BYRONWARE

Celebrant Suite

User Guide

Contents

Overview

This is a User Guide to explain the functionality of the Celebrant Suite system and how to use it.

Log In

To access the Celebrant Suite portal, go to www.thecelebrantsuite.com.au where you will be shown the log in fields.

The Username and Password will be specific to the account logging in, your login will be the email used when 1st registering on the Byronware website.

Click on the Login button and an email containing an 2FA authorisation code will be sent to the email attached to the account.

If you need to change your login/email address, please submit a request by sending an email to support@byronware.com

Type in the Authorisation Code into the Auth. Code field, once you have filled that in, click on the Login button to access the portal.

About 2FA (2 Factor Authentication)
2FA provides additional security for users to prevent unauthorised access.
When first logging in, you will be required to enter the 6-digit code that will be emailed to you.
The 2FA code is saved per browser for 30 days, this is saved in a Cookie.
Each user can have up to 3 browsers with the saved Cookie.

If you are having to enter the 2FA code when logging in each time, this could be related to a browser setting not allowing or saving Cookies or third-party software such as CCleaner with a Clear Cookies option enabled.

Forgot Password
To reset a password, use the Forgot Password? button below the login button.

This will open the Forgot Password prompt page; enter in the Username of the account you want to reset the password of and then use the Send Reset Instructions button.

You must enter values for the following fields to continue:
- Username

Forgot Password?

Enter your username below to receive your login information

Username

Required

Send Reset Instructions   Cancel

This will send you an email that will walk you through updating your password. Once complete, type in the new password email

User Portal

This section is an overview of the Celebrant Suite portal.

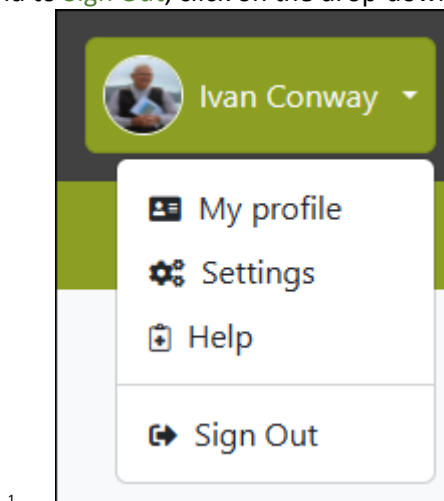To access the My Profile, Settings, Help and to Sign Out, click on the drop-down menu to open the option.

1.

To access the different parts of the portal, click on the relevant navigation item in the header.
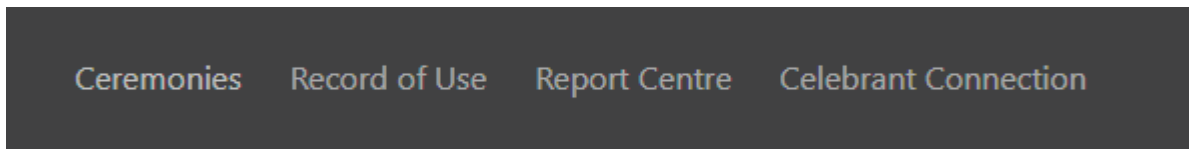
Clicking on the Celebrant Suite logo, returns you back to the default page, which is the Ceremonies page.
Sometimes when you log in you may see a pop up that your licence key is expired.

> ⚠ Your licence key has expired and you cannot edit ceremony records   ✕
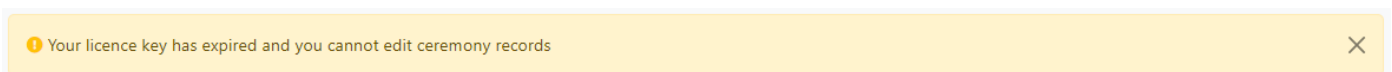
If this happens, contact an admin user to update your licence key, without it you will have limited access to the site.

Ceremonies

This is where your Ceremonies are viewed and managed.

The main ceremonies page will give you a view of all your ceremonies.

As a default all Ceremonies with status of Pending are shown.

You can view other status ceremonies by adjusting the status drop down.

Errors/Omissions

Within the main ceremonies page, you can view any errors or omissions by selecting the lightbulb, either green, yellow or red depending on the alert settings, adjustments to these settings as explained a bit later.
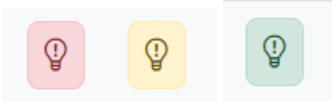
Pending Acceptance

When you have a Pending Acceptance, it will appear above the list view, you can open the acceptance by clicking on the Date or use the Close button to temporarily get rid of the notification.

Pending acceptance are weddings that are either submitted via Celebrant Connection by the wedding couple or by another Celebrant Suite user transferring a wedding to you.

All pending acceptance weddings need to be opened and saved as a pending wedding to move the below with the other ceremonies.

By clicking on the Date, this opens the details of the Ceremony, for a more in depth look at the details of a Ceremony, go to the Edit section.

Here you can add any payment information here and any other details needed for the ceremony.

Payment Information

Base Fee	$	0.00
Extra Items	$	0.00
Total Fee	$	0.00
Paid to date	$	0.00
Balance	$	0.00

Add/View Payments

Once ready, the celebrant can change the Status of the ceremony from Pending Acceptance to any of the relevant status options.

Status *

Pending Acceptance ▲

Pending
Cancelled
Inactive
Pending Acceptance

Use the Save button to commit to the changes and the main Ceremonies page will update depending on the status chosen.

Last Modified 4/3/2023 12:22:48 PM
Denotes Required Fields

Save　　**X Close**

Search

To search for a specific Ceremony, use the Date fields and Status dropdown above the list view to filter the displayed Ceremonies. Once ready, use the Search button to apply the search filters, or use the Clear button to remove the search filters.

Preview/Generate

To preview/generate a document relating to a ceremony, click on the preview/generate button to the right of the relevant ceremony, this will give you options on which document to select.

Clicking on one of the options will load the document ready to download with the fields filled out.

NOIM

The NOIM opens a pop up of the Notice of Intended Marriage. You can use the page navigation in the top left to navigate and preview the pages of the NOIM.

Use the Download Word button to download a word document version. Use the Download PDF button to download a PDF version. Or use either of the Close buttons to back out.

BDM Documents – All

When you select All BDM Documents this will include the Official Marriage Certificate and the Declaration of No legal impediment to Marry, it will load a pop up where you can fill out the details for the declaration, this includes the Location the declaration will be signed and the date for both of the parties.

Once all fields have been filled out, use the Generate button to generate the document. This will load a preview of the document, you can navigate between the documents using the arrows above the document.

If you scroll to the bottom of the preview, you get the Download options.

Use the Download Word button to download a word document version. Use the Download PDF button to download a PDF version. Or use either of the Close buttons to back out.

Marriage Certificate

By selecting the Marriage Certificate, you load a preview of the Official Certificate of Marriage.

Use the Download Word button to download a word document version. Use the Download PDF button to download a PDF version. Or use either of the Close buttons to back out.

Declarations

By selecting the Declarations, you load the details for the Declarations, this includes the Location the declaration will be signed and the date for both of the parties.

Once all fields have been filled out, use the Generate button to generate the document. This will load a preview of the document, you can navigate between the pages using the arrows above the document.

If you scroll to the bottom of the preview, you get the Download options.

Use the Download Word button to download a word document version. Use the Download PDF button to download a PDF version. Or use either of the Close buttons to back out.

Celebrant Copy

This opens the Celebrants copy of the Official Certificate of Marriage, this is the same as the other Official Certificate however it is shown as a separate option as a reminder for the celebrant to keep a copy.

Use the Download Word button to download a word document version. Use the Download PDF button to download a PDF version. Or use either of the Close buttons to back out.

Presentation Certificate

When you select Presentation Cert, this opens a pop up where you can select the Print Option and Form Style of the Presentation Cert.

Once you have selected the options you want, use the Generate button to generate the document.

Generate Presentation Cert   ✕

Form Style   ● New style, NO B or G   ○ Old style WITH B and G

                      Generate

Ivan Conway

Mountain View Cafe, 148 Mountain View Road Maleny, QLD

Bevan John Masters

Pauline Alice Newman

Eleventh   *November*   *2023*

                                    📄 Download PDF   ✕ Close

Use the Download PDF button to download a PDF version. Or use either of the Close buttons to back out.

Quote

When you select Quote, it opens a pop up where you can select the Quote details, such as the Quote's date, its Due Date and a Template.

Generate Quote   ✕

Enter Quote dates, and select a Quote template to use

Quote Date *   Quote Due Date *

21/06/2023   📅   21/06/2023   📅

Template *

Daniel's Test Quote   Generate

                                    ✕ Close

Once your options are selected, use the Generate button to load a preview of the Quote.

Generate Quote   ✕

Enter Quote dates, and select a Quote template to use

Quote Date *   Quote Due Date *

[21/06/2023   📅]   [21/06/2023   📅]

Template *

[Daniel's Test Quote   ]   [Generate]

ABN - My logo

ITem 1

Item 2

Please pay me

[🇼 Download Word] [📄 Download PDF] [✕ Close]

Use the Download Word button to download a word document version. Use the Download PDF button to download a PDF version. Or use either of the Close buttons to back out.

Receipt

When you select Receipt, it opens a pop up where you can select Receipt details, such as the payment and template.

Generate Receipt   ✕

Select a Payment to receipt, and select a Payment Receipt template to use

Payment *

[-- SELECT --   ]

Template *

[Payment Receipt   ]   [Generate]

[✕ Close]

Use the Generate button to generate a preview the Receipt.

Use the Download Word button to download a word document version. Use the Download PDF button to download a PDF version. Or use either of the Close buttons to back out.

Information Sheet

When you select Information Sheet, it opens a pop up where you can select the Template.

Use the Generate button to load a preview of the Information Sheet.

Use the Download Word button to download a word document version. Use the Download PDF button to download a PDF version. Or use either of the Close buttons to back out.

Letter for Immigration

When you select Letter for Immigration, it opens a pop up where you can select the Template.

Use the Generate button to load a preview of the Letter for Immigration.

Use the Download Word button to download a word document version. Use the Download PDF button to download a PDF version. Or use either of the Close buttons to back out.

Add New Ceremony

To add a new Ceremony, use the Add New button and select Wedding.

This will open the details for the new wedding. The details of the new wedding include Approvals, Dates for the NOIM Lodged/Ceremony/Rehearsal, Times for the Ceremony/Rehearsal, Witnesses, number of Guests, details of the Primary Venue and the Alternative Venue.

Once filled out, use the Save button to save the new Wedding or use the Close button to back out of creation.

Once saved, this will open two new tabs, the details for Person 1 and Person 2 for the new Wedding.

General Details

This is a few of the details needed for the ceremony. You can select the type of Ceremony here, the status of the ceremony, select if Person 1 and 2 are related, if Court approval consent has been sighted if under 18 and if approval for shortening time received.

Slightly further down you can select if the leaflet refers to the Act given to Person 1 and Person 2, the names of any witnesses and finally the Number of Guests.

Leaflet referred to in the Act given to ☑ Person 1   ☑ Person 2

Witness Name 1   Witness Name 2

[   ]   [   ]

Number of Guests

[0   ]

Dates and Times

You can add the NOIM Lodged date, the Ceremony Date and Time and the Rehearsal Date and Time.

Date NOIM Lodged

[dd/mm/yyyy   📅]

Ceremony Date *   Ceremony Time

[dd/mm/yyyy   📅]   [--:-- --   🕐]

Rehearsal Date   Rehearsal Time

[dd/mm/yyyy   📅]   [--:-- --   🕐]

Primary Venue

In the Primary Venue section, use either the Saved Venues dropdown menu to select from saved Venues, which will prefill the details in, or manually fill in the Venue details below.

Primary Venue

Saved Venues

[-- SELECT --   ▼]

Choose from saved favourites or enter manually below

Venue Name

[   ]

Address

[   ]

Suburb   Postcode   State

[   ]   [   ]   [-- Select State --   ▼]

[Add to Favourites] [Swap Venue]

If the venue added is wanting to be saved for easy future finding, use the Add to Favourites button, or use the Swap Venue to switch the selected Venue.

Alternate Venue

The alternative Venue details are the same as the primary details but fill in with the alternative option rather than the primary option.

Alternate Venue

Saved Venues

-- SELECT --

Choose from saved favourites or enter manually below

Venue Name

Address

Suburb	Postcode	State
		-- Select State --

Add to Favourites

Post Ceremony Action

This is where the celebrant records when the Document has been sent to Births Deaths and Marriages.

Post Ceremony Action

☐ Document sent to Births Deaths and Marriages

When the check box has been marked, the celebrant will need to fill in the Date Sent and use the Move to Completed button to set the Ceremony as completed.

☑ Document sent to Births Deaths and Marriages   Date Sent: 22/06/2023   Move to completed

Equipment/Services Required

In the Equipment/Services Required, the celebrant can add any of the equipment and services that are needed for the ceremony, selected from previously created items.

Equipment/Services Required

-- SELECT --

Name	Description	Qty	Price	
		5	$0.00	🗑
custom Name		1	$1,000.00	🗑

Use the drop-down menu to select the equipment/services for the item to be added.

Equipment/Services Required

-- SELECT --	▲
BDM Certificate	
Bottled Water	
Gazebo	
Travelling	

Once the celebrant has selected the needed it, it automatically adds the item to the list below.

Equipment/Services Required

✓ Equipment added ✕

-- SELECT -- ▼

Name	Description	Qty	Price	
		5	$0.00	🗑
Bottled Water	Bottled water for guests at outdoor ceremony.	1	$20.00	🗑
custom Name		1	$1,000.00	🗑

Additional Information

On the right side of the page, is the Additional Information, Payment Information and Other Details.

Additional Information

Payment Information

Base Fee	$	750.00
Extra Items	$	0.00
Total Fee	$	750.00
Paid to date	$	0.00
Balance	$	750.00

Add/View Payments

Other Notes

To complete the record of use of form 15 Marriage Certificates form please enter the number from the reverse side of the form 15 (Presentaton copy)

Form 15 Number *

MC0000000XX

"MC" followed by 7 numerals and finishing with 2 alpha characters

Add to form

Under the Additional Information is a text field where you can fill in with any details needed for the ceremony but has no other place to put.

Additional Information

Under the Payment Information, you can see the payments for the ceremony, you can edit the Base Fee here.

Payment Information

Base Fee	$	750.00
Extra Items	$	0.00
Total Fee	$	750.00
Paid to date	$	0.00
Balance	$	750.00

Add/View Payments

You can click on the Add/View Payments button which opens a pop up where you can add payments to the ceremony.

Payments   ✕

Add Payment

Payment Type *	Payment Amount *	Payment Date *
-- SELECT -- ▼	$	21/06/2023

Notes

[   ]   💾 Save

Payment History

No payments found for Ceremony

✕ Close

Fill in the detail and use the Save button to add a new payment to the ceremony.

You can delete payments by using the red delete button to the right of the relevant payment in the payment history. The total amount paid will be shown under the payment information in the Paid to Date section, which will automatically update the balance owed for the ceremony.

Person 1

This is where the details of Person 1 is entered.

You can select the Description of the person (party).

Add in the known details of the person, including Family Name (with a check box for No Family Name), First Name, Second Name, Other Names and Preferred Name, the Gender, Occupation and Address information. You can also use the Copy Address to other Person button to copy the filled-out address information, across to Person 2.

Furthermore, you can fill out the City/State/Country/Date of Birth, Mobile/Home/Work Phone, Email address and Parent 1 and 2's Full Name, Birth Name and Country of Birth, plus an option if one or both parents are unknown.

Marital Status

○ Divorced   ○ Widowed   ○ Divorce Pending   ○ Never Validly Married

ID Provided

☐ Driver Licence   ☐ Stat Dec   ☐ Overseas Passport   ☐ Proof of Age

☐ Australian Passport   ☐ Birth Certificate or official Extract

Last Modified 4/26/2023 10:15:28 AM
* Denotes Required Fields

[🖫 Save]   [✕ Close]

You can add the persons marital status and what ID(s) was provided. Once filled out, use the Save button to commit the changes or use the Close button to back out of editing.

Person 2

This is where the details of Person 2 is entered.

You can select the Description of the person (party).

Add in the known details of the person, including Family Name (with a check box for No Family Name), First Name, Second Name, Other Names and Preferred Name, the Gender, Occupation and Address information. You can also use the Copy Address to other Person button to copy the filled-out address information, across to Person 1.

Furthermore, you can fill out the City/State/Country/Date of Birth, Mobile/Home/Work Phone, Email address and Parent 1 and 2's Full Name, Birth Name and Country of Birth, plus an option if one or both parents are unknown.

City of Birth	State of Birth	Country of Birth	Date of Birth	
			1	January

Mobile Phone	Home Phone	Work Phone

Email Address

☐ Parent 1 Unknown | ☐ Parent 2 Unknown

Parent 1's Full Name	Parent 2's Full Name

Parent 1's Birth Name		Parent 2's Birth Name	
	☐ Same as above		☐ Same as above

Parent 1's Country of Birth	Parent 2's Country of Birth

You can add the persons marital status and what ID(s) was provided. Once filled out, use the Save button to commit the changes or use the Close button to back out of editing.

Marital Status

○ Divorced   ○ Widowed   ○ Divorce Pending   ○ Never Validly Married

ID Provided

☐ Driver Licence   ☐ Stat Dec   ☐ Overseas Passport   ☐ Proof of Age

☐ Australian Passport   ☐ Birth Certificate or official Extract

Last Modified 4/26/2023 10:15:28 AM
* Denotes Required Fields

[🖫 Save]   [✕ Close]

Edit

To edit a ceremony, click on the Ceremony Date to the left of the relevant ceremony.

Ceremony Date	Type	Names	Venue	Status			
24 Nov 2022	Wedding		venue name	Pending	💡	🖨▾	🗑
02 Dec 2022	Wedding	P1 First Last, P2 First Last	Venue 1345	Pending	💡	🖨▾	🗑
11 Apr 2023	Wedding	,		Pending	💡	🖨▾	🗑
30 Jun 2023	Wedding	Steve West, Natalie Wright	Kawana Surf Club	Pending	💡	🖨▾	🗑
13 Aug 2023	Wedding	Kate Smtih, Taylor Green	Kawana Surf Club	Pending		🖨▾	🗑
02 Sep 2023	Wedding	Walter Scott, Hazel Browning	Montvale	Pending		🖨▾	🗑

Details

This opens the details of the ceremony.

Please refer to previous add section for more details, as the add and edit views are the same.

Transfer to another Celebrant

To transfer to another Celebrant, use the Transfer to Another Celebrant button.

This will open a popup, you can type in the ID number or Surname and search for the Celebrant.

If a corresponding Celebrant is found (Needs to be using the Web Edition of The Celebrant Suite), you can then select Confirm

Transfer.

The corresponding Celebrant will receive a notification email about the new wedding that has been transferred.

Delete

Use the red delete button to the right of the relevant ceremony to delete it.

Ceremony Date	Type	Names	Venue	Status			
24 Nov 2022	Wedding		venue name	Pending	💡	🖨▾	🗑
02 Dec 2022	Wedding	P1 First Last, P2 First Last	Venue 1345	Pending	💡	🖨▾	🗑
11 Apr 2023	Wedding	,		Pending	💡	🖨▾	🗑
30 Jun 2023	Wedding	Steve West, Natalie Wright	Kawana Surf Club	Pending	💡	🖨▾	🗑
13 Aug 2023	Wedding	Kate Smtih, Taylor Green	Kawana Surf Club	Pending		🖨▾	🗑
02 Sep 2023	Wedding	Walter Scott, Hazel Browning	Montvale	Pending		🖨▾	🗑

This will open the details of the ceremony; you have to scroll to the bottom of the page and select the delete button to confirm it's deletion.

Record of Use

This is where the record of the use of Form 15 Certificates are managed.

At the bottom of the page is a reference for the Status's that can be applied to the Records.

Status

Used
Certificate was used for a ceremony; parties will be shown in the details field.

Destroyed
Please insert a reason for destruction within the details field. e.g., Misspelling, misfeed in printer, soiled, etc.

Transferred
Certificate can only be transferred to another registered celebrant. If issued/transferred to another registered celebrant please insert within the details field, the surname of celebrant, registration number, and initials of transferee. 'Transferee' is the celebrant/minister who receives the transferred certificate

Please note

If certificates are transferred, the transferee will also need to record the numbers of the certificates they have received and how the certificates have been used, on their own Record of Use Form

Search

To search for a specific Certificate, use the Date fields, Certificate Number/Details text field and Status dropdown above the list view to filter the displayed Certificates. Once ready, use the Search button to apply the search filters, or use the Clear button to remove the search filters.

To view all weddings on a single page, update the date field on the left, I suggest click the year field and change this to a year before you became a Celebrant, then click search.

Preview/Generate

To Preview/Generate the list of Form 15 Certificates, click on the Preview/Generate button below the search filters.

This will open a pop-up which shows a preview of the generated document.

Use the Download Word button to download a word document version. Use the Download PDF button to download a PDF version. Or use either of the Close buttons to back out.

Add New

To add a new record, click on the Add New button. This is an alternate way of adding MC numbers, it is recommended to add the MC within the wedding ceremony.

Select the type of record you want to add.

Below is a quick reference for each type that also appears below the new record when being made.

Status

Used
Certificate was used for a ceremony; parties will be shown in the details field.

Destroyed
Please insert a reason for destruction within the details field. e.g., Misspelling, misfeed in printer, soiled, etc.

Transferred
Certificate can only be transferred to another registered celebrant. If issued/transferred to another registered celebrant please insert within the details field, the surname of celebrant, registration number, and initials of transferee. 'Transferee' is the celebrant/minister who receives the transferred certificate

Please note
If certificates are transferred, the transferee will also need to record the numbers of the certificates they have received and how the certificates have been used, on their own Record of Use Form

Used

When you select Used, this opens the New Used Record page. Here the Status is already filled in, the Certificate Number, Date and Description need to filled in.

Settings > Record of use Form 15 Certificates
New

Certificate number *

"MC" followed by 7 numerals and finishing with 2 alpha characters

Date *

22/06/2023

Status *

Used

Description *

Last Modified n/a
Denotes Required Fields

[Save]   [Close]

All fields with the * symbol are required before creation, once all fields have been filled out, use the Save button to commit to the creation, or use the Close button to back out of the creation.

Destroyed

When you select Destroyed, this opens the New Destroyed Record page. Here the Status is already filled in, the Certificate Number, Date and Description need to filled in.

New

Certificate number *

"MC" followed by 7 numerals and finishing with 2 alpha characters

Date *

22/06/2023

Status *

Destroyed

Description *

Last Modified n/a
* Denotes Required Fields

Save   Close

All fields with the * symbol are required before creation, once all fields have been filled out, use the Save button to commit to the creation, or use the Close button to back out of the creation.

Transferred

When you select Transferred, this opens the New Transferred Record page. Here the Status is already filled in, the Certificate Number, Date and Description need to filled in.

Settings > Record of use Form 15 Certificates

New

Certificate number *

"MC" followed by 7 numerals and finishing with 2 alpha characters

Date *

22/06/2023

Status *

Destroyed

Description *

Last Modified n/a
* Denotes Required Fields

Save   Close

All fields with the * symbol are required before creation, once all fields have been filled out, use the Save button to commit to the creation, or use the Close button to back out of the creation.

Edit

To edit an existing record, click on the Certificate Number for the relevant Certificate.

Certificate number	Date of use	Status	Details	
MC0000001NW	21 Apr 2023	Used	Person 1: John Brown Person 2: Jane Green	
MC1111111AA	06 Apr 2023	Used	MC1111111AA	🗑
MC1111111AB	06 Apr 2023	Used	test	🗑
MC1111111AC	06 Apr 2023	Used	test	🗑
MC1111111AD	06 Apr 2023	Used	test	🗑

Here you can edit the details of the certificate.

Record of use > MC1234567bb
Details

Certificate number *

MC1234567bb

"MC" followed by 7 numerals and finishing with 2 alpha characters

Date *

22/06/2023

Status *

Used

Description *

Test

Once the changes have been made, use the Save button to commit to the changes, or use the Close button to back out of the editing.

Last Modified 6/22/2023 10:42:21 AM
* Denotes Required Fields

[💾 Save] [✖ Close]

Delete

Use the red delete button to the right of the relevant certificate to delete it.

Certificate number	Date of use	Status	Details	
MC0000001NW	21 Apr 2023	Used	Person 1: John Brown Person 2: Jane Green	
MC1111111AA	06 Apr 2023	Used	MC1111111AA	🗑
MC1111111AB	06 Apr 2023	Used	test	🗑

This will open the details of the Certificate; you have to scroll to the bottom of the page and select the delete button to confirm it's deletion.

Last Modified 6/22/2023 10:42:21 AM
* Denotes Required Fields

[🗑 Delete] [✖ Close]

Report Centre

This is where the reports are managed.

Navigation

To Navigate between the different report, click on the Report Centre Navigation button.

This will open a side bar that you can use to navigate between Payments Received, Payments Received – Completed, Pending Ceremonies, Completed Ceremonies and All Ceremonies.

Hovering over the navigation links will give you aa summary of what the page entails.

Payments Received

This is where the Payment Received Reports are accessed.

Report Centre
Payments Received

> Report Center Navigation

Period Covered						Status	
‹	dd/mm/yyyy	to	dd/mm/yyyy	›		-- All --	▾

| Q Search | C Clear | 0 Records found | | | | | 🗴 Export to Excel | ⊕ Help |

Ceremony Date	Names	Location	Status	Lodged	Fee	Payment Amount	Payment Date
15 Jun 2022	Names	Location	Pending	15 Jun 2022	$500.00	$200.00	27/07/2022
15 Jun 2022	Names	Location	Pending	15 Jun 2022	$500.00	$200.00	27/07/2022
15 Jun 2022	Names	Location	Pending	15 Jun 2022	$500.00	$200.00	27/07/2022
				TOTALS	$1500.00	$600.00	

Search

To search for a specific record, use the Date fields and Status dropdown above the list view to filter the displayed records. Once ready, use the Search button to apply the search filters, or use the Clear button to remove the search filters.

Export To Excel

To export the reports into an excel sheet, click on the Export to Excel button.

This will open a pop up where you can click on the Click Here to download and open the Report.

Payments Received – Completed

This is where the completed Payment Received Reports are accessed.

Search

To search for a specific record, use the Date fields and Status dropdown above the list view to filter the displayed records. Once ready, use the Search button to apply the search filters, or use the Clear button to remove the search filters.

Export To Excel

To export the reports into an excel sheet, click on the Export to Excel button

This will open a pop up where you can click on the Click Here to download and open the Report.

Pending Ceremonies

This is where the completed Pending Reports are accessed.

Report Centre
Pending Ceremonies

Ceremony Date	Names	Location	Status	Lodged	Fee	Payment Amount	Payment Date
15 Jun 2022	Names	Location	Pending	15 Jun 2022	$500.00	$200.00	27/07/2022
15 Jun 2022	Names	Location	Pending	15 Jun 2022	$500.00	$200.00	27/07/2022
15 Jun 2022	Names	Location	Pending	15 Jun 2022	$500.00	$200.00	27/07/2022
				TOTALS	$1500.00	$600.00	

Search

To search for a specific record, use the Date fields and Status dropdown above the list view to filter the displayed records. Once ready, use the Search button to apply the search filters, or use the Clear button to remove the search filters.

Export To Excel

To export the reports into an excel sheet, click on the Export to Excel button.

This will open a pop up where you can click on the Click Here to download and open the Report.

Completed Ceremonies

This is where the completed Ceremonies Reports are accessed.

Search

To search for a specific record, use the Date fields and Status dropdown above the list view to filter the displayed records. Once ready, use the Search button to apply the search filters, or use the Clear button to remove the search filters.

Export To Excel

To export the reports into an excel sheet, click on the Export to Excel button

This will open a pop up where you can click on the Click Here to download and open the Report.

> ✅ Report exported. Click Here to open it.   ✕

All Ceremonies

This is where the All Ceremonies Reports are accessed.

Search

To search for a specific record, use the Date fields and Status dropdown above the list view to filter the displayed records. Once ready, use the Search button to apply the search filters, or use the Clear button to remove the search filters.

Export To Excel

To export the reports into an excel sheet, click on the Export to Excel button.

This will open a pop up where you can click on the Click Here to download and open the Report.

> ✅ Report exported. Click Here to open it.   ✕

Account Drop-Down

To access the My Profile, Settings, Help and to Sign Out, click on the drop-down menu to open the option.

My Profile

In the My Profile page is where the details of the Celebrant is managed.

My Profile

Celebrant Number

A12345

Family Name *	First Name *	Second Name
Wooster	Stephen	second

Other Names	Preferred Name
other	preferred

Address

address

Suburb	Postcode	State
suburb	postcode	Queensland

This includes files such as the Logo and Avatar of the Celebrant.

Files

Logo		Avatar	
Choose file	No file chosen	Choose file	No file chosen

View logo

All fields with the * symbol are required, if any changes are made, make sure to use the Save button to commit any changes.

Save   **Close**

Details

Here is where the detail of the Celebrant is saved, this information includes their names, address, contact information and business details.

Celebrant Number		
A12345		

Family Name *	First Name *	Second Name
Wooster	Stephen	second

Other Names	Preferred Name
other	preferred

Address
address

Suburb	Postcode	State
suburb	postcode	Queensland ▼

Phone Number	Mobile Number	Fax Number
phone	mobile	fax

Email Address ❓
tayla@megabits.com.au

Website	ABN
website	abn

Upload Files

To upload a Logo and an Avatar, use the file uploader in the Files section.

Use the Choose File to open the browser, use this to navigate to the location of the file to upload.
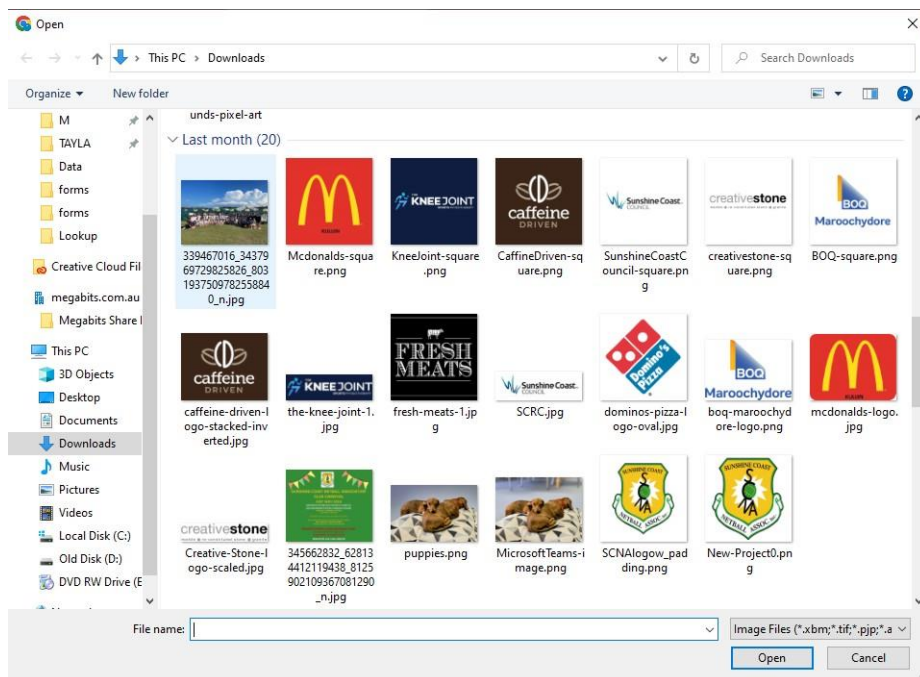
Select the file to upload and use the Open button to load it to the Celebrant's Account, and finally use the upload button to the right of the file name.

If the celebrant wants to preview the file, click on the View Logo or View Avatar below their relevant section, which opens the file on a new tab.

Change Password

To change the Celebrant's password, use the Change button next to the Last Password Change.

This will open a pop up where the Celebrant will enter in the current password, new password, and a confirmation of the new password. Once the celebrant has entered all the fields, use the Confirm and Save button to commit to the change of password.

Settings

In the Settings page, you can manage the Alerts, Default Inputs, Fonts, and Lookups.

Navigation

To navigate between the different Settings, click on the Settings Navigation button.

This will open a side bar navigation, from which you can navigate between the pages.

Alerts

This is where the Celebrants alerts warnings are managed.

Settings
Alerts

➡ Settings Navigation

The Celebrant Suite will endeavour to alert you to pending ceremonies that have errors or omissions in essential areas.

This area allows you to set the number of days prior to the ceremony that you would like the alert levels to be activated

	Number of days before ceremony
Alert Colours	**Other errors/omissions**
Low level alert	90
Medium level alert	60
High level alert	35

💾 Save   ✖ Close

The alerts are broken up to show a Low, Medium or High Level Alert depending on the closes to the pending ceremony if there are any errors or omissions for essential information.

Alert Colours

Low level alert

Medium level alert

High level alert

The alerts are shown on the main ceremonies page, next to the individual ceremony there is an icon

When the click the icon, this will show and errors or omissions.

Within settings you can adjust the number of days associated with the Alert Levels.

Once set, use the Save button to commit to the changes or use the Close button to back out of changes.

Default Inputs

This is where the celebrant manages the fields/options that are to be set to be default values. As mentioned on the page, any that are not checked will appear blank, all checked ones will be filled with your default but can be altered if necessary.

These are the available fields to be set including Standard Fee, the Message for the bottom of the receipt and more.

Once all changes have been made use the Save button to commit to any changes or use the Close button to back out of the changes.

Fonts

This is where the Fonts for all of the documents can be defined.

Settings
Fonts

➡ Settings Navigation

Fonts on all the documents created can be user defined. Use the Change button to change the selected font.

You should keep in mind that different fonts can change the size on the document. Please preview your documents to ensure all data still fits in the appropriate boxes.

Change Fonts

To change the fonts, first you will need to select the Document you want to change.

Select the document you wish to change		⟳ Reset All Fonts
● Declarations	○ Information Sheet	
○ Letter for Immigration	○ Letter Head - Name	
○ Letter Head - Other Info	○ Certificate of Marriage - Official	
○ Presentation Copy - Celebrant name	○ Presentation Copy - Venue	
○ Presentation Copy - Bride And Groom	○ Presentation Copy - Date	
○ Notice of Intended Marriage	○ Payment Receipt	
○ Quote	○ Record of Use	

Once your document is selected, there will be a font sample that will appear below it, here you can see how it will display, you can click on the Reset button to reset to the default font or use the Change button to change the font.

Font Sample	This is how the font looks	⟳ Reset	✎ Change

By clicking on the Change button, it opens a pop up so you can find the font type you want to use, this can be defined down to even the Font's Weight and Size.

DONLITM   ✕

Font Family	Font Style	Font Weight	Font Size
Arial ▼	Regular ▼	Regular ▼	11 ▼

Font Sample

This is how the font looks

💾 Save   ✕ Cancel

Once you have selected the font you want instead, use the Save button to commit to the change or use the Cancel button to back out of the change.

💾 Save   ✕ Cancel

When Saved, it will display the new font when you select the document again.

Font Sample	This is how the font looks	↻ Reset	☑ Change

If you have any slight alignment issues, here are some suggested font sizes to try:

Celebrant Name Size: 24
Venue Size: 20
Person 1 and Person 2 Size: 24
Date Size: 18

Y-Offset 0

Here are some additional fonts that have been loaded as requested by a few celebrants:

Edwardianl
Lydianv
Nuptialbt
Swordsman
Vladimir Script
AlexBrush
Caligraph421 BT

Adjust Text Position on Presentation Certificate

Sometimes text can display too high or low on the Presentation Copy of Marriage Certificate, this is where you can adjust the Text Position along the Y axis.

Position of text on the Presentation Copy of the Marriage Certificate can be adjusted.

There are a number of factors that cause the text on this document to appear higher or lower. The control to the right will allow you to raise or lower the text. The red line on the display under that control will give an indication of how far above the line your text will print.

Your display setting will vary the apparent location so please check by printing on plain paper and comparing with your official certificate

Y-Offset * [0]   💾 Save

Use the text field next to the Y-Offset to adjust the alignment, this will display the alignment in the box below the Y-Offset. The red line is the line of which your text will be printed, make sure to test this alignment on a plain piece of paper and compare it to the official certificate to make sure it is correct.

| Y-Offset * | 4 | 💾 Save |

After adjusting the alignment, use the Save button to save the adjustment.

Lookups

In the Lookups there are three Lookup Lists to manage, Equipment/Services, Form Templates and Venues.
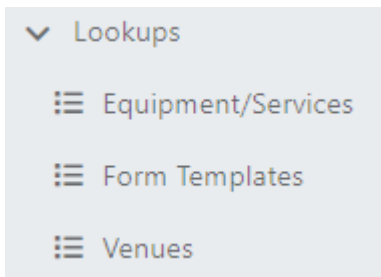
Equipment/Services

This is where the Equipment and Services are managed.

Equipment/Services

Name	Description	Unit Amount	Active	
BDM Certificate	Commerative Certificate from BD&M	$50.00	☑	🗑
Bottled Water	Bottled water for guests at outdoor ceremony.	$20.00	☑	🗑
Gazebo	Portable shade for guests at an outdoor ceremony.	$30.00	☑	🗑
Travelling	Travelling in excess of 30km from Celebrant's residence	$50.00	☑	🗑

Add New

To add a new Equipment/Service, click on the Add New button in the Search field.

This will open the details for the new item.

.

New

Fill in the Name of the new item, the Description, and the Amount for one of these items. Once filled in, use the Save button to commit to the creation or use the Close button to back out of the creation.

Edit

To edit an existing item, click on the item's name.

Name	Description	Unit Amount	Active	
BDM Certificate	Commerative Certificate from BD&M	$50.00	☑	🗑
Bottled Water	Bottled water for guests at outdoor ceremony.	$20.00	☑	🗑
Gazebo	Portable shade for guests at an outdoor ceremony.	$30.00	☑	🗑
Travelling	Travelling in excess of 30km from Celebrant's residence	$50.00	☑	🗑

This will open the details of an existing item.

Name *

Bottled Water

Description *

Bottled water for guests at outdoor ceremony.

Unit Amount *

20.00

☑ Active

Once all changes have been made, use the Save button to commit to the changes or use the Close button to back out of the changes.

Last Modified 5/3/2023 4:46:27 PM
* Denotes Required Fields

[💾 Save]   [✕ Close]

Delete

To delete an existing item, click on the red trash can button to the right of the relevant item.

Name	Description	Unit Amount	Active	
BDM Certificate	Commerative Certificate from BD&M	$50.00	☑	🗑
Bottled Water	Bottled water for guests at outdoor ceremony.	$20.00	☑	🗑
Gazebo	Portable shade for guests at an outdoor ceremony.	$30.00	☑	🗑
Travelling	Travelling in excess of 30km from Celebrant's residence	$50.00	☑	🗑

Templates

This is where the Form Templates are managed.

Settings
Templates

[→ Settings Navigation]

Name

Active

○ Yes ○ No ● All

[🔍 Search] [↻ Clear] **8 Records found**   [➕ Add New]

Name	Category	Type	Active	Public	System
Certificate of Marriage - Official	Certificate of Marriage - Official	Word	☑	☑	☑
Declaration of No Legal Impediment to Marriage	Declaration of No Legal Impediment to Marriage	Word	☑	☑	☑

Search

To search for a specific Template, use the Name field and Active status to filter the displayed Templates. In the Name fields, you do not need to type out the whole name, but partial searches can lead to other results being shown.

Once you have added the filters you want for your search, use the Search button to apply the search filters. This will then display a list of Templates that match the search filters applied, if you want to remove a search filter, use the Clear button to remove the search filters.

Add New

To add a new template, use the Add New button to the top right of the list of templates.

Name	Category	Type	Active	Public	System
Certificate of Marriage - Official	Certificate of Marriage - Official	Word	☑	☑	☑
Declaration of No Legal Impediment to Marriage	Declaration of No Legal Impediment to Marriage	Word	☑	☑	☑

This will open the details for the new template, here you will add its Name, the Template Category and if the template is Active or Public.

Once you choose the Category, the template will open for editing.

Name *

Example

Template Category *

Payment Receipt

HTML Template *

[editor toolbar]

Once you have the template filled out, use the Save button to commit to the creation, or use the Close button to back out of the creation of the New Template.

☑ Active ☐ Public

Last Modified n/a
Denotes Required Fields

[Save] [Close]

Edit

To edit an existing template, click on the Name of the relevant template.

Name	Active	System
Celebrant Connection Confirmation	☑	☑
New User	☑	☑
New Username	☑	☑
Reset User Password	☑	☑

This opens the Details of the Template, here you can edit the fields that aren't greyed out.

Details

⮕ Settings Navigation

Name *

Information Sheet

Template Category *

Information Sheet

HTML Template *

Once all changes have been made, use the Save button to commit to the changes, or use the Close button to back out of the Template.

☑ Active ☑ Public

Last Modified 1/12/2023 11:16:07 PM

* Denotes Required Fields

💾 Save   ✕ Close

Venues

This is where the saved/favourited Venues are managed.

Venues

⮕ Settings Navigation

Name

Active
○ Yes ○ No ● All

🔍 Search   ↻ Clear   **9 Records found**   ✚ Add New

Name	Address	Active	
A new venue 123	a new address a new suburb QLD 1234	☑	🗑
Alternate Venue	Alternate Address Alternate Suburb QLD Alt PC	☑	🗑

Search

To search for a specific Venue, use the Name field and Active status to filter the displayed Templates. In the Name fields, you do not need to type out the whole name, but partial searches can lead to other results being shown.

Name

Active
○ Yes ○ No ● All

🔍 Search   ↻ Clear   **9 Records found**   ✚ Add New

Once you have added the filters you want for your search, use the Search button to apply the search filters. This will then display a list of Templates that match the search filters applied, if you want to remove a search filter, use the Clear button to remove the search filters.

Add New

To add a new template, use the Add New button to the top right of the list of templates.

Name	Category	Type	Active	Public	System
Certificate of Marriage - Official	Certificate of Marriage - Official	Word	☑	☑	☑
Declaration of No Legal Impediment to Marriage	Declaration of No Legal Impediment to Marriage	Word	☑	☑	☑

(Search | Clear | 8 Records found ... + Add New)

This will open the details for the new Venue, here you will add its Name, the Address and if the venue is Active or Public.

New

☐ Settings Navigation

Name *

Address

Suburb | Postcode | State -- Select State --

☑ Active

Once all fields are added, use the Save button to commit to the creation, or the Close to back out the creation.

Last Modified n/a
Denotes Required Fields

[🖫 Save]   [✕ Close]

Edit

To edit an existing template, click on the Name of the relevant template.

Name	Address	Active	
A new venue 123	a new address a new suburb QLD 1234	☑	🗑
Alternate Venue Name	Alternate Address Alternate Suburb QLD Alt PC	☑	🗑
Kawana Surf Club	99 Pacific Blvd Buddina QLD 4575	☑	🗑

This opens the Details of the Venue, here you can edit the fields.

Name *

| A new venue 123 |

Address

| a new address |

Suburb	Postcode	State
a new suburb	1234	Queensland ▾

☑ Active

Once all changes have been made, use the Save button to commit to the changes, or use the Close button to back out of the Venue.

Last Modified 12/4/2022 3:34:40 PM
Denotes Required Fields

[💾 Save]   [✕ Close]

Delete

To delete an existing Venue, click on the red trash can button to the right of the relevant Venue.

Name	Address	Active	
A new venue 123	a new address a new suburb QLD 1234	☑	🗑
Alternate Venue Name	Alternate Address Alternate Suburb QLD Alt PC	☑	🗑
Kawana Surf Club	99 Pacific Blvd Buddina QLD 4575	☑	🗑

Help

On the Help page, you have links that link to information that is relevant to the system, along with the Licence Details.

Sign Out

To sign out, use the Sign Out button in the dropdown menu.

Celebrant Connection

To access Celebrant Connection, you can find the link in the Celebrant Connection part of the Celebrant Suite User Portal. Celebrant Connection is used by the wedding clients/couple to enter their data and automatically send to the Celebrant.

Celebrant Connection

What does it do?

When would you use it?

When would the couple use it?

How does it work?

How do I use it?

To enter Celebrant Connection your client needs to know:

The link to the login page
https://thecelebrantsuite.com.au/CelebrantConnection/

Your (the celebrant's) surname

Your email address

These details are to be provided to the wedding clients, they will then click the link to open to the log in page. Enter in the Celebrants Surname and Celebrants email address.

THE CELEBRANT CONNECTION

Your personal link to your Celebrant.
Please answer as many questions as possible including Email and Phone numbers.

Celebrant Details

Please enter the information provided by your Celebrant into the appropriate fields below.

Celebrant Surname *

Celebrant Email *

Continue

Once logged in, they will have the Details pertaining to their wedding to fill out.

Details

The client will open on to the Details tab of the Wedding.

As a reminder, all fields with the * symbol are required for the completion of the wedding details. At the bottom of the page is the Complete button for the client's to save the details added.

Wedding Details

In the wedding details, the client's will add the general information about the wedding, including if the two parties are related, the Relationship Details of Person 1 and 2 (if related), and the Ceremony Date and Time.

Wedding Details

Person 1/2 related? *

○ No   ○ Yes

Person 1/2 Relationship Details

[eg. First Cousins]

Ceremony Date *

[dd/mm/yyyy 📅]

Ceremony Time *

[--:-- -- 🕐]

Primary Venue

This is where the details for the intended primary venue is added, including the Venue Name, Address, Suburb, Postcode and State.

Primary Venue

Venue Name *

[   ]

Address *

[   ]

Suburb *

[   ]

Postcode *

[   ]

State

[-- Select State --   ▼]

All fields with the * symbol are required before saving.

Alternate Venue

This is where the details for the alternative venue is added, including the Venue Name, Address, Suburb, Postcode and State.

Alternate Venue

Venue Name

[   ]

Address *

[   ]

Suburb *

[   ]

Postcode *

[   ]

State

[-- Select State --   ▼]

All fields with the * symbol are required before saving.

Person 1

Here is where the details of the first person are detailed.

| Details | **Person 1** | Person 2 |

Person 1's Details

Party Description *

○ Partner   ○ Bride   ○ Groom

Family Name   First Name *

[   ]   [   ]

Person 1's Details

In the Person 1's Details section, they are detailing the information relevant to the first person. This information includes the Descriptor (Partner/Bride/Groom), the Name(s) of the person, Gender, Occupation, Address, City/State/Territory/Country/Date of Birth, and other contact information.

Party Description *

◯ Partner   ◯ Bride   ◯ Groom

Family Name   First Name *

Second Name *   Other Names *

Preferred Name *   Gender (Optional)
                                         -- Select --

Occupation *

Address *

Suburb *   Post Code *   State *
                                                     -- Select State --

City of Birth *   State/Territory of Birth *   Country of Birth *   Date of Birth *
                      -- Select State --   dd/mm/yyyy

Mobile Phone *   Home Phone *   Work Phone *

Email Address *

All fields with the * symbol are required before completing.

Parent Details

This is where the details on the parents of Person 1 are to be detailed, this includes the Parent's full names, Birth Names and Countries of Birth. They can also use the checkbox above the fields if the Parent is Unknown.

Parent Details

☐ Parent 1 Unknown   ☐ Parent 2 Unknown
Parent 1's Full Name   Parent 2's Full Name

Parent 1's Birth Name   Parent 2's Birth Name

Parent 1's Country Of Birth   Parent 2's Country Of Birth

Marital Details

This is where the details of Person 1's current or previous marital status and details are recorded. Here the marital status can be set to Divorced, Widowed, Divorce Pending or Never Validly Married. If applicable, the date the previous marriage ended on is also recorded.

Person 2

This is where the details of Person 2 is recorded.

Person 2's Details

In the Person 2's Details section, they are detailing the information relevant to the first person. This information includes the Descriptor (Partner/Bride/Groom), the Name(s) of the person, Gender, Occupation, Address, City/State/Territory/Country/Date of Birth, and other contact information.

Person 2's Details

Party Description *

○ Partner   ○ Bride   ○ Groom

Family Name

First Name *

Second Name *

Other Names *

Preferred Name *

Gender (Optional)

-- Select --

Occupation *

Address *

Suburb/City *

Post Code *

State *

-- Select State --

City of Birth *

State/Territory of Birth *

-- Select State --

Country of Birth *

Date of Birth *

dd/mm/yyyy

Mobile Phone *

Home Phone *

Work Phone *

Email Address *

All fields with the * symbol are required before completing.

Parent Details

This is where the details on the parents of Person 2 are to be detailed, this includes the Parent's full names, Birth Names and Countries of Birth. They can also use the checkbox above the fields if the Parent is Unknown.

Parent Details

☐ Parent 1 Unknown

☐ Parent 2 Unknown

Parent 1's Full Name

Parent 2's Full Name

Parent 1's Birth Name

Parent 2's Birth Name

Parent 1's Country of Birth

Parent 2's Country of Birth

Marital Details

This is where the details of Person 2's current or previous marital status and details are recorded. Here the marital status can be set to Divorced, Widowed, Divorce Pending or Never Validly Married. If applicable, the date the previous marriage ended on is also recorded.

Marital Status *

○ Divorced

○ Widowed

○ Divorce Pending

○ Never Validly Married

Previous Marriage Details

Date Last Marriage Ended

dd/mm/yyyy

Complete

As a reminder, all fields with the * symbol are required for the completion of the wedding details. At the bottom of the page is the Complete button for the Client's to save the details added.

When the Complete button is pressed, the details filled out are sent into The Celebrant Suite, viewable by the relevant Celebrant in the Ceremonies section (Ceremonies are further detailed in User Portal > Ceremonies). Newly completed ceremonies are displayed as a pending acceptance notice for the relevant celebrant.

Date	Type	Names	Venue
24 Nov 2022	Wedding	P1 First Last, P2 First Last	venue name
30 Jun 2023	Wedding		Experimental Venue

Pending Acceptance ✕

The Celebrant will receive a notification email about the new wedding that has been received.