



# ICN Regional Gateway User Guide

## Opportunity registration – five handy tips

### 1. Go to [regional.icn.org.au](http://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**.