



# BYRONWARE



## Celebrant Suite User Guide



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## 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](http://www.thecelebrantsuite.com.au) where you will be shown the log in fields.

Username

Password

Login

[Forgot Password?](#)

The Username and Password will be specific to the account logging in, your login will be the email used when 1<sup>st</sup> 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](mailto:support@byronware.com)

Authentication Email Sent To ivan@byronware.com X  
This code will expire after 1 hour

Auth. Code

Login

Resend Auth Code



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.

The screenshot shows a login interface for 'THE CELEBRANT SUITE'. At the top is the company logo. Below it are two input fields: 'Username' and 'Password'. The 'Username' field has a blue border and a cursor. Below the 'Password' field is a green button with a right-pointing arrow and the text 'Login'. At the bottom of the form is a blue link labeled 'Forgot Password?'.

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.

**Ceremonies**

Pending Acceptance

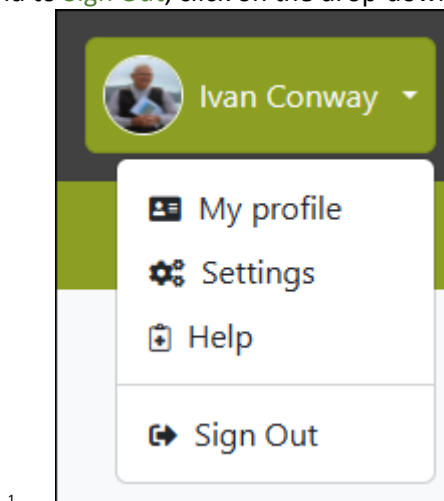
Date	Type	Names	Venue
24 Nov 2022	Wedding	P1 First Last, P2 First Last	venue name

Date: dd/mm/yyyy to dd/mm/yyyy Status: Pending

Search Clear 6 Records found + Add New

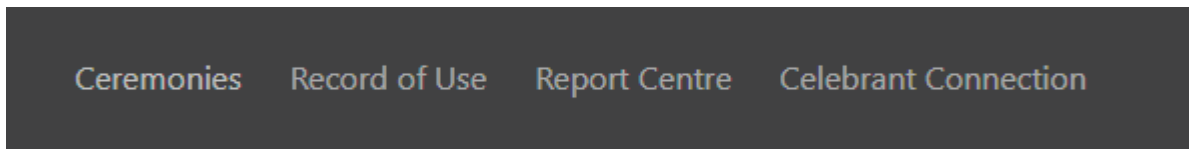
Ceremony Date	Type	Names	Venue	Status
24 Nov 2022	Wedding		venue name	Pending
02 Dec 2022	Wedding	P1 First Last, P2 First Last	Venue 1345	Pending
11 Apr 2023	Wedding			Pending
30 Jun 2023	Wedding	Steve West, Natalie Wright	Kawana Surf Club	Pending
13 Aug 2023	Wedding	Kate Smith, Taylor Green	Kawana Surf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

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

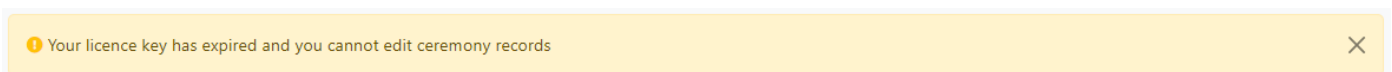


1.

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.



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.

Ceremonies

Pending Acceptance

Date	Type	Names	Venue
24 Nov 2022	Wedding	P1 First Last, P2 First Last	venue name

Date

dd/mm/yyyy

to

dd/mm/yyyy

Status

Pending

Search

Clear

6 Records found

Add New

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			

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.

Status

Pending

Pending

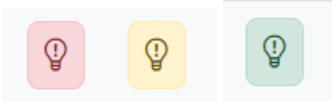
Cancelled

Inactive

Completed

## 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.







### Errors/Omissions

- Person 1's divorce court location missing
- Person 1's Parent 1 birth name is missing
- Person 1's Parent 2 full name is missing
- Person 2's divorce court location missing
- Person 2's Parent 1 birth name is missing
- Person 2's Parent 2 full name is missing
- Primary Venue Post Code is missing

### 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.

Pending Acceptance			
Date	Type	Names	Venue
24 Nov 2022	Wedding	P1 First Last, P2 First Last	venue name

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.

Ceremonies > Wedding 24/11/2022

Details

DetailsPerson 1Person 2

Preview/Generate

Ceremony Type \*  
☒ Wedding

Status \*  
Pending Acceptance

Transfer to another Celebrant

Person 1/2 related? \*  
☒ No ☐ Yes

☐ Court approval sighted & consents received for under 18's

☐ Approval for shortening of time received

Date NOIM Lodged  
dd/mm/yyyy

Additional Information

Payment Information

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](#) [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.



Date		Status
< dd/mm/yyyy	to dd/mm/yyyy >	Pending
<div>Search Clear 6 Records found</div>		

## 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.

NOIM

◀ BDM Documents

Celebrant Copy

Presentation Cert

Quote

Receipt

Information Sheet

Letter for Immigration

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.



### Generate NOIM

Page 1 of 5

1 2 3 4 5 > >> ☰



Australian Government

## Notice of Intended Marriage

Please read all of the information in this form. You may need to refer back to these instructions as you complete this form. You may complete this form:

- Electronically by typing in the required information directly into the boxes below. You can print and sign a hard copy of the form or sign electronically in the presence of an authorised person.
- Manually by printing the form and completing the required information using **BLOCK LETTERS**.

Please ensure you read the explanation in the Instructions for completing this form, including in relation to items 7 and 8.

### Privacy notice

The *Marriage Act 1961* (Cth) (the Act) requires that a marriage shall not be solemnised unless certain personal information is provided in writing. This information is required in two forms: the *Notice of Intended Marriage*

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.

## 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.

### Generate BDM Documents

Please indicate below the date and location at which the Statutory Declaration is to be signed

Location at which the declaration will be signed

-- Select Location --

Date on which the declaration will be signed

Today

Ceremony Date

dd/mm/yyyy

Apply this date and location to

☐ Both Parties ☒ Person 1 only ☐ Person 2 only

If known, enter location & date for Person 2

Person 2 Location

-- Select Location --

Person 2 Date

Today

Ceremony Date

dd/mm/yyyy

Generate

Close



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.

Generate BDM Documents

Please indicate below the date and location at which the Statutory Declaration is to be signed

Location at which the declaration will be signedWedding Venue

Date on which the declaration will be signedTodayCeremony Date21/06/2023

Apply this date and location toBoth PartiesPerson 1 onlyPerson 2 only


If known, enter location & date for Person 2

Person 2 LocationPerson 1's Address

Person 2 DateTodayCeremony Date21/06/2023

Generate

<< < Page 1 of 2 1 2 > >>



Australian Government

Declaration of No Legal Impediment to Marriage

Sections 42(1)(c) and 74(1) of the Marriage Act 1961 (Cth) and sections 71 and 79 of the Marriage Regulations 2017 (Cth)

To be completed by the parties to the proposed marriage

	PERSON 1	PERSON 2
Family name		
Given name(s)		
Usual occupation		
Usual place of		

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

Note: Your personal information is being collected on this form. Please see the Notice of Intended Marriage for details on how your personal information will be managed.

<< < Page 1 of 2 1 2 > >>

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.

## Marriage Certificate

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



### Generate Marriage Certificate



Australian Government

## Official Certificate of Marriage

Section 50(1)(b) of the *Marriage Act 1961* (Cth)

### Marriage was solemnised between the parties (details below)

Date marriage solemnised

24/11/2022

At

venue name

Location, including suburb or town, city, state or territory and postcode where marriage solemnised

Ceremony used

civil ceremony according to the *Marriage Act 1961* (Cth)

Religious rites or civil ceremony according to the *Marriage Act 1961* (Cth)

### Details of the parties to the marriage

PERSON 1

PERSON 2

Description of parties

☐ Partner ☐ Bride ☐ Groom

☐ Partner ☐ Bride ☐ Groom

Family name

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.

## 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.

### Generate Declarations

Please indicate below the date and location at which the Statutory Declaration is to be signed

Location at which the declaration will be signed

Wedding Venue

Date on which the declaration will be signed

Today

Ceremony Date

21/06/2023

Apply this date and location to

☐ Both Parties ☒ Person 1 only ☐ Person 2 only

If known, enter location & date for Person 2

Person 2 Location

Person 1's Address

Person 2 Date

Today

Ceremony Date

21/06/2023

Generate

Close

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.



### Generate Declarations

Please indicate below the date and location at which the Statutory Declaration is to be signed

Location at which the declaration will be signed

Date on which the declaration will be signed   21/06/2023

Apply this date and location to ☐ Both Parties ☒ Person 1 only ☐ Person 2 only

If known, enter location & date for Person 2

Person 2 Location

Person 2 Date   21/06/2023



Australian Government

## Declaration of No Legal Impediment to Marriage

Sections 42(1)(c) and 74(1) of the *Marriage Act 1961* (Cth) and sections 71 and 79 of the *Marriage Regulations 2017* (Cth)

**To be completed by the parties to the proposed marriage**

	PERSON 1	PERSON 2
Family name	<input type="text"/>	<input type="text"/>
Given name(s)	<input type="text"/>	<input type="text"/>
Usual occupation	<input type="text"/>	<input type="text"/>
Usual place of residence (full address)	<input type="text"/>	<input type="text"/>

**CIVIL STATUS** ☐ I have never been validly married ☐ I am widowed ☐ I have never been validly married ☐ I am widowed

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

NAME AND SURNAME of celebrant)

Celebrant's signature

Celebrant's authorisation number

Note: Your personal information is being collected on this form. Please see the Notice of Intended Marriage for details on how your personal information will be managed.


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.



Generate Celebrant Copy



Australian Government

## Official Certificate of Marriage

Section 50(1)(b) of the *Marriage Act 1961* (Cth)

### Marriage was solemnised between the parties (details below)

Date marriage solemnised

24/11/2022

At

venue name

Location, including suburb or town, city, state or territory and postcode where marriage solemnised

Ceremony used

civil ceremony according to the *Marriage Act 1961* (Cth)

Religious rites or civil ceremony according to the *Marriage Act 1961* (Cth)

### Details of the parties to the marriage

	PERSON 1	PERSON 2
Description of parties	<input type="checkbox"/> Partner <input type="checkbox"/> Bride <input type="checkbox"/> Groom	<input type="checkbox"/> Partner <input type="checkbox"/> Bride <input type="checkbox"/> Groom
Family name		[PERSON2FAMILYNAME]

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.

## 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.

Generate Presentation Cert

Print Option

☒ Civil Ceremony Certificate ☐ Religious Ceremony Certificate

Form Style

☒ New style, NO B or G ☐ Old style WITH B and G

Generate

Close

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

*Joan 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 \*

21/06/2023

Quote Due Date \*

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 \*

21/06/2023

Quote Due Date \*

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.

**Generate Receipt**

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

Payment \*  
18/05/2023: \$200.00 (Electronic)

Template \*  
Payment Receipt

**Generate**

**Receipt**  
Date: 21/06/2023

Stephen Wooster  
address  
suburb, QLD postcode

Received on behalf of: Kate Smtih and Taylor Green  
On account of fees for: Marriage Ceremony  
To be performed on: 13/08/2023  
Total Fee: \$800.00  
Paid to Date: \$800.00

**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.

## Information Sheet

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

**Generate Information Sheet**

Select an Information Sheet template to use

Template \*  
Information Sheet

**Generate**

**Close**

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



### Generate Information Sheet

Select an Information Sheet template to use

Template \*

Information Sheet

Generate

Page 1 of 2 1 2 > >> ☰

Ceremony Type - Wedding

Names

Person 1 Name:  
Person 2 Name:

Contact Information - Person 1

Person 1 Preferred Name:  
Person 1 Home Phone:  
Person 1 Work:  
Person 1 Mobile:  
Person 1 Email Address:  
Address for correspondence: ,

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.

## Letter for Immigration

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

### Generate Letter for Immigration

Select a Letter for Immigration template to use

Template \*

Letter for Immigration

Generate

Close

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



### Generate Letter for Immigration

Select a Letter for Immigration template to use

Template \*

Generate

Stephen Wooster  
Authorised Celebrant

address suburb, QLD postcode  
tayla@megabits.com.au

To Whom It May Concern

This is to advise that and plan to be married.

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.

## Add New Ceremony

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

+ Add New ▾

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.



## Ceremonies

### New

Ceremony Type \*

☒ Wedding

Status \*

Pending

Person 1/2 related? \* ☒ No ☐ Yes

☐ Court approval sighted & consents received for under 18's

☐ Approval for shortening of time received

Date NOIM Lodged

dd/mm/yyyy

Ceremony Date \*

dd/mm/yyyy

Ceremony Time

--:-- --

Rehearsal Date

dd/mm/yyyy

Rehearsal Time

--:-- --

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

Witness Name 1

Witness Name 2

Number of Guests

0

### Primary Venue

Saved Venues

-- Add New --

### Additional Information

### Payment Information

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

### Other Notes

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

**Last Modified** n/a  
\* Denotes Required Fields

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.

Ceremony Type \* ☒ Wedding

Status \* Pending

Person 1/2 related? \* ☒ No ☐ Yes

☐ Court approval sighted & consents received for under 18's

☐ Approval for shortening of 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


## Dates and Times

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


Date NOIM Lodged


Ceremony Date \*


Ceremony Time

Rehearsal Date

Rehearsal Time


 

## 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

Choose from saved favourites or enter manually below


Venue Name

Address

Suburb

Postcode

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.

Date Sent

☒ Document sent to Births Deaths and Marriages

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 (Presentation 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
<a href="#">Add/View Payments</a>	

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 \*

-- SELECT --

Payment Amount \*

\$

Payment Date \*

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.



### Payments

✓ Payment added

Add Payment

Payment Type \*

Payment Amount \*

Payment Date \*

-- SELECT --

\$

21/06/2023

Notes

Save

Payment History

Date	Type	Amount	Notes
21/06/2023	Electronic	\$50.00	Test

Close

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.

### Payment Information

Base Fee	\$	750.00
Extra Items	\$	0.00
Total Fee	\$	750.00
Paid to date	\$	50.00
Balance	\$	700.00

Add/View Payments



## Person 1

This is where the details of Person 1 is entered.

Details

Person 1

Person 2

Preview/Generate

Party Description \* ☐ Partner ☐ Bride ☐ Groom

Family Name

☐ No family name

First Name \*

Second Name

Other Names

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

Party Description \* ☐ Partner ☐ Bride ☐ Groom

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.

Family Name

☐ No family name

First Name \*

Second Name

Other Names

Preferred Name

Gender (optional)

-- SELECT --

Occupation

Address

Suburb

Postcode

State

Copy address to other person

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

☐ Same as above

Parent 2's Birth Name

☐ Same as above

Parent 1's Country of Birth

Parent 2's Country of Birth



## 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.

Details

Person 1

Person 2

Preview/Generate

Party Description \* ☐ Partner ☐ Bride ☐ Groom

Family Name

☐ No family name

First Name \*

Second Name

Other Names

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

Party Description \* ☐ Partner ☐ Bride ☐ Groom

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.

Family Name

☐ No family name

First Name \*

Second Name

Other Names

Preferred Name

Gender (optional)

Occupation

-- SELECT --

Address

Suburb

Postcode

State

Copy address to other person

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	1	January
Mobile Phone	Home Phone		Work Phone	
<input type="text"/>	<input type="text"/>		<input type="text"/>	
Email Address				
<input type="text"/>				
<input type="checkbox"/> Parent 1 Unknown		<input type="checkbox"/> Parent 2 Unknown		
Parent 1's Full Name		Parent 2's Full Name		
<input type="text"/>		<input type="text"/>		
Parent 1's Birth Name		Parent 2's Birth Name		
<input type="text"/>		<input type="checkbox"/> Same as above		<input type="text"/>
<input type="checkbox"/> Same as above		<input type="checkbox"/> Same as above		
Parent 1's Country of Birth		Parent 2's Country of Birth		
<input type="text"/>		<input type="text"/>		

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	
<a href="#">24 Nov 2022</a>	Wedding		venue name	Pending	
<a href="#">02 Dec 2022</a>	Wedding	P1 First Last, P2 First Last	Venue 1345	Pending	
<a href="#">11 Apr 2023</a>	Wedding	,		Pending	
<a href="#">30 Jun 2023</a>	Wedding	Steve West, Natalie Wright	Kawana Surf Club	Pending	
<a href="#">13 Aug 2023</a>	Wedding	Kate Smtih, Taylor Green	Kawana Surf Club	Pending	
<a href="#">02 Sep 2023</a>	Wedding	Walter Scott, Hazel Browning	Montvale	Pending	

## Details

This opens the details of the ceremony.



Ceremonies > Wedding 11/04/2023

## Details

Details

Person 1

Person 2

Preview/Generate

Ceremony Type \*

☒ Wedding

Status \*

Pending

Transfer to another Celebrant

Person 1/2 related? \*

☒ No ☐ Yes

☐ Court approval sighted & consents received for under 18's

☐ Approval for shortening of time received

Date NOIM Lodged

dd/mm/yyyy

Ceremony Date \*

11/04/2023

Ceremony Time

12:52 AM

Rehearsal Date

dd/mm/yyyy

Rehearsal Time

--:--:--

Leaflet referred to in the Act given to

☒ Person 1 ☒ Person 2

Witness Name 1

Witness Name 2

Number of Guests

0

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

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.

Transfer to another Celebrant

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

Transfer to another Celebrant

×

Please provide Celebrant ID, and the Surname of the Nominated Celebrant to transfer this Wedding

Celebrant ID

ID \*

A00000

Surname \*

Q

"A" followed by 5 numerals

×

Cancel

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		
<a href="#">24 Nov 2022</a>	Wedding		venue name	Pending		
<a href="#">02 Dec 2022</a>	Wedding	P1 First Last, P2 First Last	Venue 1345	Pending		
<a href="#">11 Apr 2023</a>	Wedding	,		Pending		
<a href="#">30 Jun 2023</a>	Wedding	Steve West, Natalie Wright	Kawana Surf Club	Pending		
<a href="#">13 Aug 2023</a>	Wedding	Kate Smtih, Taylor Green	Kawana Surf Club	Pending		
<a href="#">02 Sep 2023</a>	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.

**Last Modified** 4/10/2023 11:52:28 AM

*\* Denotes Required Fields*


Delete

Close




## Record of Use

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



CeremoniesRecord of UseReport CentreCelebrant Connection

 Stephen Wooster

### Record of use Form 15 Certificates

Date

< 01/04/2023 to dd/mm/yyyy >

Certificate number/details

Status

-- ALL --

SearchClear

8 Records found

Preview/GenerateAdd New

Certificate number	Date of use	Status	Details
<a href="#">MC0000001NW</a>	21 Apr 2023	Used	Person 1: John Brown Person 2: Jane Green
<a href="#">MC1111111AA</a>	06 Apr 2023	Used	MC1111111AA
<a href="#">MC1111111AB</a>	06 Apr 2023	Used	test
<a href="#">MC1111111AC</a>	06 Apr 2023	Used	test
<a href="#">MC1111111AD</a>	06 Apr 2023	Used	test
<a href="#">MC1111111AE</a>	06 Apr 2023	Used	test
<a href="#">MC1111111AF</a>	06 Apr 2023	Used	test
<a href="#">MC1234567AA</a>	03 Apr 2023	Used	Test

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.

Date

< 01/04/2023 to dd/mm/yyyy >

Certificate number/details

Status

-- ALL --

SearchClear

8 Records found

Preview/GenerateAdd New

## Preview/Generate

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



Date: < 01/04/2023 to dd/mm/yyyy > Certificate number/details: | Status: -- ALL --

Search Clear 8 Records found Preview/Generate + Add New

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

**Generate Record of Use**

Name of Celebrant: Stephen Wooster  
Registration Number: A12345  
Religious Denomination: if applicable

COMMONWEALTH OF AUSTRALIA  
Record of Use Form 15 Marriage Certificates  
(Details must be completed by celebrant who has custody of the numbered certificates)

Certificate Number	Date of use	Status	Details
MC0000001NW	21/04/2023	Used	Person 1: John Brown Person 2: Jane Green

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.

## 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.

Date: < 01/04/2023 to dd/mm/yyyy > Certificate number/details: | Status: -- ALL --

Search Clear 8 Records found Preview/Generate + Add New

Select the type of record you want to add.

+ Add New

Used  
Destroyed  
Transferred

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 be filled in.

Settings > Record of use Form 15 Certificates

## New

Certificate number \*

Date \*

22/06/2023



Status \*

Used



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

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 be filled in.



Settings > Record of use Form 15 Certificates

## New

Certificate number *	Date *	Status *
<input type="text"/>	22/06/2023	Destroyed

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

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 be filled in.

Settings > Record of use Form 15 Certificates

## New

Certificate number *	Date *	Status *
<input type="text"/>	22/06/2023	Destroyed

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

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
<a href="#">MC0000001NW</a>	21 Apr 2023	Used	Person 1: John Brown Person 2: Jane Green
<a href="#">MC1111111AA</a>	06 Apr 2023	Used	MC1111111AA
<a href="#">MC1111111AB</a>	06 Apr 2023	Used	test
<a href="#">MC1111111AC</a>	06 Apr 2023	Used	test
<a href="#">MC1111111AD</a>	06 Apr 2023	Used	test

Here you can edit the details of the certificate.

Record of use > [MC1234567bb](#)

Details

Certificate number \*

MC1234567bb

Date \*

22/06/2023

Status \*

Used

\*MC\* followed by 7 numerals and finishing with 2 alpha characters

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
<a href="#">MC0000001NW</a>	21 Apr 2023	Used	Person 1: John Brown Person 2: Jane Green
<a href="#">MC1111111AA</a>	06 Apr 2023	Used	MC1111111AA
<a href="#">MC1111111AB</a>	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.

The screenshot shows the 'Report Centre' section of the 'THE CELEBRANT SUITE' application. The header includes navigation links: Ceremonies, Record of Use, Report Centre, and Celebrant Connection. A user profile for Stephen Wooster is in the top right. The main heading is 'Payments Received'. Below it is a 'Report Center Navigation' button. The 'Period Covered' section has date pickers for 'dd/mm/yyyy' and a 'Status' dropdown set to '-- All --'. There are 'Search' and 'Clear' buttons, and a message '0 Records found'. On the right are 'Export to Excel' and 'Help' buttons. A table displays payment data:

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	

## Navigation

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

This screenshot is identical to the previous one, showing the 'Report Centre' section with the 'Payments Received' report. The 'Report Center Navigation' button is highlighted, indicating where to click to open the sidebar.

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**.

The sidebar is a light gray panel with a close button (X) in the top right. It contains five navigation items, each with a document icon:

- Payments Received
- Payments Received - Completed
- Pending Ceremonies
- Completed Ceremonies
- All Ceremonies

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



## Payments Received

### Payments Received - Selected Period

The summary Will show all payments received within the period specified. The listing will show all weddings that these payments relate to, even though the wedding itself and some of the payments made for it may not fall within the period selected. The only criteria is that at least one payment was paid within the period Payments that fell In the period are shown in bold and included in the summary. Other payments that were received outside the period will not be bolded nor appear in the summary.

## 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 --

Search 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.





Period Covered Status

< dd/mm/yyyy to dd/mm/yyyy > -- All --

[Search](#) [Clear](#) 0 Records found

### Export To Excel

To export the reports into an excel sheet, click on the [Export to Excel](#) button.

< dd/mm/yyyy to dd/mm/yyyy > -- All --

[Search](#) [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

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.

### Payments Received – Completed

This is where the completed Payment Received Reports are accessed.

Report Centre

## Payments Received - Completed

[Report Center Navigation](#)

Period Covered Status

< dd/mm/yyyy to dd/mm/yyyy > -- All --

[Search](#) [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.

Period Covered Status

< dd/mm/yyyy to dd/mm/yyyy > -- All --

[Search](#) [Clear](#) 0 Records found



### Export To Excel

To export the reports into an excel sheet, click on the [Export to Excel](#) button

dd/mm/yyyy to dd/mm/yyyy -- All --

[Search](#) [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

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. [X](#)

### Pending Ceremonies

This is where the completed Pending Reports are accessed.

Report Centre

## Pending Ceremonies

[Report Center Navigation](#)

Period Covered: dd/mm/yyyy to dd/mm/yyyy Status: -- All --

[Search](#) [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.

Period Covered: dd/mm/yyyy to dd/mm/yyyy Status: -- All --

[Search](#) [Clear](#) 0 Records found

### Export To Excel

To export the reports into an excel sheet, click on the [Export to Excel](#) button.



aa/mm/yyyy

to

aa/mm/yyyy

-- All --

Q Search

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

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.

## Completed Ceremonies

This is where the completed Ceremonies Reports are accessed.

Report Centre							
Completed Ceremonies							
Report Center Navigation							
Period Covered				Status			
<	dd/mm/yyyy	to	dd/mm/yyyy	>	-- All --		
Q Search	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.

Period Covered				Status			
<	dd/mm/yyyy	to	dd/mm/yyyy	>	-- All --		
Q Search	Clear	0 Records found					

## Export To Excel

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

aa/mm/yyyy

to

aa/mm/yyyy

-- All --

Q Search

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



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.

Report Centre

### All Ceremonies

Report Center Navigation

Period Covered

Status

< dd/mm/yyyy to dd/mm/yyyy > -- All --

Search

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.

Period Covered Status

< dd/mm/yyyy to dd/mm/yyyy > -- All --

Search Clear 0 Records found

## Export To Excel

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

<

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

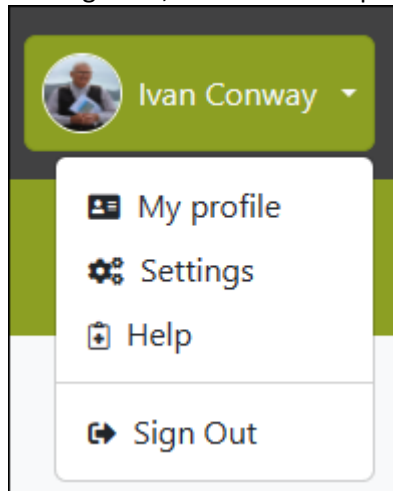
This will open a pop up where you can click on the Click Here to download and open the Report.

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 \*

Wooster

First Name \*

Stephen

Second Name

second

Other Names

other

Preferred Name

preferred

Address

address

Suburb

suburb

Postcode

postcode

State

Queensland

Phone Number

phone

Mobile Number

mobile

Fax Number

fax

Email Address ?

tayla@megabits.com.au

Website

website

ABN

abn

## Upload Files

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

## Files

Logo

Choose file

No file chosen



Avatar

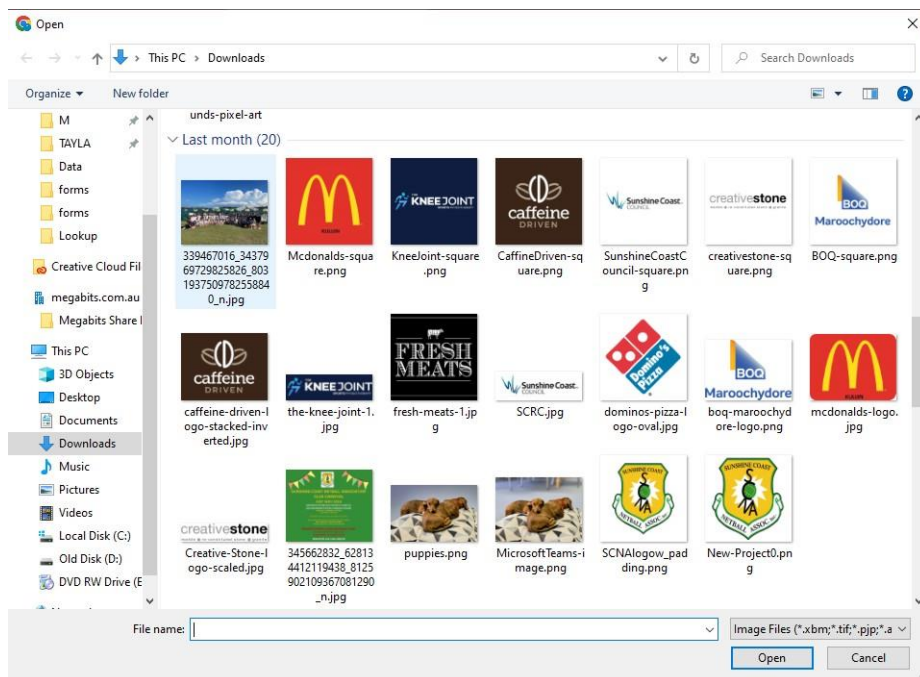
Choose file

No file chosen



[View logo](#)

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.

Choose file No file chosen

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.

Logo

Choose file No file chosen

[View logo](#)

## Change Password

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

### User Account

Username ?	Last Login	Last Password Change
tayla@megabits.com.au	22 Jun 2023, 01:40PM	20 Mar 2023, 04:14PM <a href="#">Change</a>

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.

Change password

Current Password \*

New Password \*

Password must include at least one uppercase letter, one lowercase letter, and one number

Confirm New Password \*

Confirm and Save Cancel



# Settings

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

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

Alert Colours	Number of days before ceremony
Low level alert	25
Medium level alert	15
High level alert	7

Save

Close

# Navigation

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

Settings

Alerts

Settings Navigation

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

Sidebar

Alerts

Default Inputs

Fonts

Lookups

- Equipment/Services
- Form Templates
- Venues





## 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

### Alert Colours

Low level alert

Medium level alert

High level alert

### Number of days before ceremony

#### Other errors/omissions

90

60

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.



Errors/Omissions	
Person 1's Family Name not provided	
Person 1's First Name not provided	
Person 1's Occupation not provided	
Person 1's Street not provided	
Person 1's Suburb not provided	
Person 1's Country of Birth not provided	
Person 1's City of Birth not provided	
Person 1's Date of Birth not provided	
Person 1's birth details ID not provided	
Person 1's photo ID not provided	
Person 1's divorce court location missing	
Person 1's Parent 1 full name is missing	
Person 1's Parent 1 birth name is missing	
Person 1's Parent 1 country of birth is missing	
Person 1's Parent 2 full name is missing	
Person 1's Parent 2 birth name is missing	
Person 1's Parent 2 country of birth is missing	
Person 2's Family Name not provided	
Person 2's First Name not provided	
Person 2's Occupation not provided	

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

Alert Colours	Number of days before ceremony
Low level alert	90
Medium level alert	60
High level alert	35

Other errors/omissions

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

Save	Close
------	-------



## 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.

[Settings](#)

### Default Inputs

[Settings Navigation](#)

Some fields or options may be standard for you and can default to your preferred values

Unchecked inputs will appear blank, checked ones will have your choice but can be altered if necessary when completing the details

☒ Display Ceremony Venue on NOIM?

☒ Display Ceremony Date on NOIM?

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

☒ Display Ceremony Venue on NOIM?

☒ Display Ceremony Date on NOIM?

☒ Default Person 1 and Person 2 not related?

☒ Leaflet referred to in the Act provided

☐ Apply GST to quotes

☒ Default NOIM witness qualification to the authorised celebrant?

Do you have a Standard Fee you would like used?

\$750.00

Message to be shown at bottom of receipt?

Thank you for the privilege of being your preferred Celebrant.

Rites used in the ceremony?

civil ceremony according to the Marriage Act 1961 (Cth)

☒ Display Civil/Religious print option on Form 15?

Marriage Certificate Print Option

☒ Civil Ceremony Certificate ☐ Religious Ceremony Certificate

Marriage Certificate Form Style

☒ New style, NO B or G ☐ Old style WITH B and G

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.

Save

Close

## 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
- ☐ Letter for Immigration
- ☐ Letter Head - Other Info
- ☐ Presentation Copy - Celebrant name
- ☐ Presentation Copy - Bride And Groom
- ☐ Notice of Intended Marriage
- ☐ Quote
- ☐ Information Sheet
- ☐ Letter Head - Name
- ☐ Certificate of Marriage - Official
- ☐ Presentation Copy - Venue
- ☐ Presentation Copy - Date
- ☐ Payment Receipt
- ☐ 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

Arial

Font Style

Regular

Font Weight

Regular

Font Size

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.





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.

Y-Offset \*

0

Save

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


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

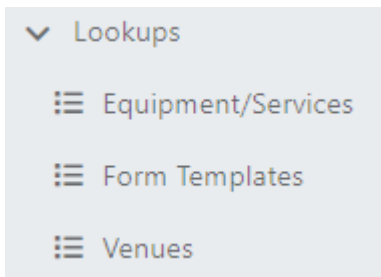
 Save


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.

[Settings Navigation](#)

Name

Active

☐ Yes ☐ No ☒ All

[Search](#)

[Clear](#)

4 Records found

[+ Add New](#)

Name	Description	Unit Amount	Active	
<a href="#">BDM Certificate</a>	Commerative Certificate from BD&M	\$50.00	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
<a href="#">Bottled Water</a>	Bottled water for guests at outdoor ceremony.	\$20.00	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
<a href="#">Gazebo</a>	Portable shade for guests at an outdoor ceremony.	\$30.00	<input checked="" type="checkbox"/>	<a href="#">Delete</a>
<a href="#">Travelling</a>	Travelling in excess of 30km from Celebrant's residence	\$50.00	<input checked="" type="checkbox"/>	<a href="#">Delete</a>

## Add New

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

Name

Active

☐ Yes ☐ No ☒ All

[Search](#)

[Clear](#)

4 Records found

[+ Add New](#)

This will open the details for the new item.



## New

Settings Navigation

Name \*

Description \*

Unit Amount \*

☒ Active

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.

Last Modified n/a  
\* Denotes Required Fields

Save

Close

## Edit

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

Name	Description	Unit Amount	Active	
<a href="#">BDM Certificate</a>	Commerative Certificate from BD&M	\$50.00	<input checked="" type="checkbox"/>	
<a href="#">Bottled Water</a>	Bottled water for guests at outdoor ceremony.	\$20.00	<input checked="" type="checkbox"/>	
<a href="#">Gazebo</a>	Portable shade for guests at an outdoor ceremony.	\$30.00	<input checked="" type="checkbox"/>	
<a href="#">Travelling</a>	Travelling in excess of 30km from Celebrant's residence	\$50.00	<input checked="" type="checkbox"/>	

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	
<a href="#">BDM Certificate</a>	Commerative Certificate from BD&M	\$50.00	<input checked="" type="checkbox"/>	
<a href="#">Bottled Water</a>	Bottled water for guests at outdoor ceremony.	\$20.00	<input checked="" type="checkbox"/>	
<a href="#">Gazebo</a>	Portable shade for guests at an outdoor ceremony.	\$30.00	<input checked="" type="checkbox"/>	
<a href="#">Travelling</a>	Travelling in excess of 30km from Celebrant's residence	\$50.00	<input checked="" type="checkbox"/>	

## Templates

This is where the Form Templates are managed.

[Settings](#)

## Templates

Settings Navigation

Name  Active ☐ Yes ☐ No ☒ All

Search Clear 8 Records found

Name	Category	Type	Active	Public	System
<a href="#">Certificate of Marriage - Official</a>	Certificate of Marriage - Official	Word	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Declaration of No Legal Impediment to Marriage</a>	Declaration of No Legal Impediment to Marriage	Word	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



## 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.

Name

Active

☐ Yes ☐ No ☒ All

Search

Clear

4 Records found

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.

Search

Clear

8 Records found

Add New

Name	Category	Type	Active	Public	System
<a href="#">Certificate of Marriage - Official</a>	Certificate of Marriage - Official	Word	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<a href="#">Declaration of No Legal Impediment to Marriage</a>	Declaration of No Legal Impediment to Marriage	Word	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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**.

Settings > Form Templates

New

Settings Navigation

Name \*

Template Category \*

-- SELECT --

☒ Active ☐ Public

Last Modified n/a

\* Denotes Required Fields

Save

Close

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



Name \*

Example

Template Category \*

Payment Receipt

HTML Template \*

Source

Cut Copy Paste Undo Redo ABC Font Color Background Color ?

B I U S T X Bulleted Numbered List Link Unlink Flag Image Table Horizontal Line Smile Face Omega Refresh

Format Font Size A A

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
<a href="#">Celebrant Connection Confirmation</a>		
<a href="#">New User</a>		
<a href="#">New Username</a>		
<a href="#">Reset User Password</a>		

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



[Settings](#) > [Form Templates](#) > [Information Sheet](#)

## Details

Settings Navigation

Name \*

Information Sheet

Template Category \*

Information Sheet

HTML Template \*

Source | Copy | Paste | Undo | Redo | Bold | Italic | Underline | Strikethrough | Text Color | Background Color | Bulleted List | Numbered List | Indent Left | Indent Right | Quote | Link | Unlink | Table | Table of Contents | Smiley | Omega | Help

Format | Font | Size | A | A

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

Q Search

C Clear

9 Records found

+ Add New

Name	Address	Active
<a href="#">A new venue 123</a>	a new address a new suburb QLD 1234	<div><div></div></div> <div></div>
<a href="#">Alternate Venue</a>	Alternate Address Alternate Suburb QLD Alt PC	<div><div></div></div> <div></div>

*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.

Q Search		Clear	8 Records found	+ Add New		
Name	Category	Type	Active	Public	System	
<a href="#">Certificate of Marriage - Official</a>	Certificate of Marriage - Official	Word	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<a href="#">Declaration of No Legal Impediment to Marriage</a>	Declaration of No Legal Impediment to Marriage	Word	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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**

☒ **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*

### Edit

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

Name	Address	Active	
<a href="#">A new venue 123</a>	a new address a new suburb QLD 1234	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
<a href="#">Alternate Venue Name</a>	Alternate Address Alternate Suburb QLD Alt PC	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>
<a href="#">Kawana Surf Club</a>	99 Pacific Blvd Buddina QLD 4575	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/>

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



Name \*



Address

Suburb Postcode State

☒ 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 href="#">A new venue 123</a>	a new address a new suburb QLD 1234	<input checked="" type="checkbox"/>	
<a href="#">Alternate Venue Name</a>	Alternate Address Alternate Suburb QLD Alt PC	<input checked="" type="checkbox"/>	
<a href="#">Kawana Surf Club</a>	99 Pacific Blvd Buddina QLD 4575	<input checked="" type="checkbox"/>	



## Help

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

The screenshot shows a web interface with a green header bar containing the word 'Help' in white. Below the header, the text 'Byronware links' is displayed in a large, bold, dark font. Underneath this, there is a bulleted list of seven links, each preceded by a small green dot: 'Home', 'Tutorials', 'What's New', 'FAQ', 'Contact', 'Support', and 'About'. All links are underlined and in a green color. Below the list, the text 'Licence details' is shown in a large, bold, dark font. Underneath this, the text 'Licence expiry date' is displayed in a smaller, bold, dark font, followed by the date '01 Jan 2023' in a regular dark font.

### Help

#### Byronware links

- [Home](#)
- [Tutorials](#)
- [What's New](#)
- [FAQ](#)
- [Contact](#)
- [Support](#)
- [About](#)

#### Licence details

**Licence expiry date**  
01 Jan 2023

## Sign Out

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

The screenshot shows a user profile section with a green header bar. On the left is a circular profile picture icon with a green background and white dots. To the right of the icon is the text 'Stephen Wooster' followed by a small downward-pointing triangle. Below this, a dropdown menu is open, displaying four options: 'My profile' with a person icon, 'Settings' with a gear icon, 'Help' with a question mark icon, and 'Sign Out' with a right-pointing arrow icon. The dropdown menu has a white background and a thin grey border.



## 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.



*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.

**THE CELEBRANT CONNECTION**  
*Created by Celebrants for Celebrants*  
*Your personal link to your Celebrant.*

*All information once entered and submitted here is securely provided to your Celebrant.*  
*Please ensure all details are correct. No information is retained on this site once submitted.*  
*Please answer as many questions as possible including Email and Phone numbers.*

**Details** Person 1 Person 2

### Wedding Details

Person 1/2 related? \*  
☐ No ☐ Yes

Ceremony Date \*  
dd/mm/yyyy

Person 1/2 Relationship Details  
eg. First Cousins

Ceremony Time \*  
--:-- --

## 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

Ceremony Date \*

dd/mm/yyyy 

Person 1/2 Relationship Details

eg. First Cousins

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 *			
<input type="radio"/> Partner <input type="radio"/> Bride <input type="radio"/> Groom			
Family Name *		First Name *	
<input type="text"/>		<input type="text"/>	
Second Name *		Other Names *	
<input type="text"/>		<input type="text"/>	
Preferred Name *		Gender (Optional)	
<input type="text"/>		<input type="text" value="-- Select --"/>	
Occupation *			
<input type="text"/>			
Address *			
<input type="text"/>			
Suburb *		Post Code *	State *
<input type="text"/>		<input type="text"/>	<input type="text" value="-- Select State --"/>
City of Birth *	State/Territory of Birth *	Country of Birth *	Date of Birth *
<input type="text"/>	<input type="text" value="-- Select State --"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>
Mobile Phone *	Home Phone *	Work Phone *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email Address *			
<input type="text"/>			

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	
<input type="checkbox"/> Parent 1 Unknown	<input type="checkbox"/> Parent 2 Unknown
Parent 1's Full Name	Parent 2's Full Name
<input type="text"/>	<input type="text"/>
Parent 1's Birth Name	Parent 2's Birth Name
<input type="text"/>	<input type="text"/>
Parent 1's Country Of Birth	Parent 2's Country Of Birth
<input type="text"/>	<input type="text"/>



### 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.

#### Marital Status \*

- ☐ Divorced
- ☐ Widowed
- ☐ Divorce Pending
- ☐ Never Validly Married

#### Previous Marriage Details

Date Last Marriage Ended

dd/mm/yyyy

### Person 2

This is where the details of Person 2 is recorded.

Details

Person 1

Person 2

#### Person 2's Details

Party Description \*

☐ Partner

☐ Bride

☐ Groom

Family Name

First Name \*

### 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)

Occupation \*

Address \*

Suburb/City \*

Post Code \*

State \*

City of Birth \*

State/Territory of Birth \*

Country of Birth \*

Date of Birth \*

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.

Pending Acceptance				✕
Date	Type	Names	Venue	
<a href="#">24 Nov 2022</a>	Wedding	P1 First Last, P2 First Last	venue name	
<a href="#">30 Jun 2023</a>	Wedding		Experimental Venue	

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