

Teacher application walkthrough

Note: It is necessary that you use the web browser Chrome

Step 1 – Create a login

Go to the website <https://nswschoolsportunit.dashapp.com.au/auth/login> (you will need this link to log back into your profile in the future) and create a login via the Register Now button seen below.

NSW GOVERNMENT Education School Sport Unit

Login

Username
Enter username or email

Password
Password

Login

Lost your password?

New to Dash

Got a ticket or need an account to register your child? To create a parent, teacher or any other account please register.

Register Now

[Need help?](#)
Visit our help centre to access **detailed tutorials and guides** or click the button bottom right of your screen.

Alternatively you can go directly to the registration page via this link:
<https://nswschoolsportunit.dashapp.com.au/auth/register>

Step 2 – Apply for Teacher Role

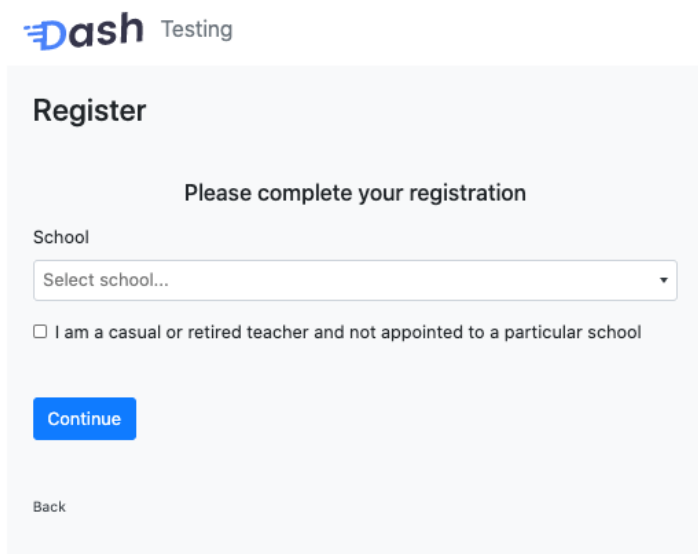
Once you have verified your account via the email you have to complete your registration by applying for a teacher role. Either linking with a school or as a casual/retired teacher.

Best described role?

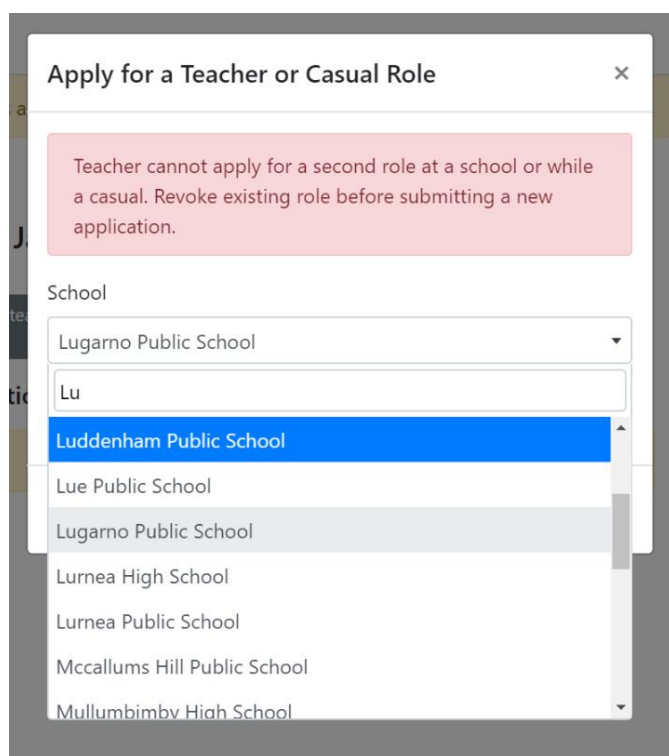
- ✓ Please select...
- parent
- teacher**
- Student
- School Account

Step 3 – Find your School

Search and select your school



The screenshot shows the 'Register' page in the Dash Testing app. At the top left is the 'Dash Testing' logo. The main heading is 'Register'. Below it, a sub-heading says 'Please complete your registration'. There is a 'School' label above a dropdown menu with the text 'Select school...'. Below the dropdown is a checkbox with the text 'I am a casual or retired teacher and not appointed to a particular school'. At the bottom left is a blue 'Continue' button, and at the bottom right is a 'Back' link.



The screenshot shows the 'Apply for a Teacher or Casual Role' page in the Dash Testing app. At the top right is a close button (X). Below it is a pink error message box that reads: 'Teacher cannot apply for a second role at a school or while a casual. Revoke existing role before submitting a new application.' Below the error message is a 'School' label above a dropdown menu. The dropdown menu is open, showing a search bar with 'Lu' and a list of schools: 'Luddenham Public School' (highlighted in blue), 'Lue Public School', 'Lugarno Public School', 'Lurnea High School', 'Lurnea Public School', 'Mccallums Hill Public School', and 'Mullumbimby High School'.

Once you have selected your school, an email is then sent to your school email account. These are sent in bulk at the end of each day (after 3pm) and another won't be sent until the following day. This email needs to be forwarded onto the School Principal for approval.

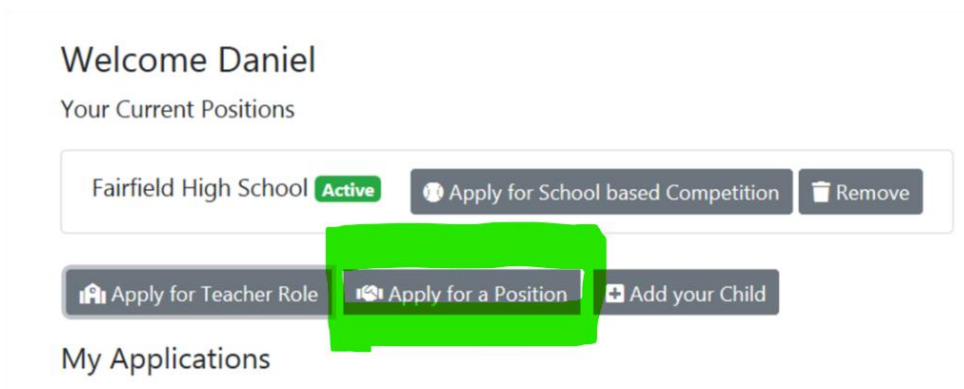
Please ask whoever looks after the school email account to look out for an email with (School Sport Unit – DASH app).

Step 4 – Principal Approval

You will receive an email confirming your approval to apply for positions once your Principal has confirmed you as a teacher at the school. Now you will be able to log back into the DASH app to begin your online application.

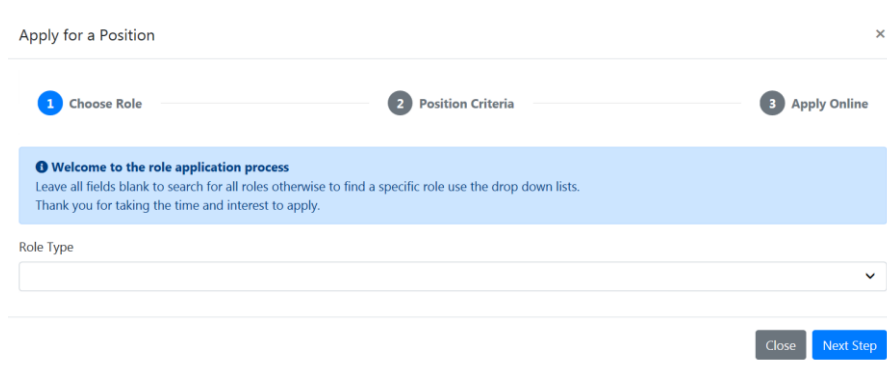
Step 5 – Apply for a position

Now you will see that it will have active next to your selected school so you will be able to apply for a position.



You can narrow the search to a particular Role Type (executive/convener, team official or event official) or you leave the Role Type blank.

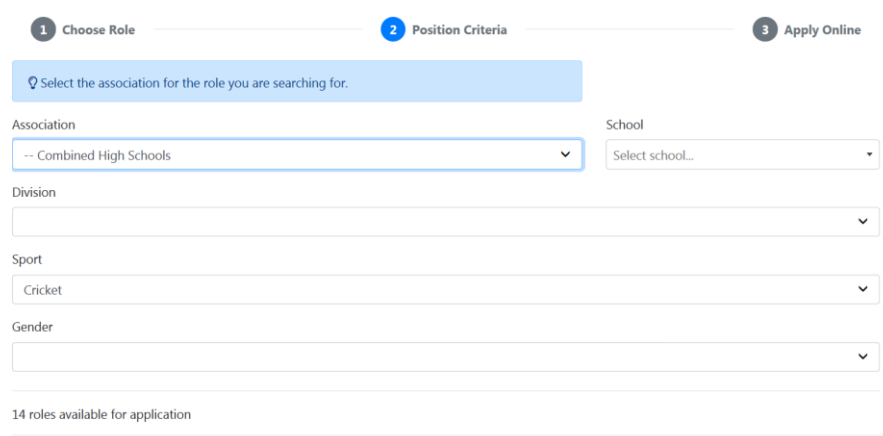
Then click the Next Step button.



Step 6 – Position Criteria

Select the relevant Association and Sport (if only applying for one position) for the position you are applying for. **Leave all other fields blank.**

Then click the Next Step button.



Step 7 – Select Position

Select each role that you are wanting to apply for then click Submit.

SCHOOLS							
Select	Team officials Manager position: Combined High Schools Cricket Girls	2020	2019-01-01	2019-10-18	Organisation: Combined High Schools	2020-01-01	2020-12-31
Select	Team officials Coach position: Combined High Schools Cricket Boys	2020	2019-01-01	2019-10-18	Organisation: Combined High Schools	2020-01-01	2020-12-31
Select	Team officials Manager position: Combined High Schools Cricket Boys	2020	2019-01-01	2019-10-18	Organisation: Combined High Schools	2020-01-01	2020-12-31
Select	Executive/conveners Convener position: Combined High Schools Cricket	2020	2019-01-01	2019-09-27	Organisation: Combined High Schools	2020-01-01	2020-12-31
Select	Executive/conveners Assistant convener position: Combined High Schools Cricket	2020	2019-01-01	2019-09-27	Organisation: Combined High Schools	2020-01-01	2020-12-31

If you are doing multiple applications make sure you click the tick box to share responses to each application.

Share responses to application questions across selected intakes

Answers will copy for the next 12 hour window, answers will only copy where the questions are the same across intakes

Step 8 – Complete applications

Complete the application and your Principal/Manager details.

Once you have finished your application(s) it will go off to your Principal/Manager and then your Association Executive Officer will approve the application.

Step 9 – Approval confirmation

Once your application is approved by your Principal/Manager and your Association Executive Officer you will receive an email confirmation. If you are unsure of how your application is progressing you can check the status of each application from your DASH dashboard.