

# BAS School Nights and Blue Card Requirement

## We must hold Blue Cards for School Nights

Blue Card Services, and public and school sentiment, have changed in recent months and we are now required to hold Blue Cards to attend BAS School Telescope Nights. However, Blue Cards are not required for other public nights we conduct at venue such as Maleny Observatory or Witton Barracks.

BAS now holds an online account with the Blue Card Organisation Portal. This lets us register our volunteers so that you can apply for a Blue Card as a volunteer with BAS, and thereby be issued a fee-free Blue Card.

Applying for a free Blue Card as a BAS volunteer is a three-stage process.

**Stage 1:** You create a personal online account with Blue Card Services. You will be issued with an Account Number, also called a Reference Number.

**Stage 2:** You email BAS and tell us your Account Number/Reference Number and date of birth. BAS then links you to our organisation account as one of our volunteers.

**Stage 3:** BAS emails you to confirm you are now linked to BAS. You then log into your Blue Card Services Account and complete the process of applying for a Blue Card as a volunteer. About 28 days later, you should receive your Blue Card in the mail.

## How to Complete the Three-Stage Process

### Stage1:

Log into the Blue Card Applicant's Portal at <https://my.bluecard.qld.gov.au/login>

Here is a tutorial video showing what to do: [https://www.youtube.com/watch?v=T\\_vd\\_Ert0rk](https://www.youtube.com/watch?v=T_vd_Ert0rk)

Initially you just need to complete the Stage 1 tasks. That should see you emailed confirmation that you have created a personal account and issued with an Account Number/Reference Number, probably a seven-digit number.

In the tutorial video you are only completing the tasks explained up to about the 3:55 point in the video.

### Stage 2:

Check your email and find your Account Number/Reference Number. Email this number and your DD/MM/YYYY date of birth to [president@bas.asn.au](mailto:president@bas.asn.au)

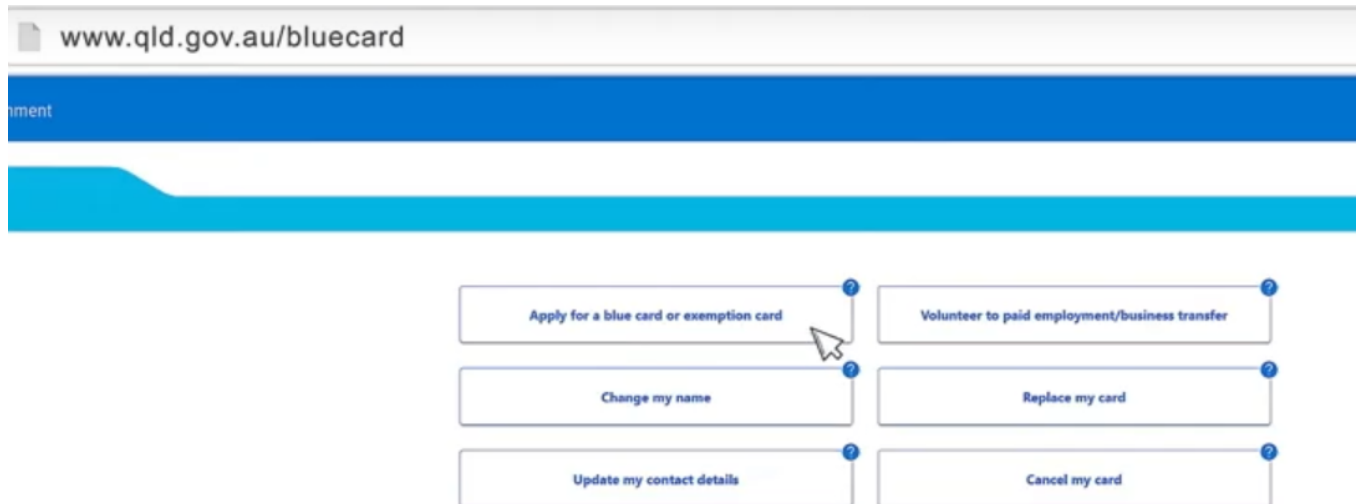
A return email from BAS will let you know when you have been linked to the BAS Blue Card Account. You can now complete Stage 3.

### Stage 3:

Once again, log into your account on the Blue Card Applicant's Portal at <https://orgportal.bluecard.qld.gov.au>

On the tutorial video, you are now essentially completing the tasks from point 3:55 onwards.

Navigate to the page where you have the option to **Apply for a Blue Card**



Click “Apply for a blue card.” Proceed through the steps to apply for a card as a **Volunteer**. You are not asked to nominate BAS as the organisation you are volunteering with – by this stage you are now linked to BAS on our Organisation Portal.

Make sure all your contact and address details are correct, and complete the application.

After assessment, and perhaps 28 days, your Blue Card should arrive in the mail.

Blue Card Services has a good help desk if you get stuck:

#### Phone

- 8.30am to 4.30pm, Monday to Friday\*
- [1800 113 611](tel:1800113611) (freecall in Queensland)
- [\(07\) 3211 6999](tel:0732116999)
- [+61 7 3211 6999](tel:+61732116999) (international)

\*Our contact centre is open from 9am each Friday for training, and 10.15am on the last Friday of the month.