PACER

HOW TO COMPLETE PACER APPLICATION FORM

Use this guide to help you correctly complete the PACER online application form, ensuring all sessions are entered in line with your itinerary and PACER requirements.

To qualify for PACER, a school excursion is required to visit ***three*** of the four mandatory national institutions. These are:

- **Parliament House Guided tour** – Max 50 students, 4 x sessions can enter at any one time (1 hour program).
- **The Australian War Memorial** (1 hour education program);
- **Museum of Australian Democracy** - (MoAD) – Max 50 students per session (1 hour program).
- **National Electoral Education Centre** - (NEEC) – Max 45 primary students per session or Max 40 secondary students per session (90min program).

To submit you application go to: **PACER application**

Schools are responsible for submitting an application for their students attending the excursion at least ***three weeks (3)*** prior to the start date of the excursion.

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1. Enter School Contact Details

- Use your **school's official email address** as the **Primary Email**.
- Add any additional emails (e.g., **Contact Person** and **Teacher in Charge**) as required.

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2. Add All Visits from Itinerary

You must input all visits to:

- **Mandatory Institutions**
- **Alternative Institutions** (if applicable)
- **Attractions**

Make sure these exactly match your **attached itinerary**.

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3. How to Add Mandatory Institution Visit Session Details

For each institution visit:

- Click the **Blue "Add Mandatory Institution Visit"** button.
- Select the **Institution** from the drop-down list.
- Enter the **Date** and **Planned Time of Visit**.
- Enter the **Number of Groups Attending** (ensuring groups and student numbers meet the session limits as listed above)
- Enter the **Planned Number of Students** in the session.
- Each session will appear as a row in your application table.

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Examples of correctly completed tables:

Date	Institution	Planned Time of Visit	Number of Groups	Number of Planned Students	On waitlist	Booking Confirmation
18/05/2025	Museum of Australian Democracy	3:30pm	1	50	No	223311
19/05/2025	National Electoral Education Centre	9:30am	1	25	No	223311
19/05/2025	National Electoral Education Centre	10:00am	1	25	No	223311
20/05/2025	Australian War Memorial	10:00am	1	50	No	BN-0029822
20/05/2025	Parliament House Guided Tour	3:00pm	2	25	No	223311

Date	Institution	Planned Time of Visit	Number of Groups	Number of Planned Students	On waitlist	Booking Confirmation
18/05/2025	Museum of Australian Democracy	4:30pm	1	45	No	223311
18/05/2025	Museum of Australian Democracy	4:30pm	1	35	No	223311
19/05/2025	National Electoral Education Centre	10:00am	1	45	No	223311
19/05/2025	National Electoral Education Centre	10:00am	1	35	No	223311
20/05/2025	Australian War Memorial	11:00am	1	80	No	BN-0029833
20/05/2025	Parliament House Guided Tour	2:30pm	1	80	No	223311

Date	Institution	Planned Time of Visit	Number of Groups	Number of Planned Students	On waitlist	Booking Confirmation
18/05/2025	Museum of Australian Democracy	3:30pm	1	50	No	223311
18/05/2025	Museum of Australian Democracy	4:30pm	1	25	No	223311
19/05/2025	National Electoral Education Centre	9:30am	1	25	No	223311
19/05/2025	National Electoral Education Centre	10:00am	1	25	No	223311
19/05/2025	National Electoral Education Centre	10:30am	1	25	No	223311
20/05/2025	Australian War Memorial	11:00am	1	75	No	BN-0029844
20/05/2025	Parliament House Guided Tour	2:30pm	3	25	No	223311

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4. Fully Booked Sessions

If you can't secure a booking at one of the Mandatory Institutions:

- Upload a **clear screenshot or email** from the institution showing it is fully booked.
- Book an **Alternative Institution** from the drop-down list.
- Add the **confirmation number** in the PACER application.

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5. Attractions

Also include all **attractions** listed in your itinerary:

- Choose from the **drop-down list**.
- If the attraction is not listed, choose **"Self-guided"**.

Example of correctly completed table for Alternative Institutions:

Date Planned	Institution	Planned Time of Visit	No. Groups	Planned Students	Booking confirmation
18/05/2025	National Capital Authority/Exhibition - The Griffin Mission; (The story of Canberra)	11:30pm	1	50	551100
19/05/2025	National Capital Authority/Exhibition - How We Remember: Now named (ANZAC Parade)	4:00pm	2	25	446570
20/05/2025	National Museum of Australia - Meet the People	9:30am	2	25	233556
20/05/2025	National Film and Sound Archive - Media and Me	10:30am	1	25	577126
21/05/2025	National Film and Sound Archive - Media and Me	1:30pm	1	25	277127
21/05/2025	National Gallery of Australia	2:30pm	1	50	336152

Final Tips:

- Double-check that session **dates, times, and student numbers** match your itinerary.
- Ensure you have bookings for **at least 3 of the 4 Mandatory Institutions**.
- Attach all necessary documentation (e.g., itinerary, booking confirmations, evidence of waitlists if needed).