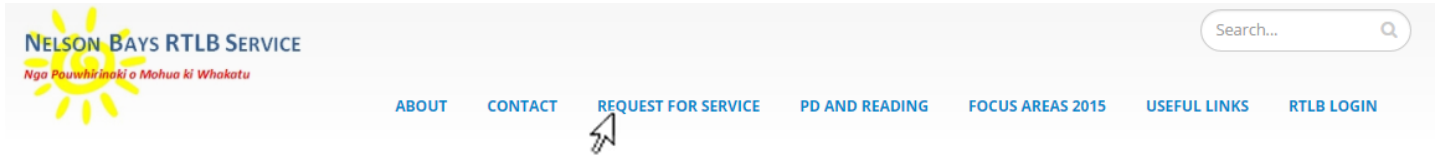




Making a RTL B Referral Using School Gate

1. Go to the Nelson Bays RTL B website → www.nbrtlb.com
2. Click 'Request Support'



3. Enter your Login and Password (note: these are case sensitive and contain letters and numbers. If you have been emailed them it may be easier to copy and paste and then save that login)

4. Populate the data fields on the next page. You may not need to fill in some areas if these are not relevant to your request e.g. Medical details on a Group Referral. Ask your Liaison RTL B if you are unsure.
5. **IMPORTANT!** Remember to regularly click the 'Save' button. This will mean that if you accidentally leave the webpage you will not lose all of the data you have inputted. This also allows you to edit the referral over a period of time.

6. Once all of the data has been entered (including parent consent form uploaded for individual student referrals) tick the red box at the bottom of the screen and save again.