

Create and manage your account

Create a school or school aged group account

Go to www.awm.gov.au/visit/schools, select “Make a Booking” and follow the prompts.

If you represent a registered school in Australia click the “Register” button, and select “School”. If you represent a school that is from outside of Australia, or your group does not meet the definition of a school select “School-Aged Group”.

Follow the prompts to fill in your details and create a password.

Create a company account

First check if you already have a company account.

When the account was set up, a member of your company will have been designated as the administrator. They have access to your company account and can provide you with your own login.

Please note: If your company holds an account in our old school bookings system, this account and its login details cannot be transferred to this system.

To create an account contact us at school.bookings@awm.gov.au and provide the following details:

- Company name
- Company physical address
- Company mailing address
- Company billing address
- ABN

Please also provide the details of the person who will become the account administrator:

- Title (e.g. Mr, Mrs, Ms)
- First name
- Last name
- Phone number
- Email
- Would you like to be added to any of the following Memorial mailing lists?
 - Events
 - Donations
 - Shop
 - Newsletter

Once the Memorial’s school bookings team has created your account and login, an email will be sent to the email address provided asking you to set your password using that email address as the username.

Manage employee access on your company account

The account administrator has the ability to grant access to other employees.

Select the “Manage Employees” button on the home page in order to show a list of employee logins associated with the company account.

When your company account is first created it will have a single employee login.

Your company’s employees can share this single login. However, there are some advantages to creating logins for each employee. For example, booking communications will be sent directly to the contact email of the employee that created them; each employee will be able to manage their own account and login details, so that passwords do not need to be shared across the company; employees can view, manage and modify any booking made by the company, even those created by other employees.

To create a new employee login select “Add a New User” and follow the steps. Please note: New employees do not have admin rights, and will not be able to add or remove employees.

To grant a user admin rights, log in as the administrator, select “Manage Employees”, and click “Grant admin permission”.

Admins are able to deactivate employee logins by pressing the “Deactivate Account” button.