

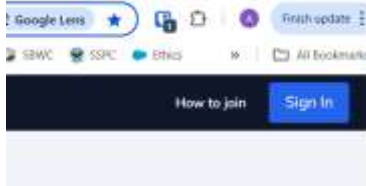


Instructions to get you Started on Bilby

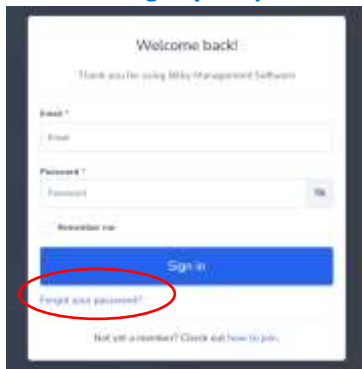
Part 1 – Complete the Setup of your Account

We have created a user account for you but there's still a few things you need to do.

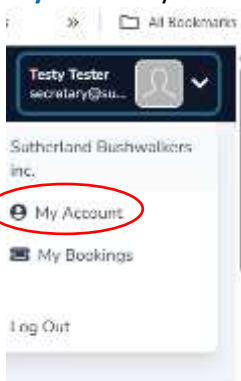
- 1) Click on the link in the email we sent you - <https://sutherlandbushwalkers.mybilby.com/>
- 2) Click on the **Sign In** button on the top right-hand side of the screen (on some devices this button is blue on others it's black)



- 3) Click on **Forgot your password?**



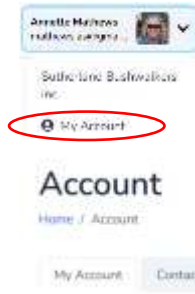
- 4) **Enter your email address** and click on the **Get password reset link**
- 5) The system will send you an email with the reset password link (*check your SPAM folder if you don't see the email in your in-box*)
- 6) **Hit the Reset Password button** and then **Enter your password**
Your password will need at least one capital letter, a special character and number.
- 7) You will now be logged into Bilby but there's still a few more things to do.
- 8) **Click on your name** on the top right-hand side of the screen, on the drop-down box select **My Account** your account is now *'verified'*





Part 2 – Update Your Personal Information

- 1) Click on your name/email address on the top right of the screen



- 2) Click on the **Contact tab** to check your information is correct. If you update anything don't forget to hit the **save** button.
- 3) Click on the **Address tab** to **add your address details** then hit the **save** button.
- 4) Click on the **Details tab** to:
 - a) **Add your emergency contact name, relationship and contact number.** Ideally should be someone who does not normally attend a club activity with you. You can add more than one emergency contact. We recommend you do this if you regularly attend club activities with one of your emergency contacts.
 - b) If you wish, you can add information about your current first aid qualifications (this is optional and can be left blank).
 - c) Follow the [link to read the club waiver](#) and then **tick the yes button to confirm you agree to the waiver.**
 - d) Hit the **save** button.
- 5) If you wish, you can add a photo of yourself by clicking on camera icon on the **My Account tab**.

You're ready to book your first activity!

If you need help, please contact **Bilbysupport@sutherlandbushwalkers.org.au**