



ICN Regional Gateway User Guide

Opportunity registration – five handy tips

1. Go to regional.icn.org.au and click 'Regional Administration' on the far left side.

- Enter your email and password (we will have sent you an email with these details when we set you up as a user).
- Click 'Login'.
- If you have forgotten your password, click 'Forgot Password' and a new one will be sent to your email address

2. Add a new opportunity in your Local Government Authority or council area

- Click 'Add' and complete all red bolded sections. To restrict opportunity access to a particular region, expand the region listing and choose one or more regions.

3. Decide whether you would like suppliers to register their interest through ICN Regional Gateway

- If you would like suppliers to be able to Register their interest in this opportunity, make sure you click 'Allow registration of EOIs'

4. Choose the industry or industries related to the opportunity.

- We use these categories to determine which suppliers should receive email notification for this opportunity.

5. Click 'Save'

Questions?

If you have any questions when registering a project on ICN Regional Gateway, we're always happy to help. Please call us on **02 9927 3100**.