EarthCheck EventCalculator

EARTHCHECK

START

Login to MyEarthCheck and select the EventCalculator tool.

STEP ONE

Manage venues

- Input venue details
- The tool will utilise data from the backend of the EarthCheck system to calculate emissions for each venue

This step only needs to be completed once.

STEP TWO

Create event

- Input event details
- Select options such as organiser status and logo inclusion
- Save the event

STEP THREE

Add venues to event

- Assign your venues to your new event and add the number of hours they are used for

You can add multiple venues per event if required.

Are you the event organiser?

YES

STEP FIVE

Add event data

- Select what is being measured
- Add text for the scope (this appears on the report)
- Select data capture method
- Input data manually, via bulk import or delegate entry

STEP SIX

View report

Review the event data and generate a report for further analysis.

NO

STEP FIVE

Notify your event organiser to contribute the data on your behalf

STEP SIX

Once completed, view report