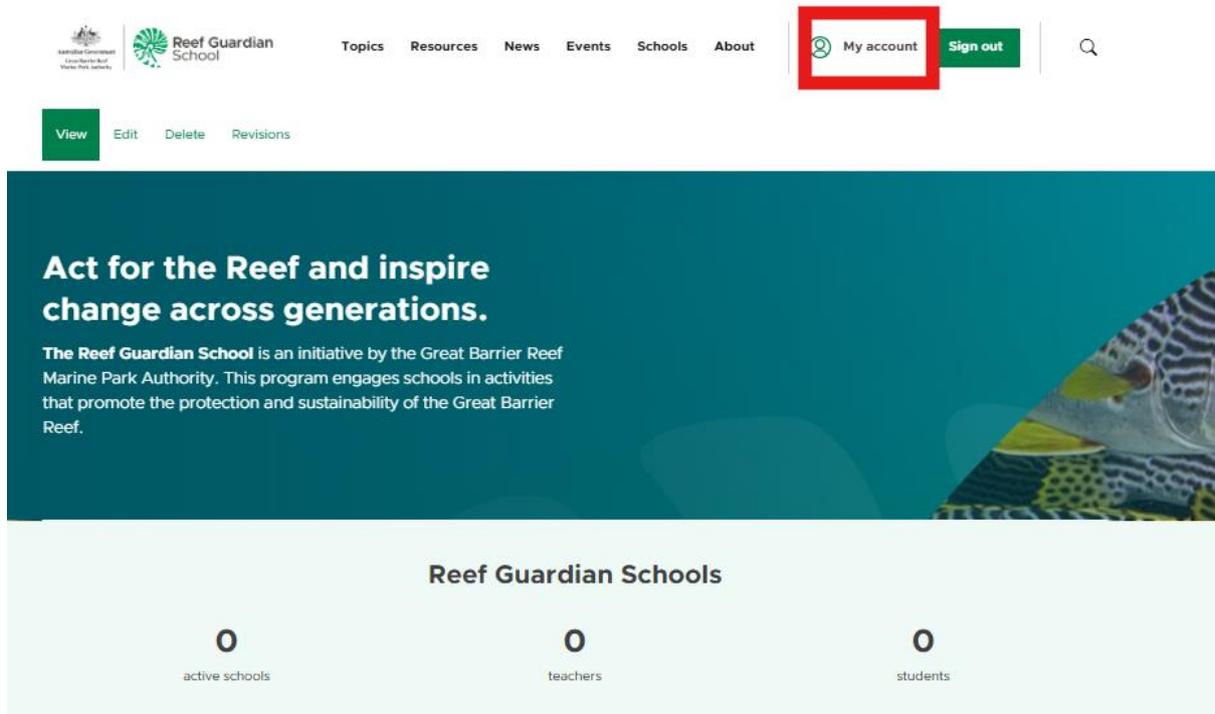
Enter your Username. This will either be your email, or first name.last name

Enter in your Password.

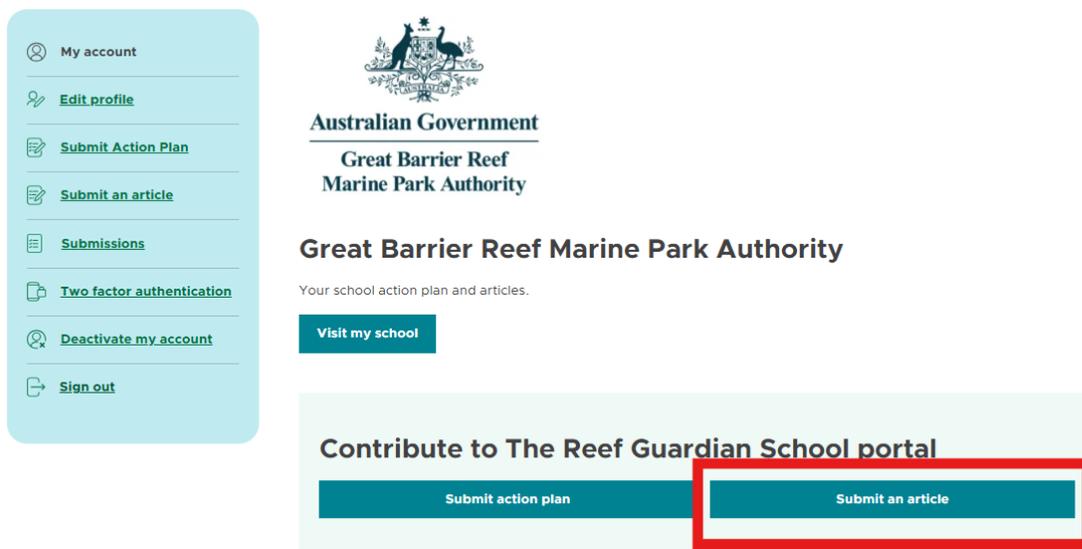
A screenshot of the Reef Guardian School Portal Log in page. The page has a light green background. At the top left, there is a breadcrumb trail 'Home / Log in'. Below this is the heading 'Log in'. There are two input fields: 'Username (required)' and 'Password (required)'. Below the password field is a 'Log in' button.

When prompted, enter in your two-factor authentication code and click verify.

2. Once logged in to the home page navigate to My account



3. This will take you to the My account page. Click on submit an article.



4. This will take you to the article submission webform.

Complete the fields in the form and attach any images.

Home / Article submission

Article submission

Title (required)

The title of the article or event.

Thumbnail

Add a thumbnail image, which is an image that best describes the article or activity.

Choose File No file chosen

One file only.
256 MB limit.
Allowed types: gif, jpeg, jpg, png, webp.

Description (required)

A short summary or sub-heading of the article. Maximum of 160 characters.

Content

Please add your article content here. Feel free to copy and paste from Word or PDF documents into this content field. Unlimited words.

Image attachments

Please add any images for this article. A maximum of 7 image attachments.

Choose Files No file chosen

Maximum 7 files.

5. Once you have finished, accept the terms and conditions for submitting an article and click on submit.



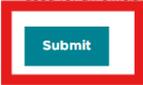
accept the terms and conditions for submitting an article (required)

I declare that the images, student name, school name and/or voice (personal information) and content I am sharing with the Reef Authority for the Reef Guardian School Program do not infringe on the right of any person or school, including privacy and intellectual property rights.

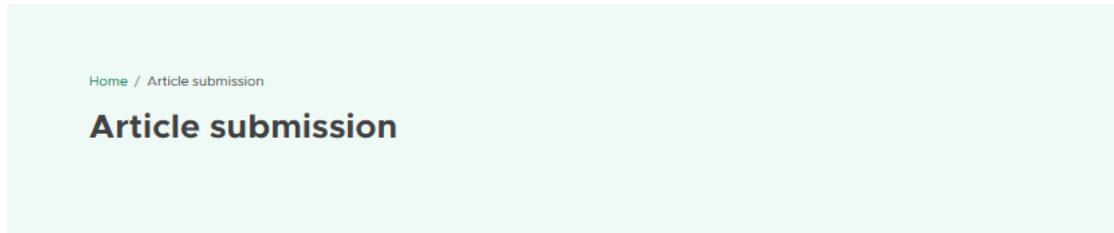
Where Reef Guardian participants (i.e. teachers and students) are identifiable, it is considered to be 'personal information' under the Privacy Act 1988. By providing the images to the Reef Authority you confirm that you have obtained the relevant consents to do so. The Reef Authority may use these images to promote the Reef Guardian Schools Program via the Portal, social media, and the Reef Authority website. The Reef Authority will not disclose or use these images for any other purpose.

I understand and acknowledge that the personal information of teachers and students may be utilized for any of the above-mentioned official purposes which may result in identification of individual Reef Guardian participants. I also understand that once personal details are utilised for an official purpose, the Reef Authority has no control over its subsequent use and/or disclosure.

I hereby release and discharge the Reef Authority from any claims or demands that could be made in connection with the use of the personal information collected and used for an official purpose referred to above.



6. Once you have clicked on submit, the following message will be displayed.



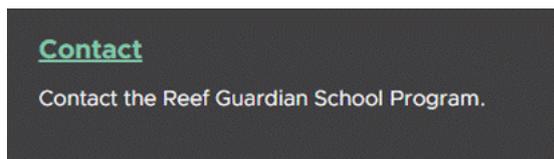
Thank you for submitting an article on behalf of your school.

The Reef Guardian School will review your submission and post it on the website soon.

[Back to form](#)

7. The Reef Guardian School team will then review your submission and post it on the Reef Guardian Portal once it has been approved.

8. You can also contact us at any time by clicking on Contact at bottom of the home page and filling out a webform.



Contact us

Name (required)

Email (required)

Message (required)