
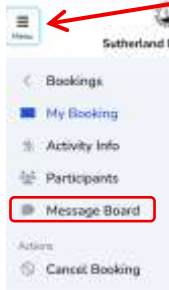




June 2026

Using Bilby on a Phone

Bilby on a phone is a 'narrower' version of what you see on a computer but the menu items that were on the left are now found in a hamburger menu  in the top left of the screen.



Importantly, the message board for each activity is in this menu.

To find the message board, open your booking and tap the menu in the top left corner. The items in this screen shot show what items are available here.

Searching the Activity Program

When looking for an activity to go on, there is a search facility that can help you find an activity that you are more interested in.



By typing in a key word you can limit the list of activities. For example, typing 'Di T' will bring up all of Di's walks or typing 'Track Work' will list all of Tony's upcoming track maintenance activities. Typing 'Kayak', 'Morning', 'Cycle', 'Royal', 'Coast' or 'Grade 4' will similarly limit the listed activities to those you are after.

Quick Links



Just a reminder that if you have found yourself down a 'rabbit hole' in Bilby and want to get out, you can click on the club name in the top left corner to take you back to the home screen where the activity program is. If you accidentally click the club logo, then it will take you out of Bilby to the club website. If you unintentionally land here, then you can get back to Bilby by clicking the blue 'Activity Program' button that is down the page a little way.



Communicating with the Activity Organiser

When booking an activity, most members of the club leave a short message to the activity organiser as part of the booking process. The activity organiser will receive an email and will see this message when they log in to Bilby and validate your booking. Further messages can still be sent to the organiser via the booking if you need to ask questions or update the organiser. The best way to do this is through your booking, which can be viewed by selecting 'My Bookings' from the drop-down menu in the top right corner where your name is. Click on the button that says 'View Details' for that booking and there is a box to type in that says 'Send a Message to the Activity Owner'. This message will be sent as an email to the organiser through the Bilby system and the organiser can also reply to that message to you. These messages are only visible to you and the activity organiser, like normal emails are. **NEVER us the message box at the bottom of the activity information page that says 'Have a question for the activity organiser?'**

What is a Closed Activity?

A closed activity refers to an activity that is closed to Bilby bookings. To book a closed activity, you need to contact the organiser directly. The activity organiser is listed on the activity information page and there is a link to 'View profile' to find the contact details for the organiser. Check whether the organiser wants communication via email, phone or text. **NEVER us the message box at the bottom of the activity information page that says 'Have a question for the activity organiser?'**

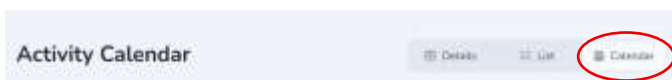
Using the Message Board

A message board is an effective way of having group conversations with others on the activity. Each activity has its own message board which can be accessed via your booking. The message board can be viewed by selecting 'My Bookings' from the drop-down menu in the top right corner where your name is. Click on the button that says 'View Details' for that booking and there is a link on the left-hand side that says 'Message Board'. Any messages here can be seen by any person booked on the activity. Generally a leader will put final details, like starting locations and time etc, here for you to look at. The leader should use the '@Mention' button to put the @everyone tag so all participants get an email notification about the info, as emails may not necessarily be generated without an @tag. The email will have a direct link at the bottom of the email that goes directly to the message board for that activity. Participants can use the message

board to ask questions and organise car-pooling, but be mindful that if you use the tag @everyone then all participants will also receive an email, which can be annoying if this is overused. Individual @Mention tags can be used to directly email the message to another participant, if needed.

Calendar View of the Program

Another nice feature of the Bilby program is the ways in which the program can be viewed. Most people are familiar with the 'Details' view that gives a picture and information about each activity and the 'List' view that allows 50 activities per page, which is good for printing purposes but there is a 3rd view that may have been overlooked. The calendar view shows a month-by-month view on a calendar page and highlights which days have activities. This might be useful if you want to match it up with your calendar to see if there is an activity on the days that you are free. The Calendar button is at the top on the right-hand side of the program page.



December 2025

Have you changed your email?

If you have a new email address, then you will need to change this detail on Bilby so that you can continue to receive information about walks and activities. Navigate to your 'My Account' area in Bilby by clicking on your name in the top right corner. Now click on the 'Contact' tab (shown below Account) and there is an 'Edit' button on the right that will allow you enter a new email address. It will ask you to retype it to ensure there are no typos and then send you a code which you must respond to so that the system can verify the existence of that email. If this is not done, then the email address becomes unverified and no emails or messages will be sent to you.

It is also important to let the club know via our info@sutherlandbushwalkers.org.au email so that your email is updated in our system, too. If we don't know about the new email, then this may be your last newsletter!

Who else is walking with you?

It is often nice to know who else is on the activity that you have booked in for. You might want to see if there is someone to share a ride or a train trip with. Bilby allows you to see who else is on the activity. To do this, Log in to Bilby and click on your name in the top right corner. Then choose 'My Bookings' and a list of walks and activities that you

have booked on will be listed. Choose the activity you want to check by clicking on the 'View Details' button for that activity. When the details are loaded, click the 'Participants' button on the left and you will see all valid participants.

Have you walked with them before?

Our club is fairly big and you may forget who you have walked with, somewhat embarrassing when they know you and you have no idea who they are! Bilby allows you to check what activities you have in common with a person on your walk and that might help you remember a fellow walker. Follow the above instructions on 'Who else is walking with you?', click on the details button for the person and scroll down to see past and future activities that you have in common with them. If you are lucky, they may also have put their photo into their account, so you can see what they look like.

September 2025

Waiting Lists

If an activity is showing as 'Activity Full', you can still book on the activity. If the organiser has a waiting list you could be placed on the list. Personal circumstances change and many organisers get cancellations, which means you could get on to the activity if you have asked to be put on a waiting list.

If you need to cancel, contact the organiser directly, either by email/phone or by sending a message via Bilby. If you open your booking for that activity, there is a cancel booking option on the left and any note you type in a booking will be sent as an email to the activity owner.

Organisers: You can tag the activity as 'FULL - WAITLIST ONLY' in the activity info section of your activity. You can also change the setting here for 'New Bookings' from 'pending' to 'Waiting'.

Is Your Contact Info Available to Organisers?

Navigate to your 'My Account' area in Bilby and click on the 4 tabs (shown below) to make sure all your information is up to date. Emergency contacts need a name and number. If you have two contacts, put them both on the same line (as below). Also check your 'Privacy Settings' to make sure that your Email, Contact and Emergency Contact settings are 'Visible to any Activity Owner'. Full name should be 'Visible to any Active Member'.

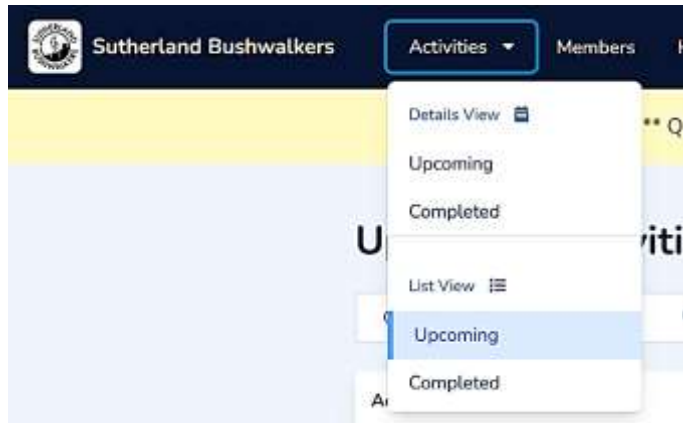
Organisers: If information isn't there, ask members to fix the issue first, otherwise notify Bilby support.

June 2025

Printing an Activity List

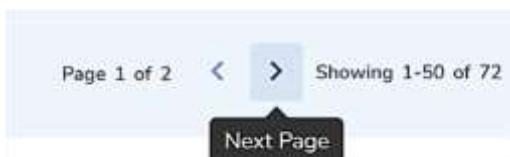
Log in to the Bilby system.

Click on Activities at the top of the screen and choose 'Upcoming' to show the activities in List View.



Use your usual printing process (Ctrl-P or Command-P) to print this list of activities.

This will print the first 50 activities. To print the remaining activities, move to the 2nd page of activities by pressing the 'Next Page' arrow on the right of the screen and repeat the printing process.



Cancelling a Booking

It is always good etiquette to contact the organiser directly if you are cancelling but it should also be done in the Bilby system.

Log in to the Bilby system.

Click on the drop-down menu at the top right of the screen and choose 'My Bookings' to show the bookings that you have made.



Choose the activity that you want to cancel by clicking the 'Activity info' button for that activity.

On the left of the screen, choose 'Cancel Booking' from the menu, then click on the 'Confirm Cancellation' to finalise the cancellation. You can also leave a note for the organiser to explain your cancellation if you need to.



This booking can be revalidated at a later stage by letting the organiser know that you would like to go, either through a note on the booking in Bilby (this generates an email to the leader) or directly by email/sms/phone call.

Don't forget that 'Bilby Help' is available.

- Bilby documents are available on our club website.
https://www.sutherlandbushwalkers.org.au/?page_id=15983
- In the Bilby system use 'Help and Support'
- Or email directly to bilbysupport@sutherlandbushwalkers.org.au