How to subscribe to receive email alerts on the progress of projects



There are two ways to subscribe to receive automatic email alerts notifying you of the progress of projects of interest. This guide explains both methods.

You need an account on the Major Projects website to make a submission. If you do not already have an account, click 'Sign in' in the top right-hand corner of the Major Projects website and then click 'Create account'. For help creating an account, view the guide available here.

Method 1 – Find a project on the website to subscribe

1. Under the 'Projects' menu, click 'Find a project' and use the search tool to navigate to the project you are interested in following.

	Major Projects	Department of Planning and Environment NSW Planning Portal				۹	E Sign in	
	Major Projects			Projects 🗸 Assessment 🗸	Community V Services V		About 🗸	
L	GOVERNMENT			Find a Project				
l		Q Search by Project Name or ID	U	Featured Projects]			
l				On Exhibition		distant.		
k					- T - 1	10. J.M.		

Need help finding projects?

There are many ways to search for projects. Refer to the 'How to search for a projects' guide available here for information on the full range of tools – including how to filter your search results.

2. Once you have found the project you are interested in following, click the 'Notify Me' button.

State Significant Development Qantas Fliaht Trainina Cen	tre	
Relocation of the existing Qantas flight training centre to a new location approximately 150 metres east of the existing site. The project will involve the construction and operation of a new flight training facility and	QANTAS	
associated infrastructure.	i - İī	
Current Status: Assessment		Interact with the stages for their names 🕐
Ø <u> </u>		00

3. Log in to the Major Projects website to confirm your subscription.



How to subscribe to receive email alerts on the progress of projects

Method 2 – Subscribe via your dashboard

- 1. Sign in to the Major Projects website by clicking 'Sign-in' in the top right-hand corner of the page.
- 2. Click on 'Manage Subscriptions' in your personal dashboard.

Major Projects		? John Citizen 🗸
Dashboard		
		00
Make a Submission	Manage Subscriptions	Manage Profile

Don't see these options when you log-in? You need to change to the 'Public User' view. (?)JC John Citizen 🚿 Click on the drop-down i. arrow beside your name. Switch apps ii Proponent ii. Select 'Switch apps'. Public User iii Profile Click on 'Public User'. iii. Log off

3. On the 'Manage Subscriptions' page, click 'Subscribe +' to the category you wish to subscribe to. You can subscribe to individual projects, all projects in a local government area, or all projects of a particular development type such as schools and road transport facilities.

Subscribe to	Projects	
Case ID	Project Name	
No items		
		Subscribe +
Subscribe to	local Government Areas	
LGA Name		



How to subscribe to receive email alerts on the progress of projects

- 4. To unsubscribe, click the trash can icon next the project, local government are or development type you would like to unsubscribe from.
- 5. To return to your main dashboard view, click 'Close X' in the top right-hand corner of your table of subscriptions.

=	NSW	Major Projects		? 🜔 John Citize	in V
Dasi	hboar	d			
				0—0—	
		Manage Sub:	criptions	5 Close X	
		Subscribe to I	rojects		
		Case ID	Project Name		
		SSD-648	Snack Brands Distribution Facility	4	
				ubscribe +	
		Subscribe to I	ocal Government Areas		
		LGA Name			
		Narrabri Shire		0	
				Subscribe +	
		Subscribe to I	evelopment Types		
		Type Name			
		Warehouse or dis	ribution centres	a	
				Subscribe +	

6. You can view a quick summary of the status of all the projects you have subscribed to by clicking on the 'My Subscriptions' tab.

Make a Submission		Manage Su	bscriptions	Manage Profile	
My Submissions	My Subscriptions Dra	aft Submissions			~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
T Project Name	() ID	T Submission Date	() Political Donations	T Classification	5

Need more help or have questions?

Contact the Major Projects Support team at MajorProjectsSupport@planning.nsw.gov.au.