



EARTHCHECK

EARTHCHECK CALCULATOR SOFTWARE GUIDE

Thank you for your commitment to reporting your data within the EarthCheck Calculator Software!

[My EarthCheck](#) is the dedicated secured site for the EarthCheck Calculator. From [MyEarthCheck](#) you can access the online Calculator tool and support information to assist in uploading your data across Activity Measures, Energy, Water and Waste.

To complete the requirements for the EarthCheck Calculator, follow these simple steps:

1. **Register for the EarthCheck Calculator** here:
<https://register.earthcheck.org/?productid=39>
2. Following registration, **login to your account** here:
<https://my.earthcheck.org/Session/Login>
3. **Check your details** – if you would like to change your Benchmarking period or you have made an error when registering (e.g., incorrect name), click on the *Support Tab* > *Contact Us* to send an online form.
4. **Click on the Program tab** – you will see the different areas where you will upload your data – starting with *Activity Measures* such as *Guest Nights*. Review these areas and determine which are applicable to your organisation – for example, you may not have *Onsite Renewable Energy*, so simply click 'Not Applicable' if this is the case.
5. **Gather your data** – review the relevant indicators and look for your Electricity/Gas/Water/Waste bills, and your records of *Activity Measures* such as *Total Customers*, and make sure they align with your designated *Benchmarking Period* (e.g., 01 January 2021 – 31 December 2021).
6. **Upload your data** – you can enter your data monthly, quarterly or annually – whatever works for you! Ensure you click *Save* after each entry. If you need assistance with using the software, head to *Support* > *Videos*, where there is a quick video tutorial on uploading your data.
7. **Submit your data** – once you have entered all your relevant data, simply scroll to the bottom of the page and click *Submit!* If anything is missing, we will let you know which areas need more information. If you have any other issues with submission, head to *Support* > *Contact Us* to send an online form.

And that is it! On the following pages, we will go through these steps in more detail, with helpful hints and tips for using the software and gathering your data.

1. Registration & Login

To begin, please register your organisation for the EarthCheck Calculator here:

Once you have entered the website, you will see the following page:

The screenshot shows the 'Registration - Calculator' page at Step 1 of 6. The EarthCheck logo is in the top left, and a language dropdown menu is in the top right, set to 'English'. The main content area contains a registration form with the following fields:

- Registration Code (if applicable):
- Legal Name:
- Business Trading Name:
- Preferred Language:

Below the form, there is explanatory text: "Where possible, the preferred language for your business will be used for email communication, resources, as well as reports. The preferred language can be changed at any time with your login details provided once registration is complete." A 'Next' button with a right arrow is located at the bottom right of the form area.

Simply enter your details and ensure you have the correct spelling!

On the next page, we will ask you which *sector best describes your business*:

The screenshot shows the 'Registration - Calculator' page at Step 2 of 6. The EarthCheck logo is in the top left, and a language dropdown menu is in the top right, set to 'English'. The main content area contains a 'Product Details' form with the following fields:

- EarthCheck Product:
- What sector best describes your business:

A blue callout box is overlaid on the bottom right of the form area, containing a tip.

TIP: Your sector will reflect your key *Activity Measure*, which is what your indicators will be measured against. **For Example:** Accommodation – *Guest Nights*, Attraction & Activity – *Total Customers*, Cruise Vessel – *Revenue Passenger Kilometres (km’s travelled*total customers)*. **If you are unsure, simply choose the sector you feel is right, and contact us following your registration via the [Support Tab](#).**

The following pages will simply ask for your details such as *Name, Business Address, Email* and *Contact Number*. *Your details will be kept private and they are not used for any purpose other than to access the Calculator Software.*

On the last page, you will be prompted to create a *Username & Password* – make sure you remember these!

Language
English

EARTHCHECK

Registration - Calculator

Step 6 Of 6

Username/Password:

User Name: * **Username is required**

⚠ Passwords should be a minimum 10 characters long with at least 1 upper case, 1 lower case, 1 number and at least 1 special character. They should not match the username.

Password: * **Password is required**

Password Confirm: *

Terms And Conditions

I * **Please enter your name for the Terms and Conditions**

confirm that I am authorised to accept the following terms and conditions on behalf of *

[Click here to read the Terms and Conditions](#)

Yes, I accept the above Terms and Conditions

Please Note: This is a free software. The Terms and Conditions refer to fees, but these are not relevant to your registration.

Previous

Once you have successfully registered, you will see a link to *Login to MyEarthCheck*. Enter the *Username & Password* you created to access the software.

EARTHCHECK

Registration Complete

Your registration is complete please log in to My EarthCheck using your user name and password.

Please contact a customer service representative if you experience a problem.

Please note that our operating hours are from 9am to 5pm Monday to Friday, Australian Eastern Standard Time.

Click here to login!

EARTHCHECK

Earthcheck Pty Limited ABN 30 096 357 149

If you have issues logging in, reset your password using the *Forgot Your Password?* form in the bottom left corner of the *Login Page*.



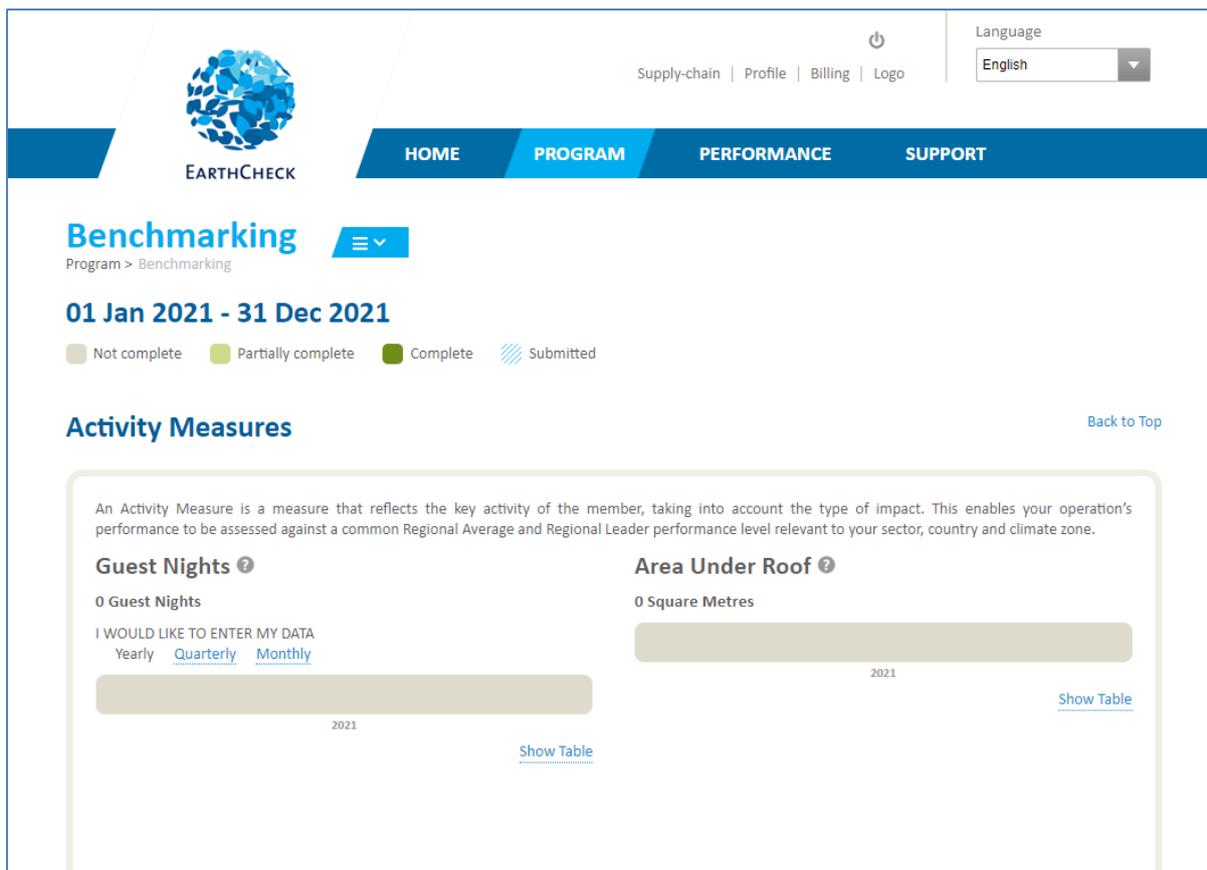
2. Checking Details & Identifying Relevant Data

Firstly, please check that your *Benchmarking Period* reflects the period for which you would like to enter your data, by clicking on the *Program Tab*. When you have registered, the period will be *1 January 2021 – 31 December 2021*. This is the recommended baseline period to enter your data for. If you have issues with gathering data for this period, please reach out via *Support Tab > Contact Us* and we can assist you with this.

The screenshot shows the EarthCheck Calculator software interface. At the top right, there is a 'User Name' dropdown menu with options: 'Supply-chain', 'Profile', 'Billing', and 'Logo'. Next to it is a 'Language' dropdown menu set to 'English'. Below this is a navigation bar with four tabs: 'HOME', 'PROGRAM', 'PERFORMANCE', and 'SUPPORT'. The 'PROGRAM' tab is currently selected. The main content area displays the 'Program' page with a welcome message and a 'Benchmarking' section. The benchmarking period is highlighted as '01 Jan 2021 - 31 Dec 2021'. Below this is a 'Current Benchmarking' section with a 'Start Benchmarking' button. The 'Current Status' is 'Not Started'. The 'Key Indicators' section shows progress bars for 'Not complete', 'Partially complete', 'Complete', and 'Submitted'. Annotations include blue arrows pointing from the 'Support' tab to the 'User Name' dropdown, from the '01 Jan 2021 - 31 Dec 2021' date box to a text box, and from the 'Start Benchmarking' button to the text below the screenshot.

Check these dates & check that your name up the top is correct! Click on the *Support tab* then *Contact Us* if you have any issues.

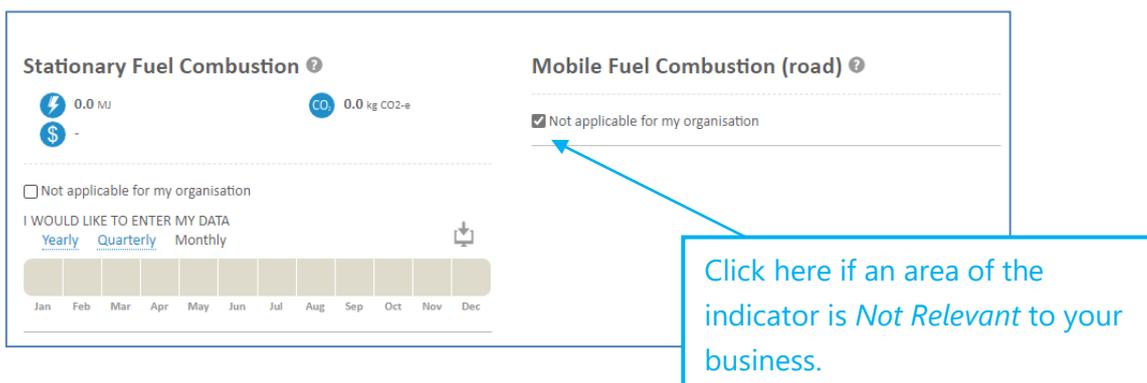
After this, click on *Start Benchmarking* to take you to the *Program* page where you upload your data.



Scroll through this page to get an idea of which areas are relevant to your operations. Generally, organisations will have data to report on the following:

- **Activity Measures**, such as *Guest Nights & Occupied Rooms, Area Under Roof, Total Customers, Revenue Passenger Kilometres, etc.*
- **Purchased Electricity**
- **Stationary Fuel Combustion**, such as *LPG used for onsite gas use.*
- **Total Water Consumed**, which includes *potable water consumption (used for drinking, showers, etc.) and other water consumption, such as Recycled Water used for irrigation.*
- **Total Waste Generated**, which includes *any landfilled and recycled waste.*

The other common areas organisations may report on include *Mobile Fuel, Onsite Renewable Energy, Onsite Wastewater Treatment and Employee & Visitor Transport*. However, if you find these are not applicable to your business, please tick the 'Not applicable for my organisation' button:



3. Gathering Data

The best thing you can do to ensure uploading your data is as easy as possible is to prepare! After you have assessed which areas in our software are relevant to your operations, sourcing all relevant bills and documentation will assist in entering your data efficiently and accurately. Ensure you collect the bills for the correct period you are uploading data!

Examples of bills/documentation that will help you in entering data include:

- **Electricity & Gas Bills** – your consumption will be listed directly on these bills and can easily be entered as-is into the software
- **Water Bills** – your consumption will be listed directly on these bills and can easily be entered as-is into the software
- **Waste Collection Services/Invoices** – while it may be harder to report on waste, council will generally provide businesses with bills for the services they are charged for, often including the **volume** of waste and the **frequency of collection**. This can be used to estimate your consumption (**e.g., 2 240L bins collected every week during the year = 2 x 240 x 52 = 24,960 litres of waste over the period**)
 - Make sure you are aware of the **waste handling method** – is it recycled or landfilled?
 - If you are unsure of the **waste type**, simply enter your waste data as 'Unknown/mixed waste types'. Our software has a range of waste types to report under if you can accurately separate your types of waste.
- **Total Customer Record/ Guest Records/ Kilometres Driven** – you likely already have these details recorded in your own way, such as through your guest records and log books. These can be easily entered into our software directly
- **Other relevant documents** – floorplan (Area Under Roof), Meter Readings (Onsite Renewable Energy), log books (Employee/Visitor Transport)

If at any point you are unsure of how to source your data, please contact us via *Support Tab* > *Contact Us* so that we can assist you.

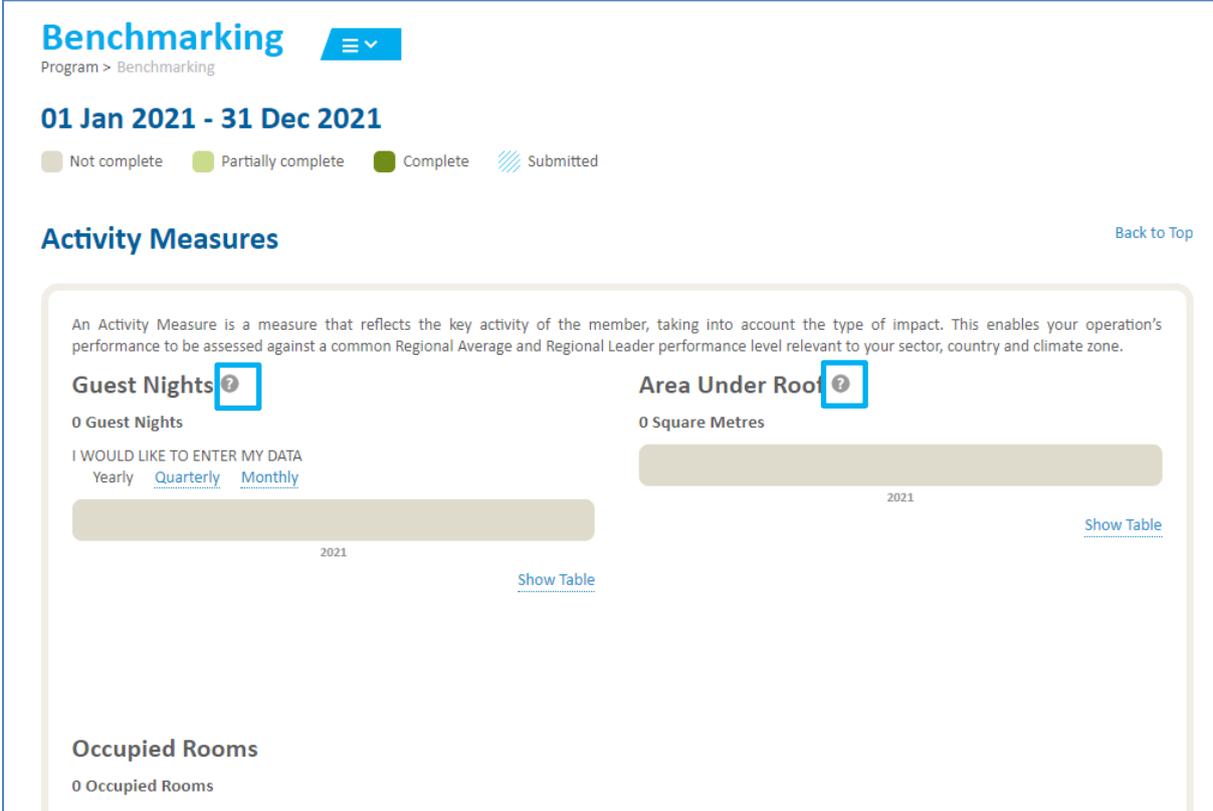
4. Uploading Data

Once you have gathered the resources you need to report your data, you can start uploading your data!

There are only four key indicators to report on:

- **Activity Measures**
- **Energy**
- **Water**
- **Waste**

For more information about each indicator, especially regarding *what your activity measures mean & how they are calculated*, please click on the question mark  symbol next to each of the areas where you submit data:



Benchmarking 

Program > Benchmarking

01 Jan 2021 - 31 Dec 2021

 Not complete  Partially complete  Complete  Submitted

Activity Measures [Back to Top](#)

An Activity Measure is a measure that reflects the key activity of the member, taking into account the type of impact. This enables your operation's performance to be assessed against a common Regional Average and Regional Leader performance level relevant to your sector, country and climate zone.

Guest Nights 

0 Guest Nights

I WOULD LIKE TO ENTER MY DATA

[Yearly](#) [Quarterly](#) [Monthly](#)

 2021

[Show Table](#)

Area Under Roof 

0 Square Metres

 2021

[Show Table](#)

Occupied Rooms

0 Occupied Rooms

I WOULD LIKE TO ENTER MY DATA

You can choose how you wish to enter data – yearly, quarterly or monthly – for each area, by clicking on the blue links:



Guest Nights 

0 Guest Nights

I WOULD LIKE TO ENTER MY DATA

[Yearly](#) [Quarterly](#) [Monthly](#)

Click on the bar below this to enter data for each section.

Activity Measures [Back to Top](#)

An Activity Measure is a measure that reflects the key activity of the member, taking into account the type of impact. This enables your operation's performance to be assessed against a common Regional Average and Regional Leader performance level relevant to your sector, country and climate zone.

Guest Nights ?

0 Guest Nights

I WOULD LIKE TO ENTER MY DATA

[Yearly](#) [Quarterly](#) [Monthly](#)

2021

[Show Table](#)

Area Under Roof ?

0 Square Metres

2021

[Show Table](#)

Occupied Rooms

0 Occupied Rooms

I WOULD LIKE TO ENTER MY DATA

[Yearly](#) [Quarterly](#) [Monthly](#)

2021

[Show Table](#)

The progress bars will turn **dark green** each time you have completed that section. Make sure each of the bars are **dark green** for each of the relevant indicators.

Activity Measures [Back to Top](#)

An Activity Measure is a measure that reflects the key activity of the member, taking into account the type of impact. This enables your operation's performance to be assessed against a common Regional Average and Regional Leader performance level relevant to your sector, country and climate zone.

Guest Nights ?

12345 Guest Nights

I WOULD LIKE TO ENTER MY DATA

[Yearly](#) [Quarterly](#) [Monthly](#)

2021

[Show Table](#)

Area Under Roof ?

123456 Square Metres

2021

[Show Table](#)

Occupied Rooms

6155 Occupied Rooms

I WOULD LIKE TO ENTER MY DATA

[Yearly](#) [Quarterly](#) [Monthly](#)

2021

[Show Table](#)

5. Submitting Data

Once you have completed your data, each section's progress bars will be dark green. If any of the bars are light green, click on that bar and enter the missing data.

Once everything is entered (and the progress bars are dark green) simply scroll to the bottom of the page and click submit!

If you are missing any answers, you will receive a notification after clicking submit. If this occurs, simply enter the data for the missing areas and re-submit.