

TO BEGIN

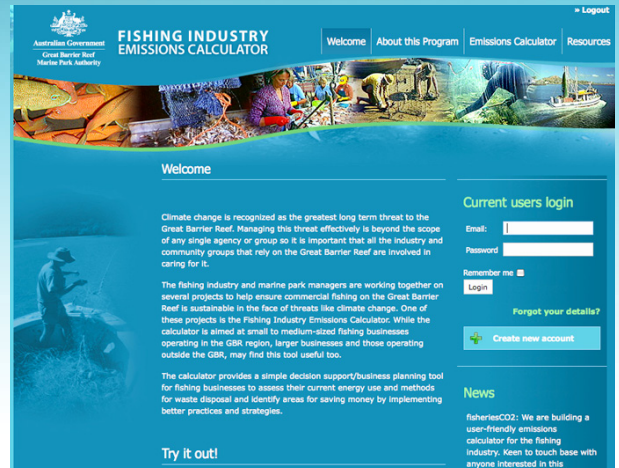
There are four tabs across the top of the webpage:
Welcome, About the Program, Emissions Calculator,
and **Resources.**

Welcome: provides an overview of the emissions calculator. Please keep an eye on the “News” section to see if there is any new information available on the website.

About the Program: explains the scope of the calculator and provides information to get started – including data collections sheets you can download.

Emissions Calculator: allows you to view and agree to the Privacy Notice and then set up your new account.

Resources: provides ideas on how you can take action to reduce your emissions – we hope this will be a forum for sharing fishing-related and technical information that will help you in your decision-making. If you have relevant information to share, please let us know.



LOGGING IN

NEW USER:

- Click on “create new account” then follow the steps.
- You will need to read the Privacy notice (see below) and identify whether you are willing to share your contact details (only) with listed groups to contact you about research and policy development projects (for details as to why this could benefit you, see the **About the Program** page):
- Next you need to complete the registration information, including the details of your business and the total kg of catch in the reporting period (last financial year). Ensure you fill in all mandatory questions (asterisked) and please keep your contact information up to date. Record your user ID and password somewhere safe as you will need these to login in future. Press “submit” once your registration is complete.

EXISTING USERS:

Enter details into the login section and click on login.

More information

For more information on privacy, see the Privacy Commissioner's website at <http://www.privacy.gov.au>

Please ensure that your registration details remain current and update them on the registration form if anything changes.

☐ I Agree to the Privacy Notice and to Share Contact Details

Privacy Notice Only

If you don't wish to share your contact details, then please select:

☐ I Agree to the Privacy Notice

Register

Your details:

Email: *

This will be your login name.

Password: *

First name: *

Surname: *

Business Details:

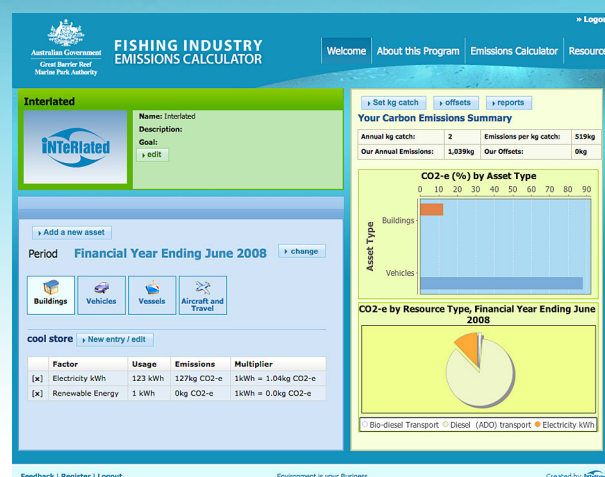
Business: *

☐ Already registered:

Note: Don't register again if your business has created a report previously.

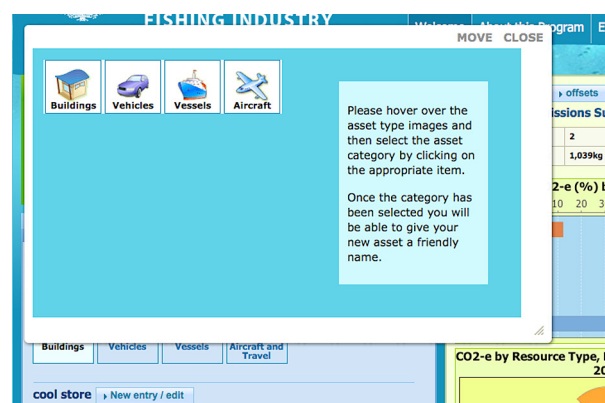
USING THE CALCULATOR

- Once your account is established, the main calculator screen will appear. The Green box on the upper left reflects information about your business that you entered when you registered. The Blue Box on the lower left is where you enter/edit your data and where you see your data and the multipliers that have been used to generate your emission calculations. The Orange Box on the right displays your emissions summary and graphs of your data:



TO ENTER DATA

- All data is assigned to assets – under the categories of: Buildings, Vehicles, Vessels, and Aircraft. To set up an “asset” click on the first button in the blue box – “Add a new Asset”. You can then choose which of the 4 categories you want and select an asset type (e.g. under the category Vehicles you could choose from trucks; passenger cars/utes; or machinery/tractors/mowers). Give it a name so you can identify it and select next.
- Then enter your data as prompted. If an energy or waste type does not apply to this asset select skip. When you have completed all components read through the “points to think about” section for this asset. The pie graph provides a quick idea of how your cumulative energy usage across all assets entered so far, is looking. Select “close” when you are done with entering your data.
- If you want to edit the data you have already entered, then select the icon for that asset category from the 4 images in the Blue Box (just below the “add a new asset” button). All assets entered for that category will appear below the icons – use the new entry/edit button to make any changes.



TO PRESENT DATA:

At the top of the Orange Box three buttons allow you to:

- edit your catch per reporting period (usually a financial year);
- enter any offsets you have purchased and identify what they were; and
- customize your report – including changing the reporting period (top left hand button); including or hiding graphs (you can show a summary of your total emissions by asset category and/or up to 10 individual assets that are the highest CO₂-e emitters in your business (regardless of category). You can download (save) your report by clicking the top right hand button. The report also includes a summary of all the data you entered and the emissions calculations that were done for each individual asset.
- If you want to edit your business information, return to the Green Box and select edit – any changes you make will be updated on your report.

If you have any problems or feedback, please contact us via the feedback button on the bottom left of every page on the website.

Please specify your annual kg catch figure. This will be used to calculate your per-kg catch emissions:

Annual kg catch:

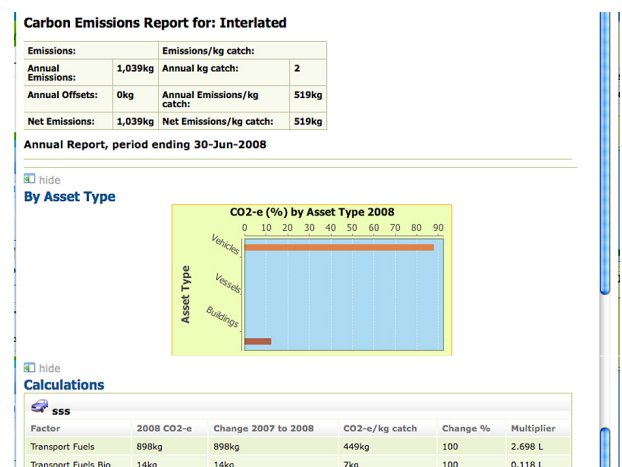
edit your catch per reporting period

Offsets

New

Quantity kg CO₂-e Notes

enter any offsets you have purchased



customize your report

Edit Business

Name:

Telephone Number:

Url:

Photo/logo (.jpg):

Addresses:

No.	Street	Suburb	Post Code	Type
		Annandale	2038	office

edit your business information