

Contact EduLinked

Support worker checklist

Contact: founder@edulinked.com.au

Before helping someone use the Contact page

1. Ask the person what they want to contact EduLinked about.
2. Ask what format they prefer for the reply.
3. Check whether they want Easy Read, Auslan, large print, plain text, or screen-reader friendly information.
4. Explain what information will be shared before you submit the form.
5. Do not include private details unless the person agrees and the details are needed.

After the form is sent

6. Save or print the confirmation if needed.
7. Tell the person that EduLinked usually replies by email.
8. Check the email inbox, including spam or junk folders.
9. If the matter is urgent, email founder@edulinked.com.au with Urgent in the subject line.

This document supports access to the EduLinked Contact page: <https://www.edulinked.com.au/contact/>

If this format does not work for you, email founder@edulinked.com.au and ask for another format.