

Completing a board member application

This quick reference guide provides instructions on completing a board member application using the Crown Land Reserve Manager Portal (the Portal).

Logging into the Portal

1. Click on the link below or copy the link into your internet browser:

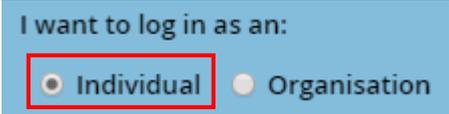
<https://portal.crownland.nsw.gov.au>

2. Follow **Option A** or **B** depending on whether you have been provided a login.

Option A: If you have been provided a login or have previously registered:

If you are an existing board member and wish to re-apply for membership you should already have a login. If you are unsure of your details, please contact us, otherwise follow the instructions below.

You will have received an email with your password and asking you to verify your email address. Please click on the verify link immediately.

Steps	Process	Details
1.	Click on the Individual selection button in the blue login area.	
2.	Enter your email address, password and then press the Login button.	

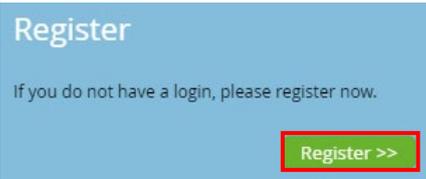
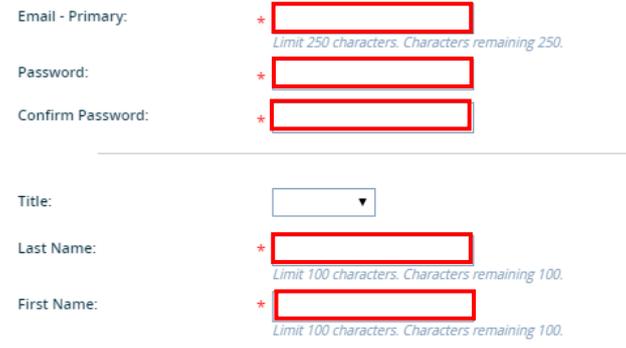
If this is the first time you have logged in, you will be prompted to change your password.

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Option B: If you do not have a login and would like to register:

Steps	Process	Details
1.	Click on the green Register >> button.	 A blue rectangular box with the word "Register" in white. Below it, the text "If you do not have a login, please register now." is displayed. A green button with the text "Register >>" is highlighted with a red border.
2.	Click on the Individual button	 The text "Login Type:" is followed by a radio button selected next to the word "Individual", which is enclosed in a red box. To the right is a "deselect" link.
3.	Enter your details. As a minimum, you must enter: <ul style="list-style-type: none">Your email address in Email – PrimaryA password in Password and Confirm PasswordYour password must be at least 8 characters long and contain one uppercase letter and one lowercase letter.Your Last NameYour First Name	 A registration form with several fields. "Email - Primary:" has a red-bordered input box with a plus sign and a note "Limit 250 characters. Characters remaining 250." "Password:" and "Confirm Password:" have red-bordered input boxes with plus signs. "Title:" has a dropdown menu. "Last Name:" and "First Name:" have red-bordered input boxes with plus signs and notes "Limit 100 characters. Characters remaining 100.".
4.	Click on the green Create button.	 A solid green rectangular button with the word "Create" in white.

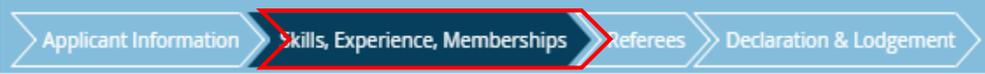
Once your login is ready, you will receive an email asking you to verify your login registration. Please ensure you click on the verify link immediately. Once this is done, you can follow the instructions under **Option A** on the previous page to log in.

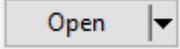
Submitting a board application

Once logged in:

Steps	Process	Details
1.	Click on Apply for Board Membership on the I want to... selection list on the right of the screen.	 <p>Apply for Board Membership</p> 
2.	<p>Locate the board you want to apply for and click Apply Now on the far right.</p> <p>Once you have started the application you can come back to it, but you can find it under Board Applications in Progress at the top of the page.</p>	
3.	Details of the reserve managed by the selected board will be displayed.	
4.	Click the green Initiate Now button to proceed.	
5.	The application form will be displayed. There are four tabs to complete.	

Hints and Tips

No.	Details
<p>1. TIP</p>	<p>The tabs</p> <p>You will need to complete each tab:</p> <p><u>Applicant Information Tab</u></p>  <p>This is information about the position you are applying for and general information about you. The Applicant Information will be only used for the purpose of reporting on diversity in boards. All data reported will be collected and stored in accordance with the <i>Privacy & Personal Information Protection Act 1989</i>.</p> <p><u>Skills, Experience, Memberships Tab</u></p>  <p>This is information about relevant skills, experience, memberships and hobbies you have. This is used in assessing your application.</p> <p><u>Referees Tab</u></p>  <p>You must list two referees that can be contacted to support your application.</p> <p><u>Declaration & Lodgement</u></p>  <p>You must answer all Declaration questions on this tab.</p>
<p>2. TIP</p>	<p>Mandatory fields</p> <p>All fields marked with a red asterisk (*) are mandatory. All other fields are optional.</p>
<p>3. TIP</p>	<p>Saving as you go (The Next Button)</p>  <p>Click the green Next button on a tab to save your changes and move to the next tab.</p> <p>If you move to another tab without clicking the Next button, your changes will be lost and will need to be re-entered.</p> <p>You can leave your application at any time and come back at a later to complete it. Refer to Tip 11 for instructions.</p>

4. TIP	Entering dates Dates can be entered as dd/mm/yy (e.g. 06/04/50 for 6 April 1950)
5. TIP	Entering information into lists (such as for qualifications) <ul style="list-style-type: none">To add additional rows to your list, click on the + Add Button. To remove a qualification, click on [Delete] at the far right of the row.
6. TIP	Entering information into information entry boxes Information entry boxes that have two diagonal stripes in the bottom right corner, can be made larger by moving your cursor over the diagonal lines, clicking and holding and dragging until it is the right size. 
7. TIP	Going back to a previous tab You can go back to an earlier tab, by clicking on the tab header as shown in Tip 1. If you move between tabs, you will need to click [Edit] in the top right of the white area of the screen to enter Edit mode to make changes.
8. TIP	Attaching a document or image <ol style="list-style-type: none">Click on Locate the document or image on your computer. Click 
9. TIP	Finalising and submitting your application On the Declaration & Lodgement tab, once you have completed all tabs including answering all the questions on this tab: <ol style="list-style-type: none">Click Yes against Lodge ApplicationClick the green Submit button.  A green box with your reference number will appear at the top of the screen confirming that your application has been lodged successfully. Refer to Tip 12 for instructions on how to view a completed application.

10 **TIP** Coming back to a saved application

You can save an incomplete application (refer Tip 3). To go back and complete the application:

- a. Click **My Board Applications** on the left hand menu.
- b. Applications that are in progress appear at the top of the page under **Board Applications in Progress**.

Click on the **Reference Number** to open your application.

11 **TIP** Viewing completed applications

You can view completed applications:

- a. Click **My Board Applications** on the left hand menu.
- b. Applications that are completed appear at the bottom of the page under **Completed Board Membership Applications**.

Click on the **Reference Number** to view your application.

Further assistance

If you require further assistance, please contact the Department of Planning, Industry and Environment – Crown Land on **1300 886 235**.