

Teacher application walkthrough

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

Step 1 – Create a login

Go to the website <https://nwschoolsportunit.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://nwschoolsportunit.dashapp.com.au/auth/register>

Step 2 – Apply for Teacher Role

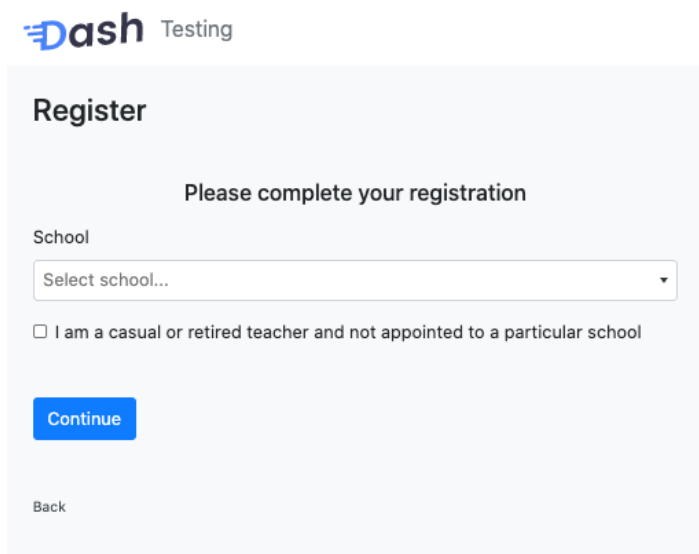
Once you have verified your account via the email you have to complete your registration by applying for a teacher role. Either linking with a school or as a casual/retired teacher

Best described role?

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

Step 3 – Find your School

Search and select your school



Dash Testing

Register

Please complete your registration

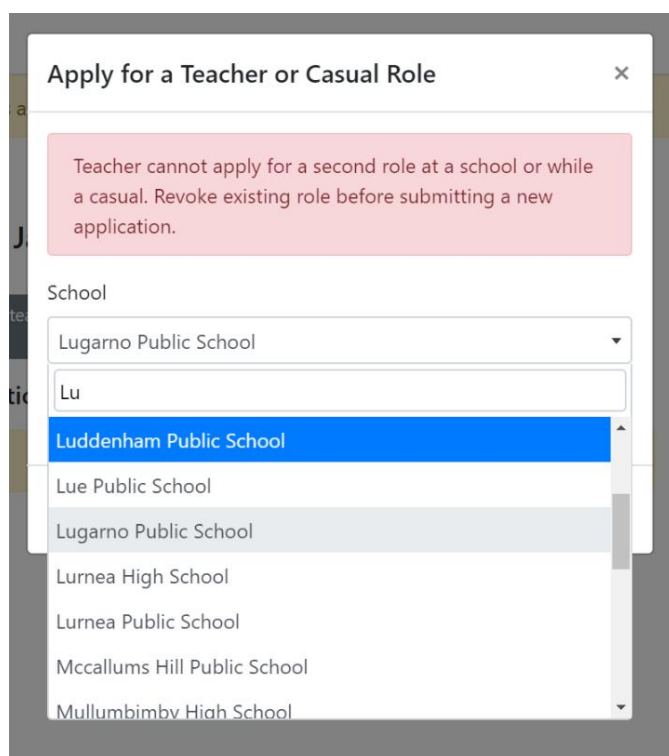
School

Select school...

I am a casual or retired teacher and not appointed to a particular school

Continue

Back



Apply for a Teacher or Casual Role

Teacher cannot apply for a second role at a school or while a casual. Revoke existing role before submitting a new application.

School

Lugarno Public School

Lu

Luddenham Public School

Lue Public School

Lugarno Public School

Lurnea High School

Lurnea Public School

Mccallums Hill Public School

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

The screenshot shows a user interface with the following elements:

- Welcome Daniel**
- Your Current Positions**
- A card for **Fairfield High School** with an **Active** status, an **Apply for School based Competition** button, and a **Remove** button.
- A row of buttons: **Apply for Teacher Role**, **Apply for a Position** (highlighted with a red box), and **Add your Child**.
- My Applications**

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

The screenshot shows a dialog box titled "Apply for a Position" with a close button (x) in the top right corner. It features a progress bar with three steps: 1. Choose Role, 2. Position Criteria, and 3. Apply Online. A blue message box says: "Welcome to the role application process. Leave all fields blank to search for all roles otherwise to find a specific role use the drop down lists. Thank you for taking the time and interest to apply." Below this is a "Role Type" dropdown menu. At the bottom right are "Close" and "Next Step" buttons.

Step 6 – Position Criteria

Select the relevant Association and Sport for the position you are applying for. Leave all other fields blank

Then click the Next Step button

The screenshot shows the "Position Criteria" step of the application process. It includes a progress bar with steps 1. Choose Role, 2. Position Criteria, and 3. Apply Online. A blue message box says: "Select the association for the role you are searching for." Below this are several dropdown menus: "Association" (set to "-- Combined High Schools"), "School" (set to "Select school..."), "Division", "Sport" (set to "Cricket"), and "Gender". At the bottom, it states "14 roles available for application".

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

Step 8 – Complete applications

Complete the application and your Principal/Manager details. 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

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.