



green impact

Toolkit user guide

About

This guide should take you through the key aspects of the toolkit and help you get the most from it.

We are constantly evaluating and developing the toolkit based on the feedback we receive from teams and organisations, so do feedback your thoughts throughout the year and we will consider them within future edits and developments.

If you have any queries about this document, please contact Rhiannon Boyd, ACTS General Manager, on rboyd@acts.asn.au or +61 (0)404 178 088.

Contents

Signing up and logging in	4
Welcome to your team	6
Amending your profile	7
Your scoring system	9
The toolkit's tabs	10
Your Green Impact criteria	11
Completing Green Impact actions	12
Uploading evidence	14
Leaving comments	16
Your achievement report	21
Using the glossary	23
Downloading and printing the toolkit	24
Sharing good practice and resources	25
Submitting your toolkit	26



Have any questions?

If you have any queries, please contact
Rhiannon Boyd, ACTS General Manager,
on rboyd@acts.asn.au

or

greenimpact.acts.asn.au

green.impact@acts.asn.au

[#GreenImpact](https://twitter.com/GreenImpact)

Signing up and logging in

The screenshot shows the '2020 TOOLKIT' website. At the top, there are logos for ACTS and green impact, and navigation links for 'About', 'Help', and 'Contact'. A vertical sidebar on the left contains buttons for 'Intro', 'Bronze', 'Silver', 'Gold', 'Labs', 'Special', and 'Submit'. The main content area features a 'Welcome to Green Impact!' heading, a brief description of the program, and a call to action: 'This is an example version of a Green Impact toolkit for users to explore and see how the online platform works. Please watch the instruction video below then, register using the green button on the right.' Below this is a video player with the title 'Welcome to Green Impact: How to...'. To the right of the main content is a 'Login' section with buttons for 'Login', 'Register' (highlighted with a red box), and 'Lost Password'. Below the login section is a 'Tweets by @ACTS_Inc' section featuring a tweet from Victoria University of Wellington about climate challenges.

When you first arrive at your organisation's toolkit, register yourself if you are new to the program.

Click on the register link to sign up for the first time.

Once you have registered, you simply click Login each time you arrive.

Signing up and logging in

Registration

Please note you are asked to register as an individual rather than as a team so please register yourself to the toolkit by entering your details below. You will be assigned to the team you choose from the 'Team' dropdown menu. If your team isn't listed in the 'Team' dropdown menu, that means you are the first person from your team to register for the programme, therefore, please also enter your team's details.

First name *

Last name *

Email *

Preferred language

Telephone number

Location/Building *

Password *

Password Re-type *

Registration Code *

Team

New Team Details (if required):

Team Name *

Number of people *

Team Primary Contact (Name) *

Team Primary Contact (e-mail) *

Number of people working in area covered by team *

[You can find our privacy statement here.](#)

By signing up to participate, you agree to allow NUS, its partners (that are running the programme in different countries) and local administrators access to the information that you upload. If you are not happy to share this information for this purpose, please contact your local administrator (details in the footer below) to discuss alternative options.

I agree *

Please type the text shown * **6xk38n**

You can fill out your details, and either add yourself to an existing team if you are joining a department to take part or create a new team yourself.

Be sure to add as accurate a number as possible when it asks you how many people are in your team, how many people your team covers and where it is based. This really helps us to monitor the reach of the program and know where to find you if we need to!

Welcome to your team

2020 TOOLKIT About Help Contact

green impact ACTS_{inc}

Intro

Bronze
Completed 2 of 23

Silver
Completed 0 of 15

Gold
Completed 0 of 18

Labs
Completed 0 of 28

Special
Completed 1 of 3

Submit

Welcome to Green Impact!

Each organisation that uses the Green Impact model develops their own bespoke program creating a simple but sophisticated online toolkit to guide and monitor people's progress.

This is an example of how a toolkit is setup, using the popular Bronze, Silver and Gold scoring structure.

With the support of our team, you will design a toolkit with simple and positive actions teams can realise, based on the strategic priorities and interests of your organisation.

Please watch the short instruction video below or take a look at the [full user guide](#) to find out how to interact with the toolkit.

[Get the Flash Player](#) to see this content.

If you have any questions, please contact our team at green.impact@acts.asn.au.

Achievement Report

- Profile
- Activity Log
- Evidence Uploads
- Logout

Team name:
Trial

Members:
Test Account

Tweets by @ACTS_inc

ACTS Retweeted

Victoria University of Welling
@VicUnWgm

"Young people don't have to be climate scientists to address sustainability challenges," says #VicUnWgm senior design lecturer Tonya Sweet after winning a 2019 @greenimpact award for her #SustainableDesign courses bLjy2qjmWH

You can see who else is in your team in the 'members' section on the front page of your workbook.

The main body of text on the front page will talk you through how the program will run at your organisation – the scoring system, submission deadline and anything else important for the year ahead.

Amending your profile

2020 TOOLKIT About Help Contact

green impact ACTS INC

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Achievement Report

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"Young people don't have to be climate scientists to address sustainability challenges," says #VicUnWgm senior design lecturer Tonya Sweet after winning a 2019 @greenimpact award for her #SustainableDesign courses bit.ly/2qjmwH

If you need to change any of your log in details after signing up to the toolkit, you can access this by clicking the profile button.

Amending your profile

Registration

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First name *

Last name *

Email *

Preferred language

Telephone number

Location/Building *

Password *

Password Re-type *

Registration Code *

Team

New Team Details (if required):

Team Name *

Number of people *

Team Primary Contact (Name) *

Team Primary Contact (e-mail) *

Number of people working in area covered by team *

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By signing up to participate, you agree to allow NUS, its partners (that are running the programme in different countries) and local administrators access to the information that you upload. If you are not happy to share this information for this purpose, please contact your local administrator (details in the footer below) to discuss alternative options.

I agree *

Please type the text shown * **6xk38n**

Here you can change your personal details, password or number of staff covered in your teams.

If you need to change a team then contact your program lead and ask them to move you.

If the old team is no longer in use by any team members, please inform your Project Officer who will be able to delete the group.

Your scoring system

The screenshot shows the '2020 TOOLKIT' website. At the top, there are navigation links for 'About', 'Help', and 'Contact'. The main header features the 'ACTS green impact' logo and the 'ACTS' logo. A vertical navigation menu on the left lists several sections: 'Intro', 'Bronze' (Completed 2 of 23), 'Silver' (Completed 0 of 15), 'Gold' (Completed 0 of 18), 'Labs' (Completed 0 of 28), 'Special' (Completed 1 of 1), and 'Submit'. The main content area is titled 'Welcome to Green Impact!' and contains the following text:

Each organisation that uses the Green Impact model develops their own bespoke program creating a simple but sophisticated online toolkit to guide and monitor people's progress.

This is an example of how a toolkit is setup, using the popular Bronze, Silver and Gold scoring structure.

With the support of our team, you will design a toolkit with simple and positive actions teams can realise, based on the strategic priorities and interests of your organisation.

Please watch the short instruction video below or take a look at the [full user guide](#) to find out how to interact with the toolkit.

[Get the Flash Player](#) to see this content.

If you have any questions, please contact our team at green.impact@acts.aunz.

On the right side of the page, there is a sidebar with a menu containing 'Achievement Report', 'Profile', 'Activity Log', 'Evidence Uploads', and 'Logout'. Below this menu is a section for 'Team name', 'Trial', 'Members', and 'Test Account'. At the bottom of the sidebar, there is a 'Tweets by @ACTS_Inc' section featuring a tweet from 'Victoria University of Wellington' (@VUWnz) with a quote: "Young people don't have to be climate scientists to address sustainability challenges," says #VUWnz senior design lecturer Tonya Sweet after winning a 2019 @greeningnz award for her #SustainableDesign courses bit.ly/2qppWHt. Below the tweet is a small photo of a group of people.

You can see how each award level is calculated on the **Welcome to Green Impact** page after logging in.

This will also explain how any additional tabs, such as Labs or Catering are scored and whether you and your team need to work on them or not.

The toolkit's tabs

2020 TOOLKIT

About Help Contact

ACTS green impact ACTS

Intro

Bronze
Completed 2 of 23

Silver
Completed 0 of 15

Gold
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Labs
Completed 0 of 28

Special
Completed 1 of 1

Submit

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Achievement Report

Profile

Activity Log

Evidence Uploads

Logout

Team name:
Trial
Members:
Test Account

Tweets by @ACTS_Inc

ACTS Retweeted

Victoria University of Wellington @VUWUWgln

"Young people don't have to be climate scientists to address sustainability challenges," says #VUWUWgln senior design lecturer Tonya Sweet after winning a 2019 @greeningme award for her #SustainableDesign courses bit.ly/2qppnWH

The majority of organisations have a combination of Bronze, Silver, Bonus and/or Gold tabs (but yours may be labelled differently). These are where your tasks for each level are located, each level being slightly more challenging to push you further in your greening actions! Click on each tab to start working on your awards.

Some organisations have additional tabs for specialist departments or areas of their buildings. You will be able to see these in the list of tabs down the left-hand side if your organisation is taking part in these. Read the instructions on the **Welcome to Green Impact** page after you log in to see which ones are relevant to you.

Your Green Impact criteria

The screenshot displays the '2020 TOOLKIT' interface. At the top, there are logos for 'ACTS green impact' and 'ACTS inc'. Navigation links for 'About', 'Help', and 'Contact' are visible. The main content area shows a progress bar for 'Team: Trial' with award levels: Back to menu, Bronze, Silver, Gold, Labs, and Special. A 'Save Changes' button and a printer icon are also present. Below the progress bar, a list of criteria is shown, with a red box highlighting the 'Engagement' section:

- (B001 - B024) Recycling & Reuse [Show All](#) Completed 2 out of 8
- (B002 - B022) Engagement [Show All](#) Completed 0 out of 7
- (B004 - B004) Health and wellbeing [Show All](#) Completed 0 out of 1
- (B010 - B013) Energy [Show All](#) Completed 0 out of 4

We have broken down each award level into clear themes within the toolkit. We hope this will make it easier for you to see what is included in each award and look less daunting than one big long list.

You can see how many actions you have completed and what your score is at the top of each page.

By clicking on **Show All** you can expand each theme to show you the criteria within it.

Completing Green Impact actions

Each action comprises 4 sections:

1. The action itself – this should be a clear outline of what action you can take in your department to make an impact but is open for you to complete as you wish within your team.
2. Further Information – this will let you know why the action is important, where you access further resources and may give guidance on the type of activity you can take to complete it.
3. How you will be audited – simple outline of what evidence you need to collect.
4. Comments/evidence – your space to record progress to date, coordinate with your team members and upload final pieces of evidence.

The screenshot shows a user interface for tracking Green Impact actions. At the top, there is a navigation bar with tabs for 'Criteria', 'Further Information', 'How you will be audited', and 'Comments/Evidence'. The 'Total Points' are shown as 5. The main content area displays the action title 'B001 - Recycling & Reuse' and a description: 'The department/area recycles mobile phones and staff in the area have been reminded where they can recycle mobile phones on campus.' On the right side, there is a vertical progress bar with three segments: 'Not Done' (white), 'N/A' (light green), and 'Done' (dark green). The 'Done' segment is currently selected, indicating the action is complete.

Completing Green Impact actions

The screenshot displays the '2020 TOOLKIT' interface for Green Impact. At the top, there are logos for ACTS and green impact, along with navigation links for 'About', 'Help', and 'Contact'. Below this, a progress bar shows the user's team as 'Trial' and their current status as 'Bronze'. The progress bar includes buttons for 'Back to menu', 'Bronze', 'Silver', 'Gold', 'Labs', and 'Special'. A 'Save Changes' button is visible, along with a notification that 'Completed 2 of 23, Total Points 10 of 115'. The main content area shows a list of criteria, with the first one being '(B001 - B024) Recycling & Reuse'. A pop-up window is overlaid on the screen, asking the question 'Are you doing this as a result of Green Impact?' with 'No' and 'Yes' buttons. The pop-up also shows a 'Done' button and a 'Not Done' button. The background shows a table with columns for 'Criteria', 'Further Information', 'How you will be audited', 'Comments/Evidence', and 'Total Points'. The table has two rows: 'B001 - Recycling & Reuse' and 'B005 - Recycling & Reuse'. The 'Total Points' column for B001 shows '5' and for B005 shows '5'. The 'How you will be audited' column for B001 shows 'Not Done' and for B005 shows 'Already doing'.

When you are ready to say you have done a task, simply click on the button to the right of the criteria.

If you click **done** a pop-up box will appear and ask if you have completed this task as a result of Green Impact. Please select Yes or No accordingly as this helps us see what tasks you and your team were doing already, and which ones green Impact inspired you to complete.

If you can't complete any action for reasons out of your control, you can select 'Not Applicable' and still get the award. Auditors may need evidence of why this is not applicable to you.

Just make sure, as with any edits you make in the workbook, you click **save changes** before leaving the page!

Uploading evidence

The screenshot displays the ACTS Green Impact audit interface. At the top, there are logos for ACTS and green impact. Below the logos, a progress bar shows the team's status: 'Team: Trial' with buttons for 'Back to menu', 'Bronze', 'Silver', 'Gold', 'Labs', and 'Special'. A 'Save Changes' button is visible. The main content area shows a table with columns for 'Criteria', 'Further Information', 'How you will be audited', 'Comments/Evidence', and 'Total Points'. The table has 8 rows, with the first row highlighted. The 'Comments/Evidence' column for the first row contains the text 'Test Account - Evidence uploaded: E waste collection.jpg' and an 'Edit' link. Below the table, there is a section for 'Upload Evidence' with a red box around the 'Upload a file' button. The file 'E waste collection.jpg' is listed below the button, with a 'View all evidence' link.

When you have completed an action, you can upload evidence to submit with your workbook.

Click on the red 'upload a file' button in the action you have evidence for, and then attach your file. It will accept most types of file (Excel, PowerPoint, Word, PDF) up to a maximum size of 4MB.

*(Please note that for successful upload, **file names cannot have any full stops in the title**).*

You do not have to store your evidence in this way, but it is advisable to make your filing and submission a lot easier. Look in the 'How you will be audited' section and ask your local GI lead for any specific details of how they would like you to evidence your action. It will also make the audit quicker.

Uploading evidence

Please do not upload any information which may contain sensitive personal data. You can instead choose to show this to your auditor during the audit process.

Upload Evidence

[Upload a file](#)

[E waste collection.jpg](#)

[View all evidence](#)

By clicking on the 'view all evidence' hyperlink within each action, you will be able to see what evidence has been logged in your toolkit, download it or delete it.

2020 TOOLKIT

About Help Contact

ACTS green impact

ACTS inc

Intro

Bronze

Silver

Gold

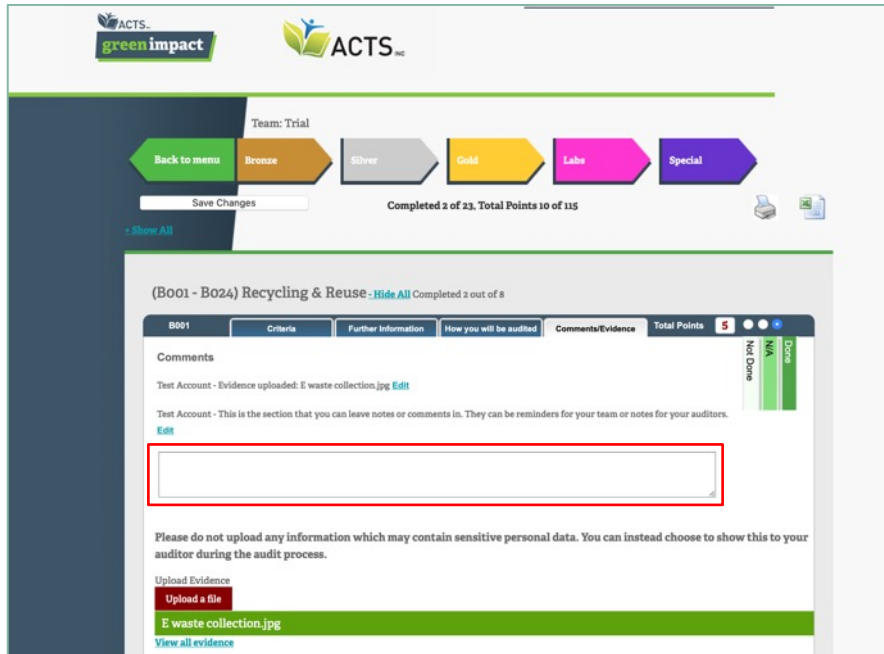
Labs

Evidence Uploads

Evidence	
Task	BO01
Description	The department/area recycles mobile phones and staff in the area have been reminded where they can recycle mobile phones on campus.
User	Test Account
Uploaded	08/04/2018 02:41:47
File	E waste collection.jpg
	Download Delete

Here you can download what is on the toolkit or remove any files or bits of evidence you no longer want to be included.

Leaving comments



The screenshot displays the ACTS green impact interface. At the top, there are logos for ACTS green impact and ACTS inc. Below the logos, a progress bar shows the user's current status: 'Team: Trial' with a 'Back to menu' button, followed by 'Bronze', 'Silver', 'Gold', 'Labs', and 'Special' stages. A 'Save Changes' button is visible. The main content area shows a list of actions, with '(B001 - B024) Recycling & Reuse' selected. The 'Comments/Evidence' tab is active, showing a list of comments. A red box highlights a text input field for adding a new comment. Below the input field, there is a warning message: 'Please do not upload any information which may contain sensitive personal data. You can instead choose to show this to your auditor during the audit process.' An 'Upload Evidence' section shows a file named 'E waste collection.jpg' with a 'View all evidence' link.

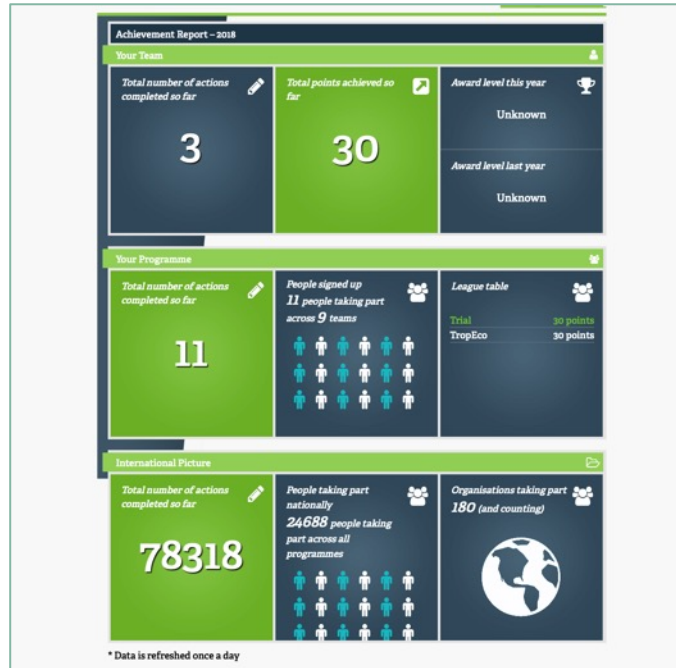
You can also leave comments in the final tab for each action. You can give your team information about what action you have taken, or provide more details for the auditors on why you have done something in a particular way.

To edit or delete your own comments, click on 'activity log' on the main welcome page.

You will then be presented with a list of all the comments that have been inputted. Click on the action reference you want to edit to see the comment. You can then edit or delete your own comment – **remember to click update!**

NB: You can only amend your own comments

Your achievement report



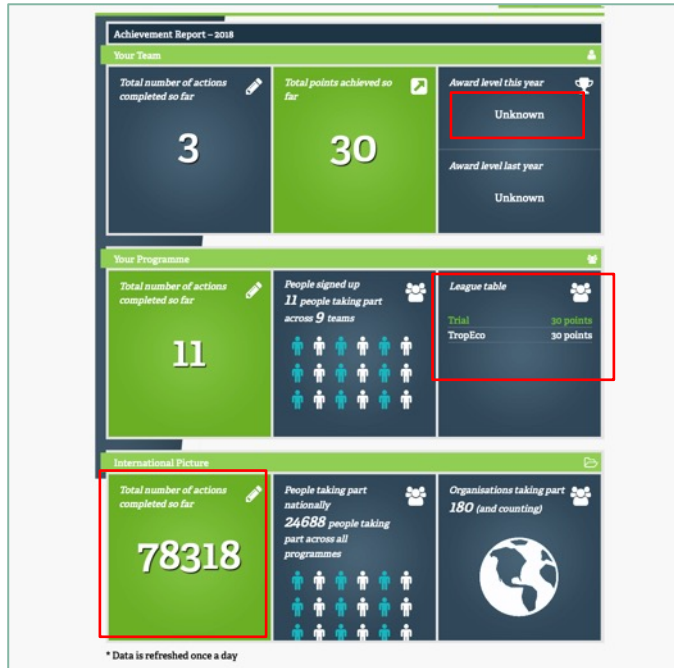
You can track your progress, see what the rest of your program and what all other participating organisations are achieving through Green Impact by clicking on this button on your toolkit homepage.

Your Team – this will show you how you are getting on so far this year and what award you gained last year.

Your Program – this will show you what everyone working on your toolkit is achieving so you can see what impact you are collectively having

International Picture – this will show how many people are taking part, how many actions have been taken and how many organisations are all making an impact across the UK and the world!

Your achievement report



Be aware that some of the data on your achievement report will be updated overnight so will only be correct first thing in the morning each day. This is due to more complex calculations being required to gather this data and show it to you through the report.

Those highlighted here will be updated overnight. The rest will be live data.

NB: not all of these tiles may be visible to you and your organisation – they are chosen by your program administrator to best fit the needs of your program. When tiles are not displayed, a grey tile will appear in it's place.

Using the glossary

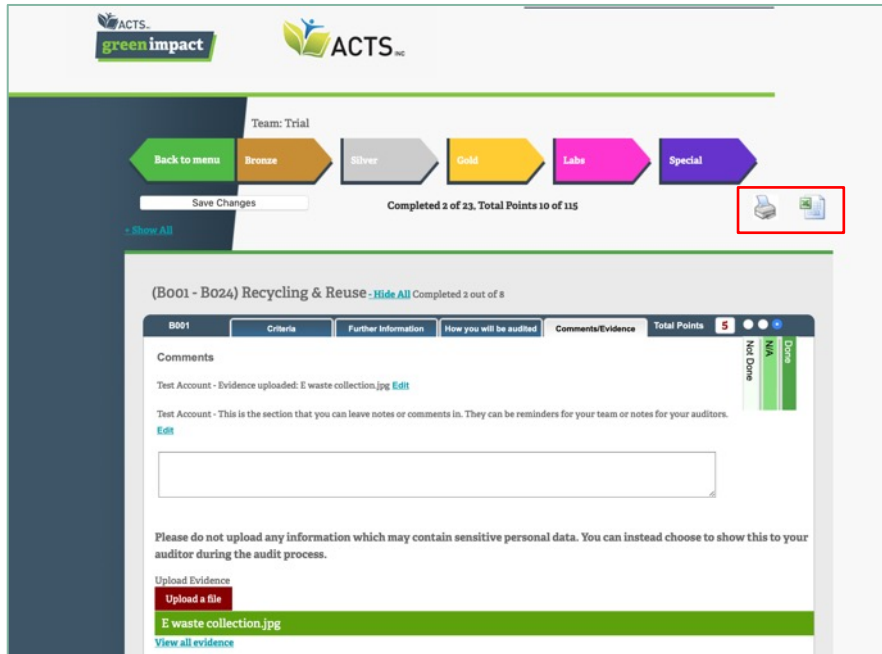
Glossary

00 electricity tariff	An electricity supply profile type for individual sites that have a maximum demand of 100kW or more at any one time during three months in the last 12-months. If you are on an 00 tariff, your meter data will be recorded and sent off automatically every 30 minutes, and this 30-minute consumption data will be available to you via a website upon request from your electricity supplier. To find out your profile number, look at the rectangular code box on any of your electricity bills - profile types range from 00 to 08. The profile number is the top left number to the right of the letter.
30-minute consumption data	Electricity meter data that is automatically recorded and sent off every 30-minutes. Any organisation with an 00 electricity tariff can view their 30-minute consumption data online upon request from their electricity supplier.
5 A Day	The Government's healthy eating campaign - www.nhs.uk/LiveWell/5ADAY
5 minute volunteering	Volunteer opportunities that are quick to do. A good example of a sustainability 5 minute volunteering project would be taking part in a planting initiative.
Acid Rain	Rain that has mixed with a range of industrial pollutants to become more acidic than is natural. During the 1980s, acid rain was a serious problem in Scandinavia, where whole forests and aquatic ecosystems were effectively destroyed.
Alcohol Impact	Alcohol Impact is NUS's behaviour change programme that embeds social norms of responsible drinking on our campuses, changing attitudes towards alcohol, and building healthier, safer, more productive student communities. You can find out more here http://alcoholimpact.nus.org.uk/about .
An Inconvenient Truth	An Inconvenient Truth is an American documentary film about global warming presented by former United States Vice President Al Gore. The film was released on DVD on 21 November 2006. www.climatecrisis.net
Aqua Stewardship Council (ASC)	The Aquaculture Stewardship Council (ASC) manages standards for responsible aquaculture. Products bearing the ASC label come from fish farms that have met these standards. The on-pack label demonstrates to consumers that their seafood comes from farms that limit their impacts on the environment and the community. For more information, visit https://www.asc-aqua.org .
audio-conferencing	A conference call is a telephone call in which the calling party wishes to have more than one called party listen into the call. You can use conference calls daily to meet with remote parties, both internally and outside of your organisation. Conference calling is viewed as a primary means of cutting travel costs and impacts and allowing workers to be more productive by not having to go out-of-office for meetings.
Available supply capacity	Available supply capacity is the amount of electricity you reserve, so you are guaranteed supply during your periods of maximum demand . It typically costs around £1 per month per KW reserved. Not all energy supply contracts have an available

The glossary is a list to explain terms you may not be familiar with or give further explanation as to why they are important. You can access our full glossary by clicking the book icon on every page.

Within many actions you may also find hyperlinked words. Simply click on the word and it will open the glossary in a separate window so you can find out more about the term.

Downloading and printing the toolkit



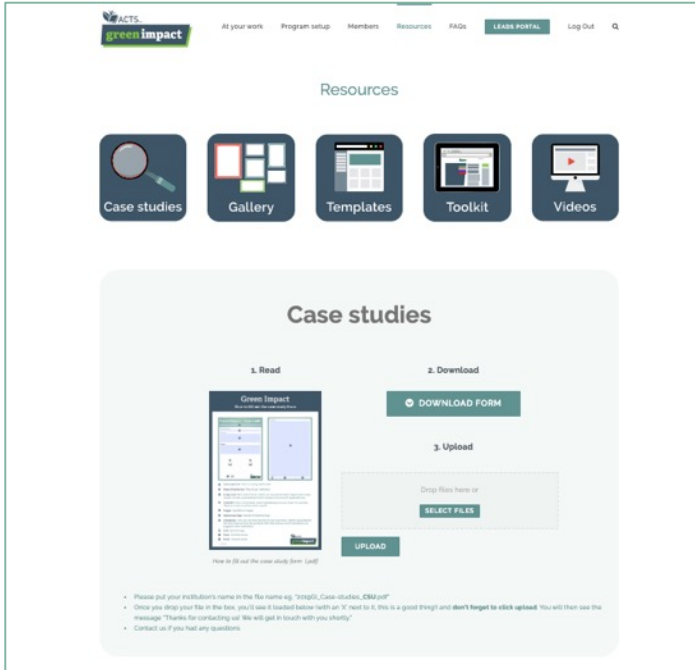
The screenshot displays the ACTS Green Impact toolkit interface. At the top, the ACTS logo and 'green impact' branding are visible. Below this, a progress bar shows the team's status: 'Team: Trial' with a sequence of award levels: Back to menu (green), Bronze (orange), Silver (grey), Gold (yellow), Labs (pink), and Special (purple). A 'Save Changes' button is present. Below the progress bar, it indicates 'Completed 2 of 23, Total Points 10 of 115'. A red box highlights two icons: a printer icon and a document icon with a download arrow. The main content area shows a detailed view for '(B001 - B024) Recycling & Reuse - Hide All Completed 2 out of 8'. It includes a table with columns for 'Criteria', 'Further Information', 'How you will be audited', 'Comments/Evidence', and 'Total Points'. The 'Total Points' column shows a score of 5. Below the table, there is a 'Comments' section with a text area and a 'Test Account - Evidence uploaded: E waste collection.jpg Edit' notification. A warning message states: 'Please do not upload any information which may contain sensitive personal data. You can instead choose to show this to your auditor during the audit process.' At the bottom, there is an 'Upload Evidence' section with a red 'Upload a file' button and a green bar showing 'E waste collection.jpg' with a 'View all evidence' link.

To help you use the toolkit with those who maybe don't have computer access, or to enable you to use a hard copy of the toolkit to plan with your team, you can print and export it.

These icons let you print the toolkit, or export each award type to an excel document.

Obviously we would encourage you not to print lots of copies, so hopefully the excel function will help you use the toolkit without needing to print. The excel function also shows you the comments and actions completed, so is a live representation of your work at the point of download.

Sharing good practice and resources



The screenshot shows the ACTS green impact website. The top navigation bar includes 'At your work', 'Program setup', 'Members', 'Resources', 'FAQs', 'LEADER PORTAL', 'Log Out', and a search icon. The main heading is 'Resources', followed by five icons: 'Case studies', 'Gallery', 'Templates', 'Toolkit', and 'Videos'. Below this is a 'Case studies' section with a three-step process: 1. Read (with a thumbnail of a case study), 2. Download (with a 'DOWNLOAD FORM' button), and 3. Upload (with a 'SELECT FILES' button and an 'UPLOAD' button). A small note says 'View all 28 out of the case study form (s)!!'. At the bottom, there are instructions: 'Please put your institution's name in the file name eg. "img01_Case-studies_CSM.pdf"', 'Once you drop your file in the box, you'll see it loaded below (with an 'X' next to it, this is a good thing) and **don't forget to click upload**. You will then see the message "Thanks for contacting us! We will get in touch with you shortly."', and 'Contact us if you have any questions.'

If you have some great evidence or photos you think others across the country could benefit from seeing, or if you would like to see what others have produced, we have an area just for you!

Head to <https://greenimpact.acts.asn.au/resources> and you can email through your examples or click to download those added from others.

Submitting your toolkit

The screenshot shows the '2020 TOOLKIT' website. At the top, there are logos for 'ACTS green impact' and 'ACTS'. A navigation menu on the left lists categories: Intro, Bronze, Silver, Gold, Labs, Special, and Submit. The 'Submit' button is highlighted with a red box. The main content area features a 'Welcome to Green Impact!' heading, a brief description of the program, and a video player. A sidebar on the right contains a login/register section and a tweet from ACTS.

2020 TOOLKIT

About Help Contact

ACTS green impact

ACTS

Intro

Bronze

Silver

Gold

Labs

Special

Submit

Welcome to Green Impact!

Green Impact is an award winning sustainability behaviour change and engagement program for all kinds of organisations. It helps people understand sustainability and social responsibility, shows them what they can do to make a difference in their workplace, and supports them in achieving these actions.

This is an example version of a Green Impact toolkit for users to explore and see how the online platform works. Please watch the instruction video below then, register using the green button on the right.

You can learn more about the program [here](#) or contact the ACTS team at green.impact@acts.asn.au to find out how Green Impact can be implemented at your organisation.

Login

Register

Lost Password

Tweets by @ACTS_Inc

ACTS Retweeted

Victoria University of Wellington @vuwgreen

"Young people don't have to be climate scientists to address sustainability challenges," says #VUWGreen senior design lecturer Tonya Speed after winning a 2019 @greengovts award for her #SustainableDesign courses @hydrogenlabs

Embed View on Twitter

When you are happy that you and your team have completed as many actions as you can, uploaded all of the right evidence and edited your comments to be suitable for your auditors to use, you are ready to submit your toolkit.

Simply click on the 'submit toolkit' button and you will be asked for any final comments before your toolkit gets sent to the Green Impact team at ACTS.

You can then get excited for your awards ceremony!

