

USER GUIDE: HOW TO SUBMIT AN ACTION PLAN ON THE REEF GUARDIAN SCHOOL PORTAL.

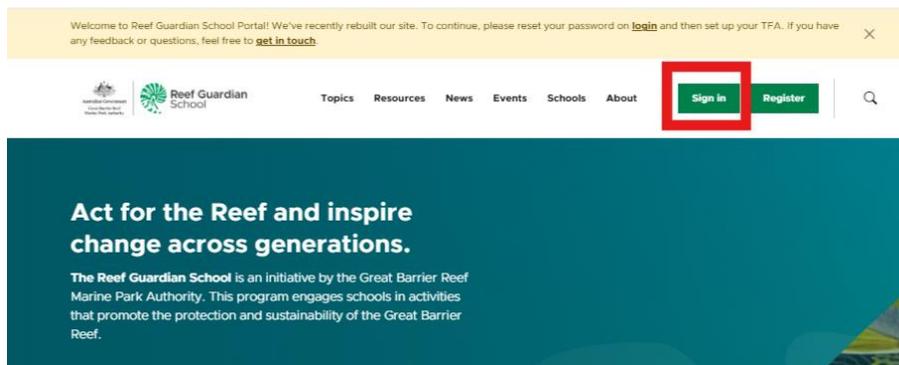
As a Reef Guardian school member, we encourage you to be an active part of our global network of Reef Guardians that proactively undertake actions that improve future outcomes for the Great Barrier Reef and reef ecosystems worldwide.

Once a year we ask you to use the [Reef Guardian School Portal](#) to capture the small or large conservation actions that your school participates in via submitting an Action Plan. Please complete **at least one** action under **any** of the **C.L.A.S. = S** pillars (**C**are, **L**earn, **A**ct, **S**hare = **S**tewardship). The Reef Authority uses the information received from Action Plans to showcase the collective proactive efforts that Reef Guardian Schools take towards a sustainable and resilient Reef.

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.

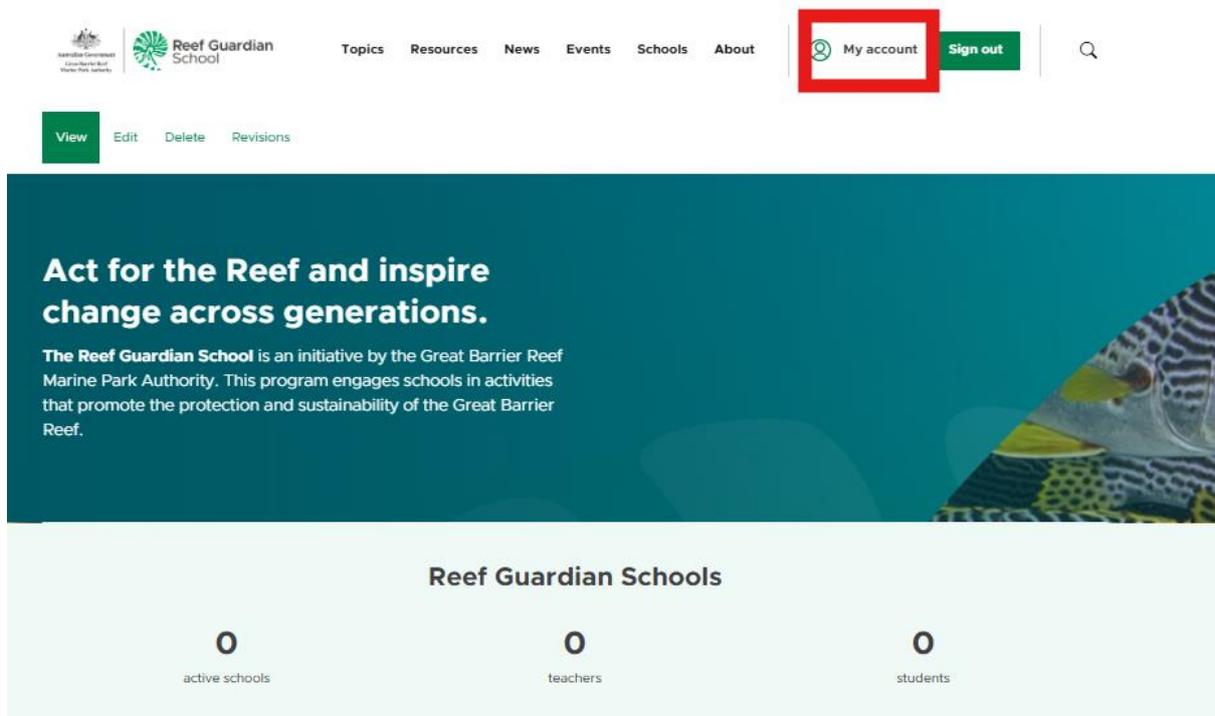
Enter your Username. This will either be your email, or first name.last name

Enter in your Password.

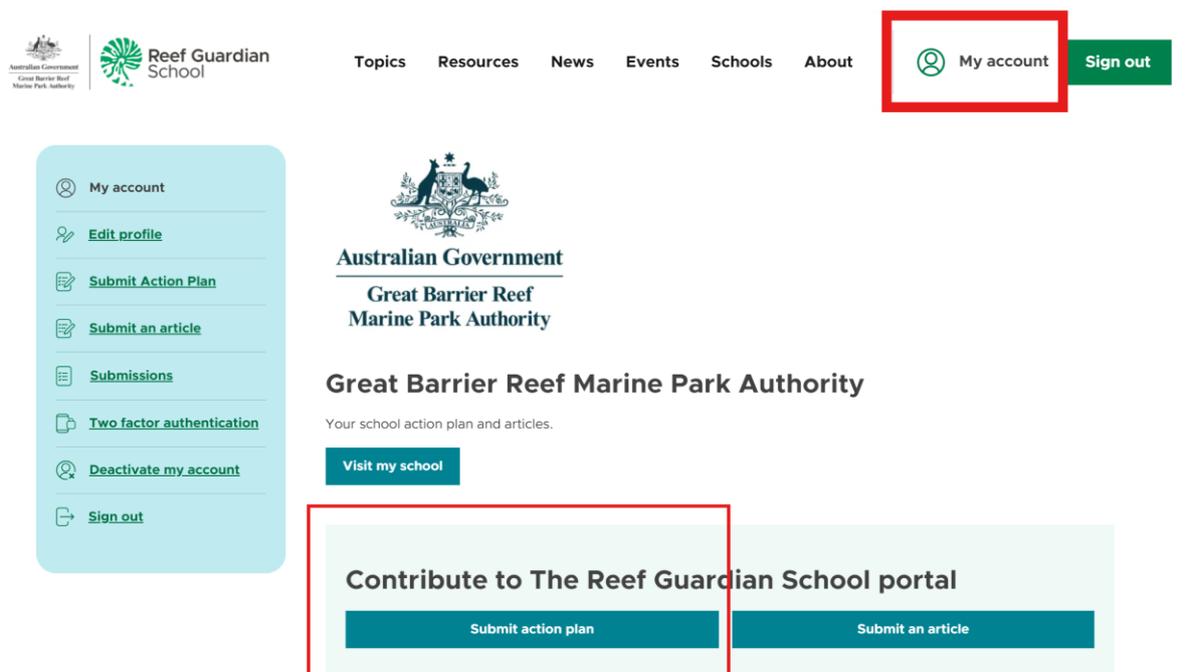
A screenshot of the Reef Guardian School Portal Log in page. The page has a light green background. At the top left, there is a breadcrumb trail 'Home / Log in'. Below this is the heading 'Log in'. There are two input fields: 'Username (required)' and 'Password (required)'. Below the input fields is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



4. This will now display this year's Action plan.

In the **Description** – enter in the school's name and year.

Then scroll through the **Care, Learn, Act, Share, Steward** sections and select any action items that your school may have completed in the year.

Home / Action plan 2025

Action plan 2025

Description

Add your school's name and year here.

Care

Select the action items which have been completed.

How does your school or teachers connect students to the reef to promote CARE?

- Have displays and nature positive messaging in the classroom/ school
- Teach conservation and respect for the environment, the world's oceans and its interconnected ecosystems (i.e. coral reefs, mangroves, sea grass beds)
- Students can list how their own actions can positively or negatively impact reef related ecosystems.
- Make connections with First Nation Peoples and their connection to land and sea
- Students make connections with their country's or local indigenous/native culture and history about the reef
- Students reflect on their own connection to the reef and marine ecosystems
- Develop and practice snorkelling skills (theory and pool)
- Students participate in SCUBA course or CERT 2 in Outdoor Recreation (SCUBA)
- Students explore Marine career pathways or participate in marine related work experience
- Visit an aquarium
- Presentation by an marine related organisation
- Other...

Add any other actions completed under the CARE pillar here.

5. Once you have reached the bottom of the form, **accept the terms and conditions** (required). You can either then click on save draft so that you can finish at another time or click on Submit.

Accept terms and conditions (required)

I declare that the teacher name, school name and activities in the Action Plan 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.

By providing the Action Plan submission to the Reef Authority you confirm that you have obtained the relevant consents to do so. The Reef Authority may use these Action Plans to promote the Reef Guardian Schools Program and your school via the Portal, social media, and the Reef Authority website. The Reef Authority will not disclose or use these Action Plans for any other purpose.

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.

I understand that I can find further information of the Reef Authority's Private Policy at <https://www2.gbrmpa.gov.au/about-us/corporate-information/privacy>



6. Once you have submitted your action plan, you should receive the following message:

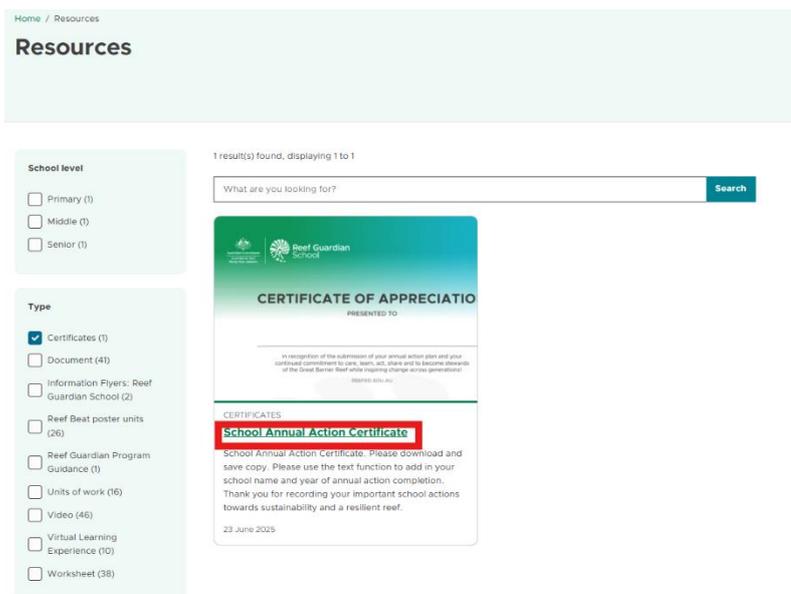
If you would like to download a certificate for your school click on the Resource page link .

Congratulations, and thank you for your Action Plan submission. All actions, big or small, contribute to reef protection and resilience.

You can download a certificate for your school and students from the Reef Guardian Portal [Resource page](#).

[Back to form](#)

7. This will take you to a certificate of appreciation on the resources page. Click on the document link.



8. This will take you to the downloads page where you can download your certificate to print out and fill in.

[Home](#) / [Resources](#) / School Annual Action Certificate

CERTIFICATES

School Annual Action Certificate

Published date: 23 June 2025

Years: Primary, Middle, Senior

Downloads

 RGS_CERTIFICATE_2025.FA_.pdf | PDF | 155.33 KB

Topics: [Sustainability](#) [World heritage](#)



CERTIFICATE OF APPRECIATION

PRESENTED TO

in recognition of the submission of your annual action plan and your continued commitment to care, learn, act, share and to become stewards of the Great Barrier Reef while inspiring change across generations!

REEFED.EDU.AU

DATE OF
CERTIFICATION

SEE THE
LOVE THE
PROTECT THE **REEF**



ELIZABETH HICKMAN
Reef Authority