

Apply for an event in the Community

Purpose

This QRG (Quick Reference Guide) is to enable schools to apply for an Arts Unit program.

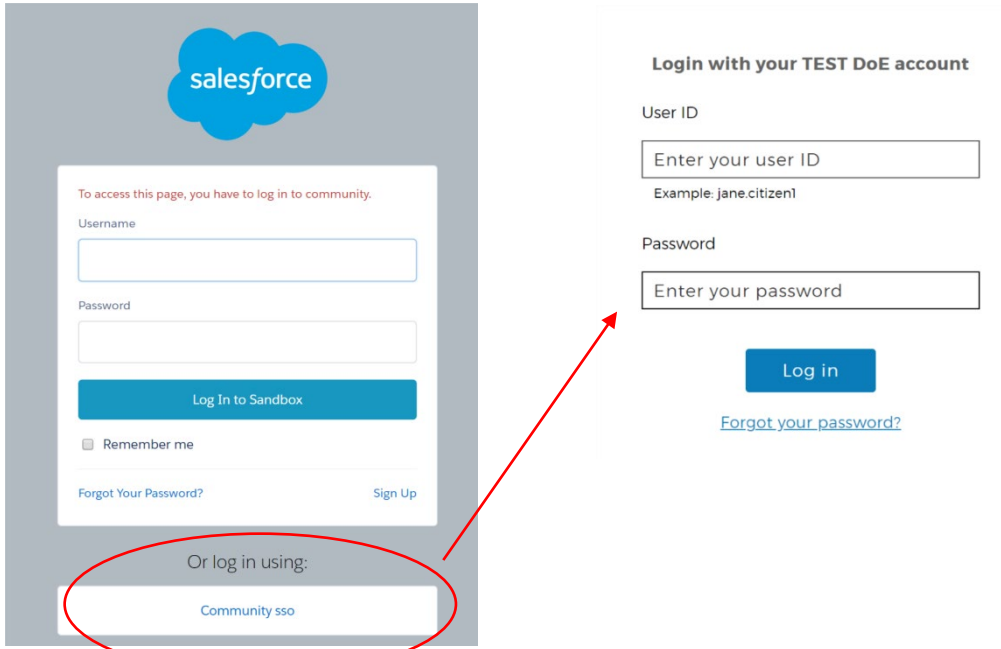
Outcomes

Schools can apply for programs via Single Sign On (SSO) in the community portal.

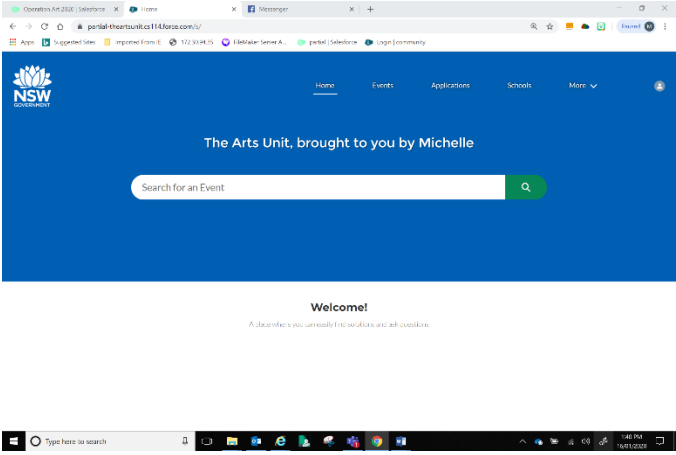
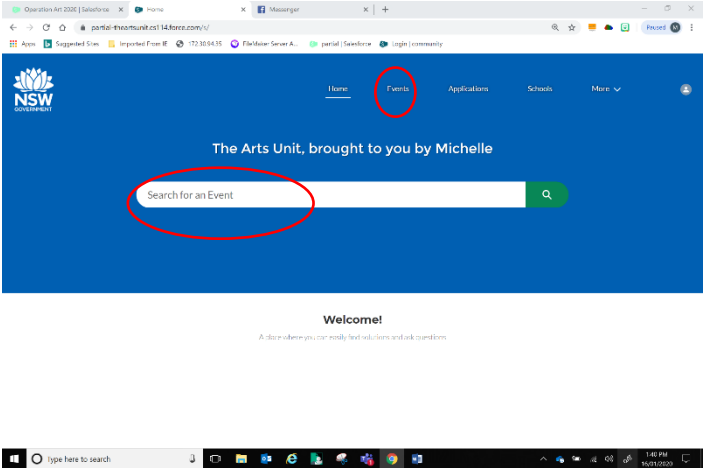
Once schools have submitted an application their principal will be sent an automatic email to 'approve' their participation. The Arts Unit will then will manage all applications.

Business process represented	Salesforce outcome
Create/submit an application to a TAU program	Applications are created in the Salesforce CRM. Participants are affiliated with Final Events and Activities associated with TAU Programs.

Log in to Salesforce

Step	Action
1	Navigate to https://theartsunit.force.com or the link provided by TAU for program application.
2	Select Log In using Community SSO  <p>The screenshot shows the Salesforce login interface. On the left, there is a 'Log In to Sandbox' section with fields for Username and Password, a 'Remember me' checkbox, and links for 'Forgot Your Password?' and 'Sign Up'. Below this is an 'Or log in using:' section with a button for 'Community sso'. A red circle highlights the 'Community sso' button, and a red arrow points to a detailed view of the SSO login form on the right. This form is titled 'Login with your TEST DoE account' and contains fields for 'User ID' (with an example 'jane.citizen1') and 'Password', followed by a 'Log in' button and a 'Forgot your password?' link.</p>

New Application

Step	Action
1	<p>Now that you have entered the 'Community' navigate to the 'Home' screen if not already there.</p> 
2	<p>Select the 'Search for an Event' in the text bar and type in the event you would like to apply for. A list of items will now become available for selection.</p> <p>Alternatively select the 'Events' tab in the top right menu to see a list of all events available.</p> 

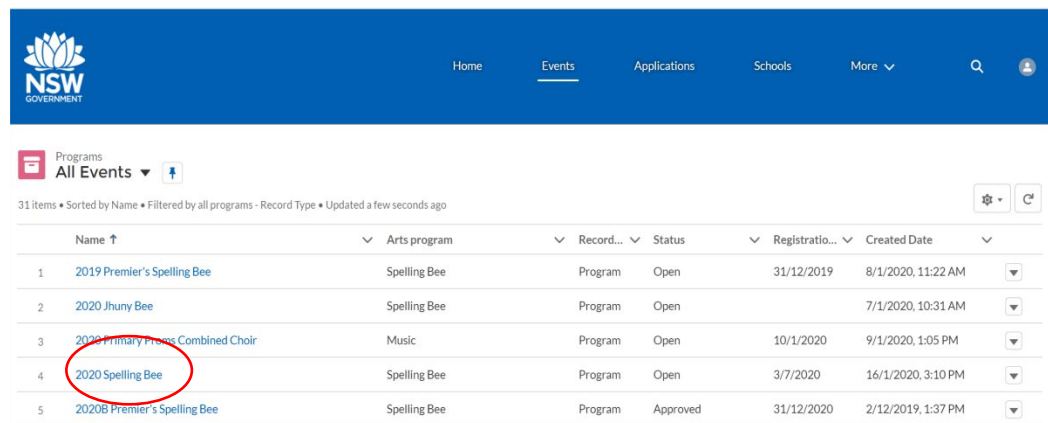
Step

Action

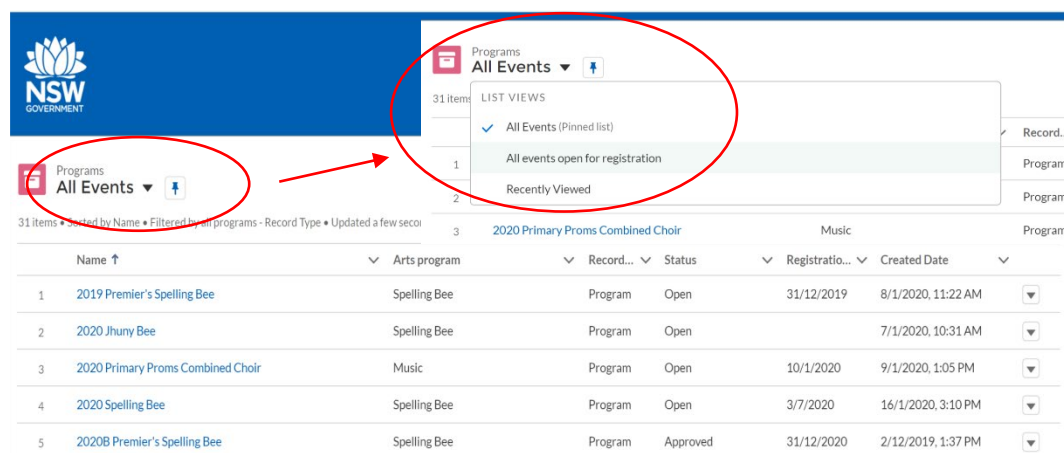
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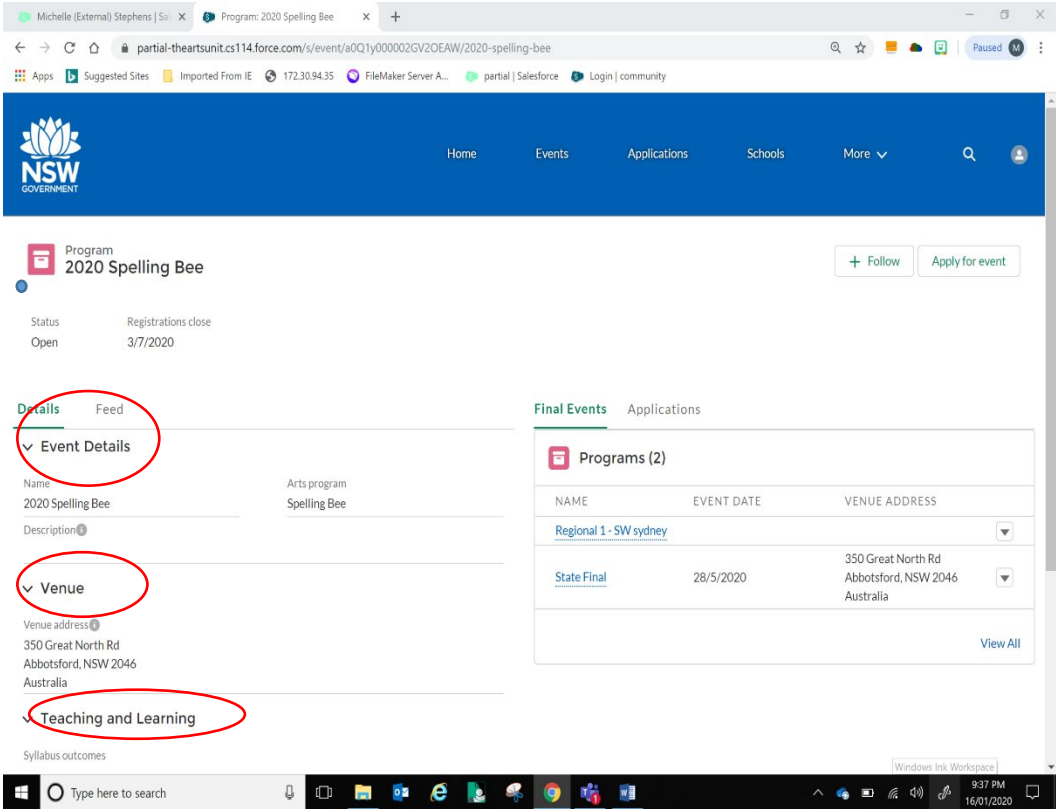
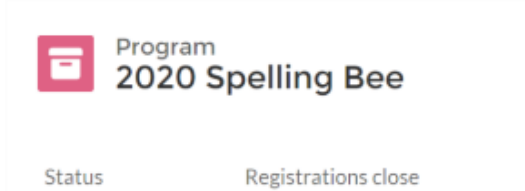
Once all programs have displayed select which program you would like to see more details for.




Select **+Name of Program** you want to apply for from the list using the blue text.



Trouble shooting: If a limited number of events are displayed select the 'down arrow' on the left hand side to ensure that 'all programs are displayed' alternatively you can search by all programs with 'open registrations'.

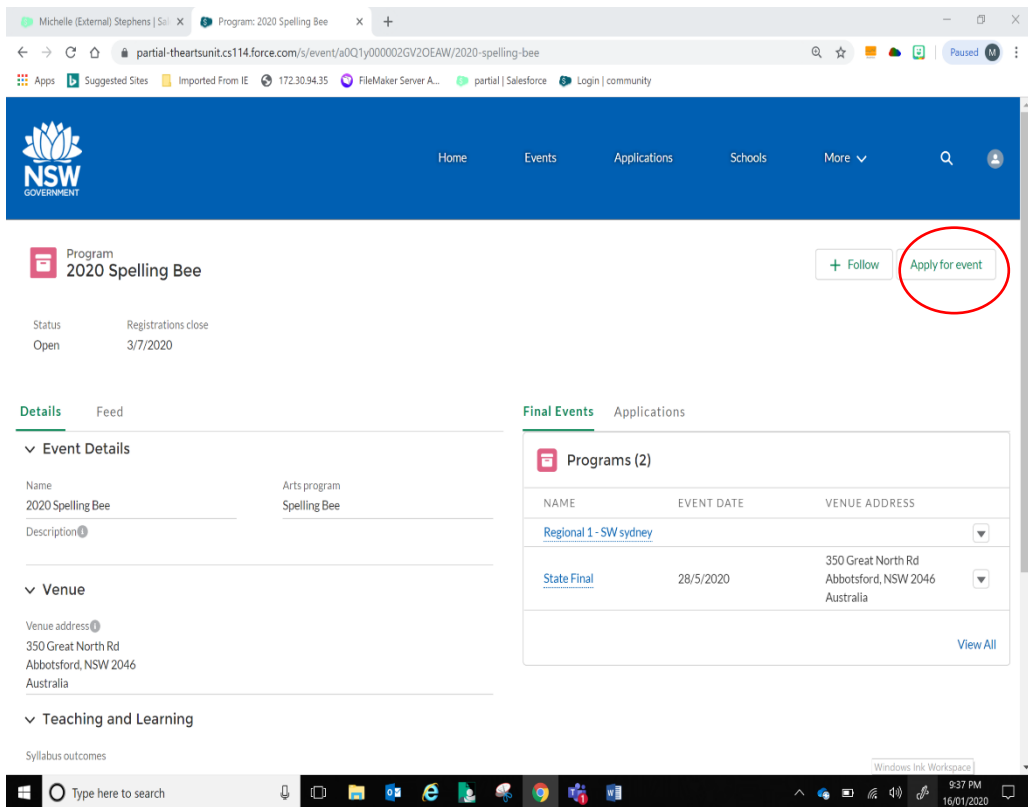


Step	Action
3	<p>The program page will show event details and information about the event.</p> <p>Check the 'Event Detail', 'Venue' and 'Teaching and Learning Outcomes' to ensure the program is suitable for your school.</p>  <p>Applications can be accepted for the program is the 'status' of the event is 'Open'.</p> <p>Applications must be submitted before the 'Registrations Close' date.</p> 

Step	Action									
	<p>Events may have final events associated with them. Dates and venues for these events are located in the right hand box.</p> <div data-bbox="331 622 1289 1160"> <p>Final Events Applications</p> <div data-bbox="336 678 1284 1153"> <p> Programs (2)</p> <table border="1"> <thead> <tr> <th>NAME</th> <th>EVENT DATE</th> <th>VENUE ADDRESS</th> </tr> </thead> <tbody> <tr> <td>Regional 1 - SW sydney</td> <td></td> <td></td> </tr> <tr> <td>State Final</td> <td>28/5/2020</td> <td>350 Great North Rd Abbotsford, NSW 2046 Australia</td> </tr> </tbody> </table> <p style="text-align: right;">View All</p> </div> </div> <p>Select the name using the blue text to see further dates and venue information if needed.</p> <div data-bbox="331 1384 1369 1921"> <div data-bbox="331 1384 1369 1563"> <p> Program State Final + Follow</p> <p>Parent event: 2020 Spelling Bee Event date: 28/5/2020</p> </div> <div data-bbox="331 1563 1369 1921"> <p>Details Participants Feed</p> <p>Name: State Final</p> <p>Parent event: 2020 Spelling Bee</p> <p>Event date: 28/5/2020</p> <p>Description:</p> <p>Venue address: 350 Great North Rd, Abbotsford, NSW 2046, Australia</p> <div data-bbox="1034 1592 1369 1921"> <p>Question</p> <p>What would you like to know? Ask</p> <p>Sort by: Most Recent Ac <input type="text" value="Search..."/> 🔍 🗨 🗑</p>  </div> </div> </div>	NAME	EVENT DATE	VENUE ADDRESS	Regional 1 - SW sydney			State Final	28/5/2020	350 Great North Rd Abbotsford, NSW 2046 Australia
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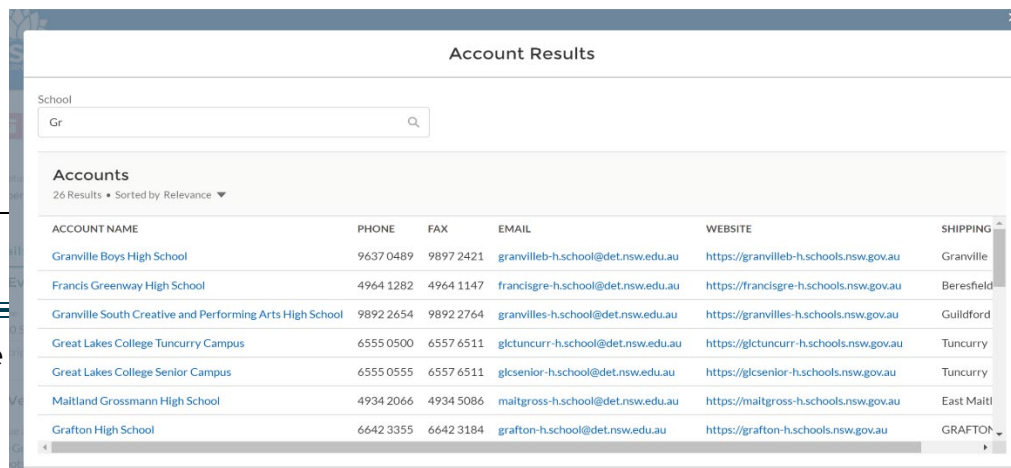
Step	Action

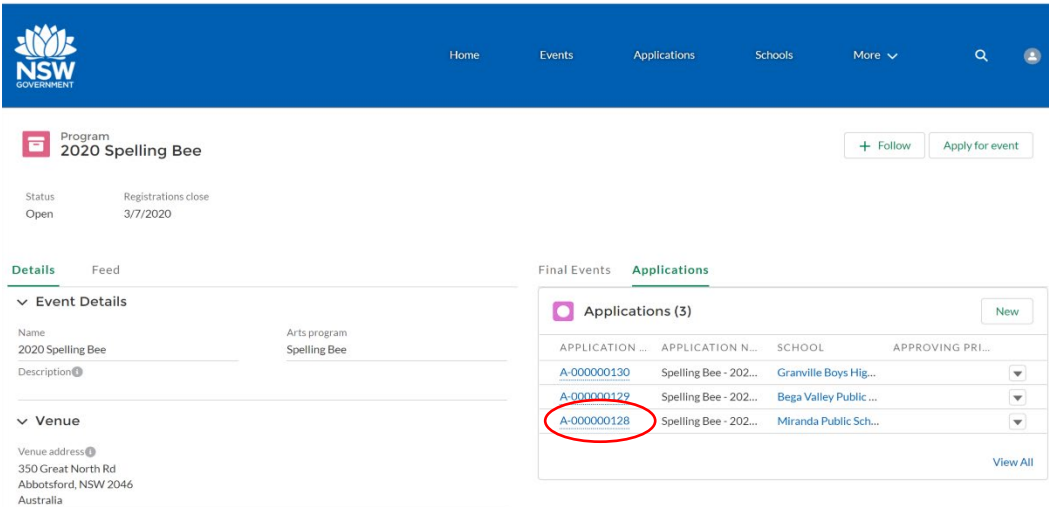
4 Select **'Apply for event'** to make an application for your school.

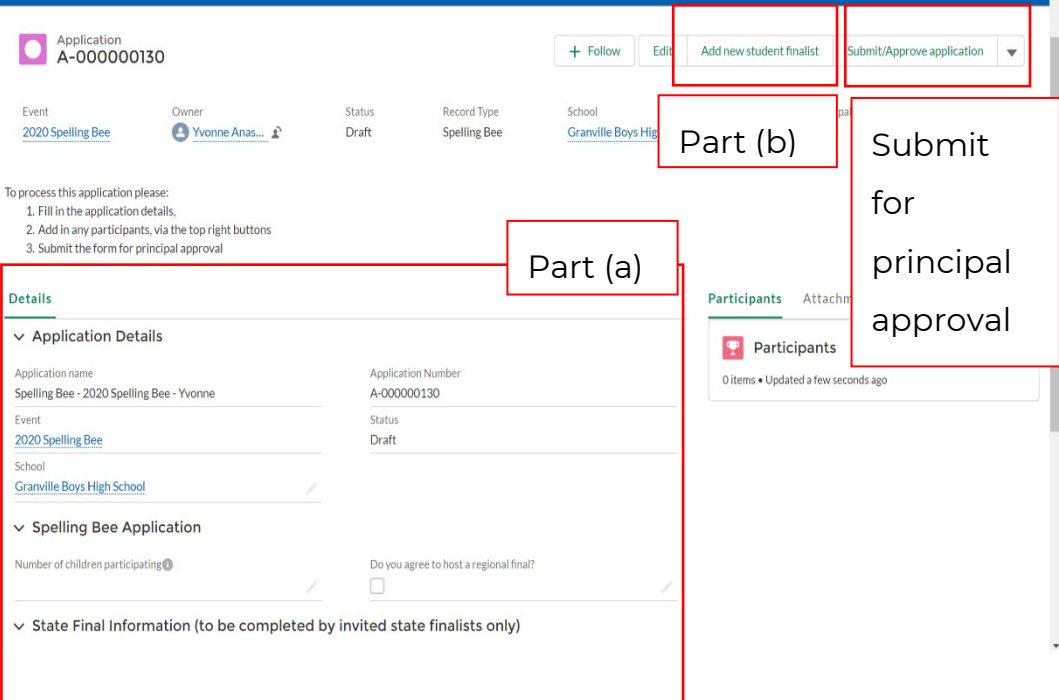
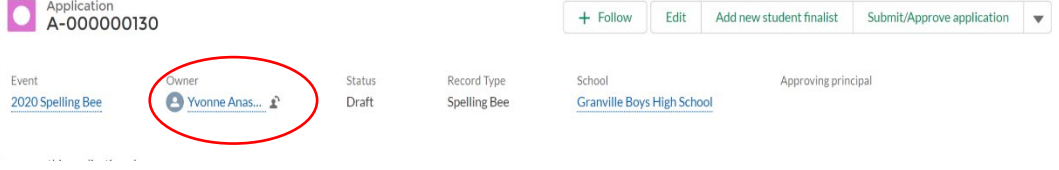


5 Select your school from the search bar.

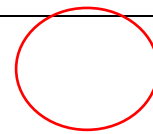
Trouble shooting: In order to bring up a list of school enter a minimum of two characters that appear in your school name, for example, enter Gr for 'Granville High School' and press enter.

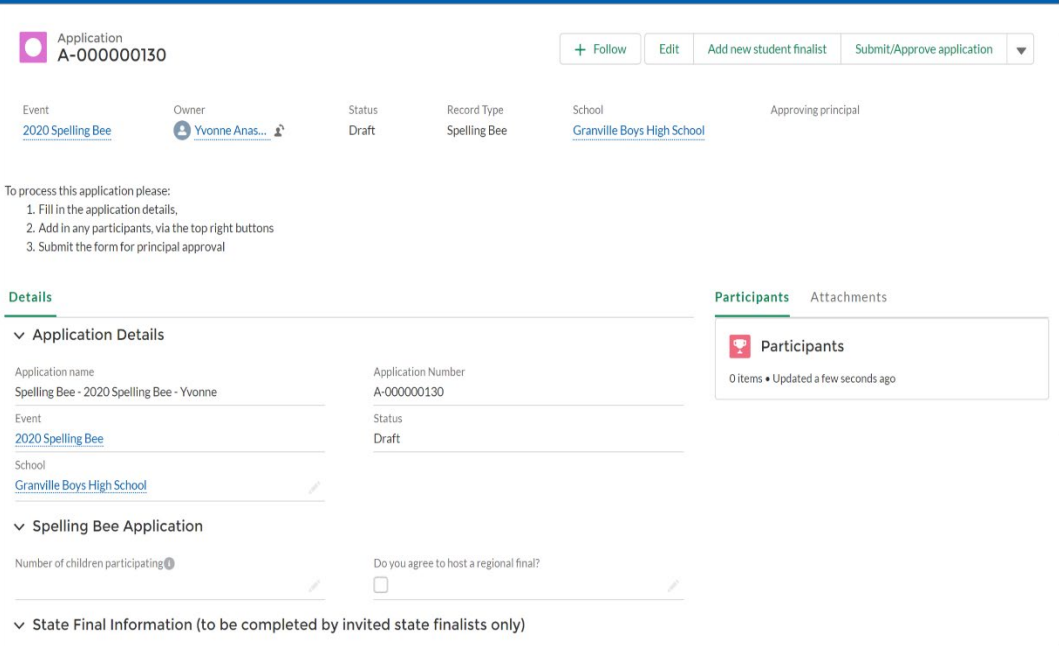
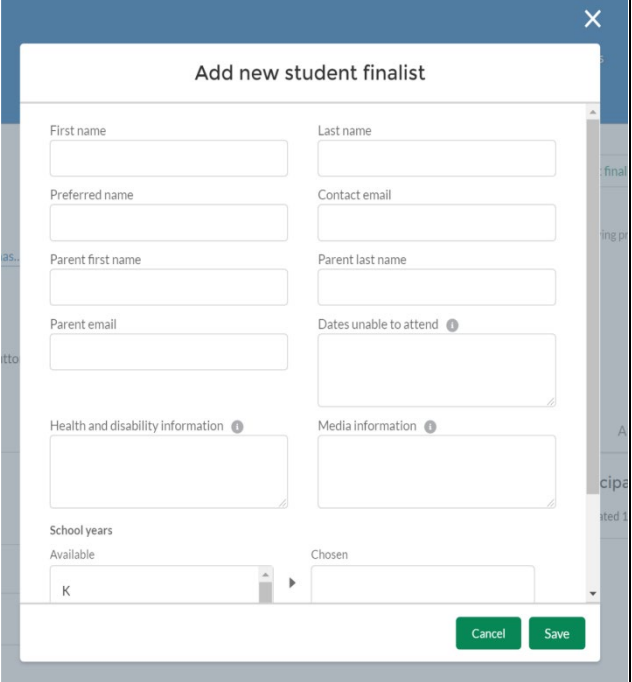


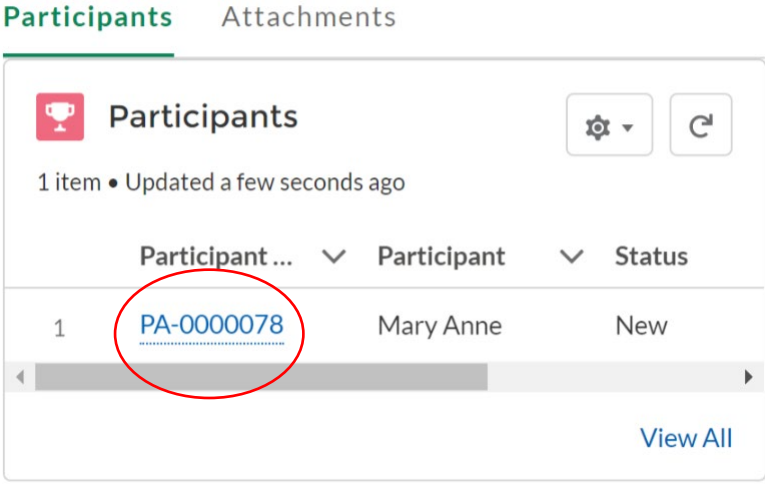
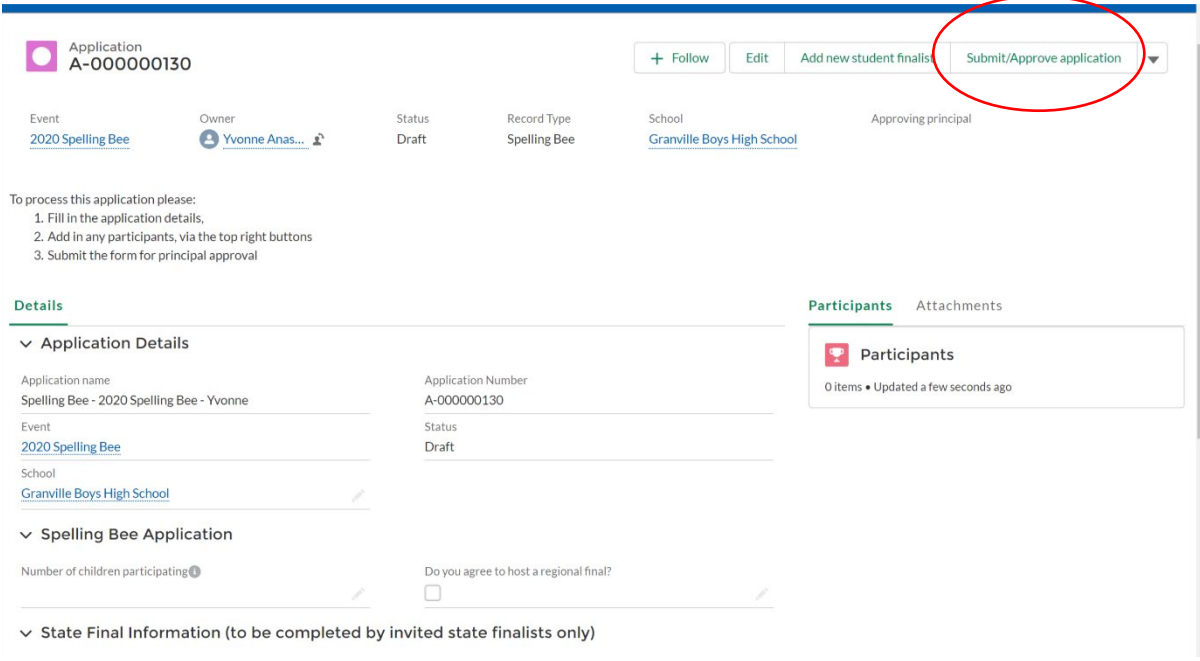
Step	Action
6	<p>Select your 'Application Number' using the blue text in 'Applications' tab.</p> <p>Note: if you are applying on behalf of multiple schools each one of your school applications will be visible here. You will need to follow this step for each of your applications.</p> 
7	<p>The application is now completed in 2 parts.</p> <ol style="list-style-type: none"> First edit the information on the left side of the page using the pencil icon to edit each section. Create participants for your event using the 'add new student finalist' button in the top right section. <p>The application can be submitted together if participant information is known. If you are yet to determine your student entry details complete</p>

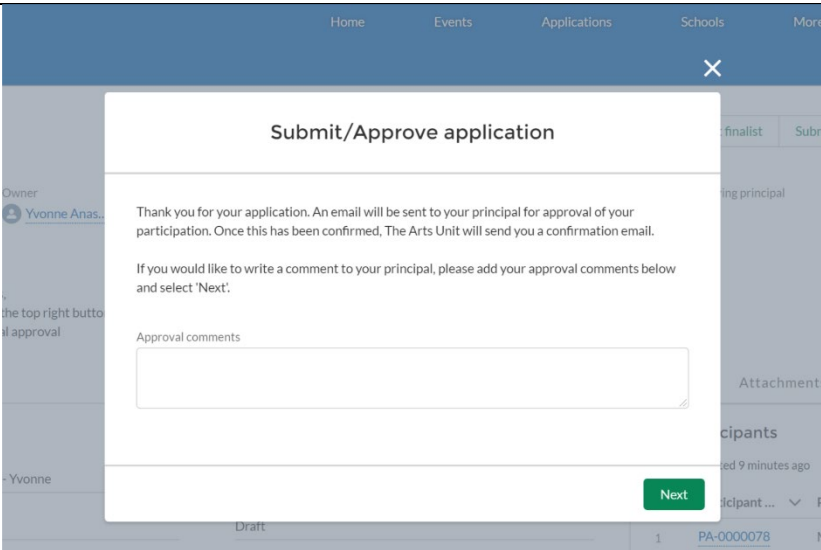
Step	Action
	<p>part (a) then select 'submit for approval'.</p> <p>Part (b) can be completed at a later time.</p> 
7a.	<p>Each application completed should be done by the coordinating teacher. If you have completed the application and are not the direct contact teacher or coordinating teacher please contact The Arts Unit to change the 'owner of the application' and or add a second contact.</p>  <p>Complete the text fields using the pencil icon to edit the fields.</p> <p>Use the information button to assist with entering the correct information.</p>

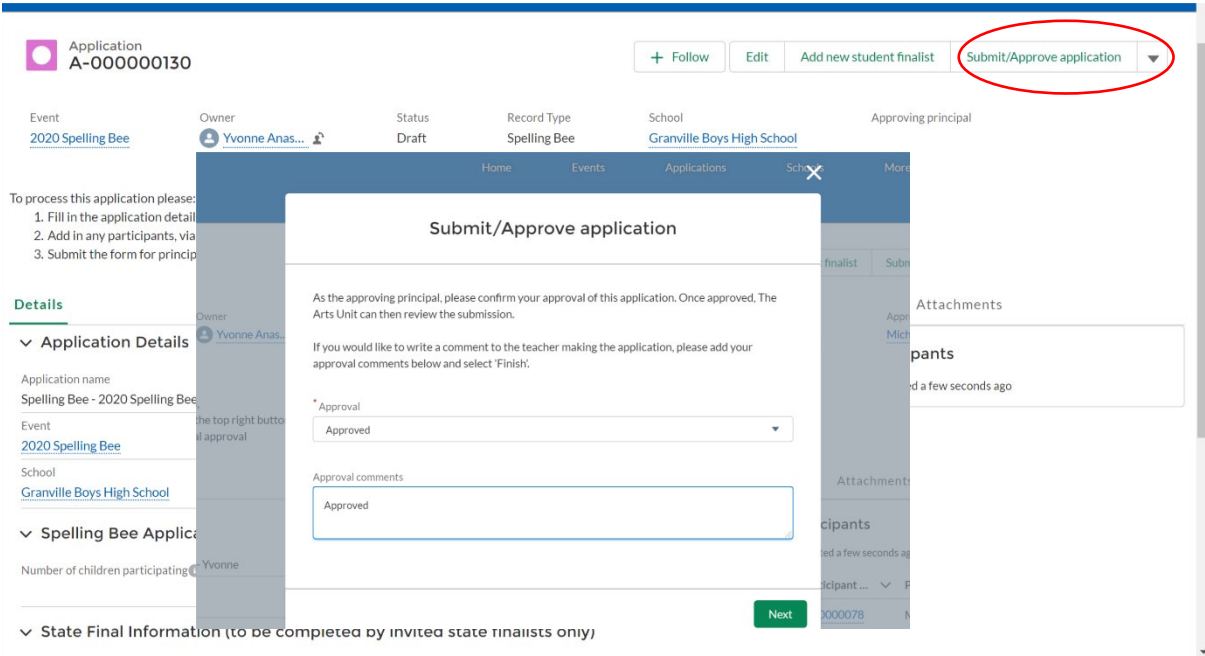
Step	Action
	If no participant information is known – proceed to Step 8. If participant information is available – proceed to Step 7b.
7b.	Select ' Add new student finalist '

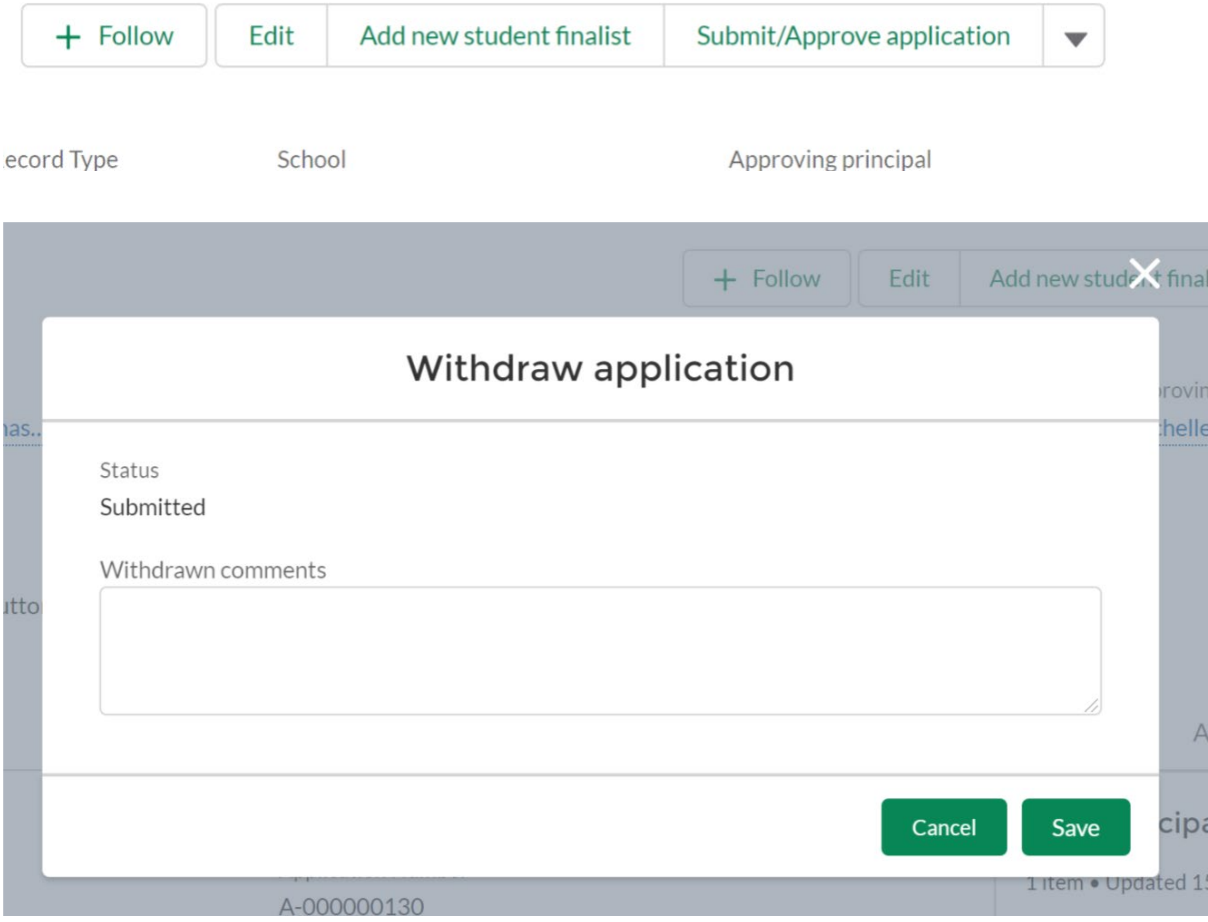
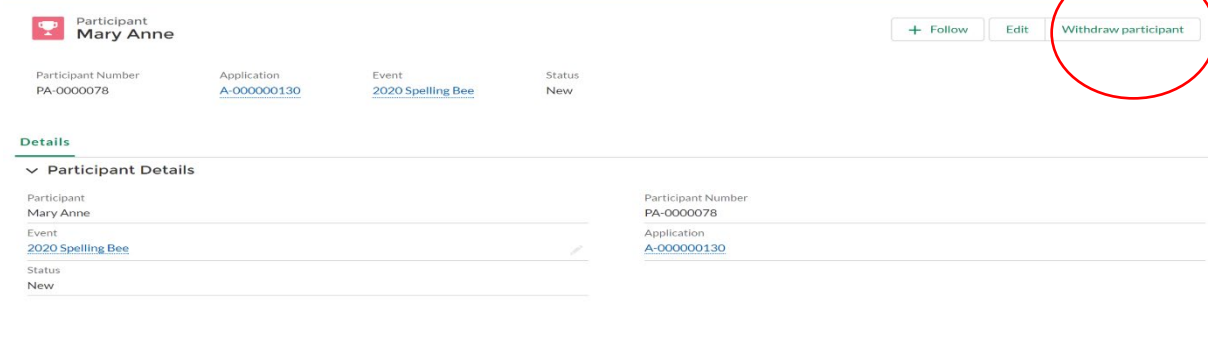


Step	Action
	<div data-bbox="316 353 1380 996">  </div> <p data-bbox="316 1052 874 1146">Edit and complete the information fields that appear.</p> <p data-bbox="316 1198 507 1236">Select 'Save'</p> <p data-bbox="316 1288 805 1326">Repeat for each student entry.</p> <p data-bbox="316 1377 877 1473">Note: Spelling Bee has a maximum of 2 participants per stage. final.</p> <p data-bbox="316 1527 874 1742">Note: Participants can be edited at any time through the 'participant window' - Select the participant number to edit the entry.</p> <div data-bbox="906 1086 1540 1765">  </div>

Step	Action
	
8	<p>Submit for Principal approval – ‘Submit/ Approve application’</p>  <p>One you select ‘Submit/Approve application’ a pop up window will appear. This will allow you to write any comments to your principal which will be visible when principals approve the participation in a program.</p>

Step	Action
	 <p>Your principal will be sent an email to approve the participation in the program.</p> <p>To: <input checked="" type="checkbox"/> Michelle Stephens; <input type="checkbox"/> Yvonne.Anassis1@tst.det.nsw.edu.au</p> <p>Action Items</p> <p>Hi Michelle (External) Stephens,</p> <p>A teacher at your school has submitted an application for an Arts Unit program.</p> <p>The teacher that submitted the application has made the following comments:</p> <p>-----</p> <p>All Arts Unit applications require principal approval. To approve this application, please follow the link. You will see information about the event and participants involved, and you can edit any of this information if needed.</p> <p>https://partial-theartsunit.cs114.force.com/s/application/a0R1y000000GoYv</p> <p>To approve this application, click the 'Submit/Approve application' button in the top right-hand corner. This will approve all participants in the application. If you would like to edit or withdraw them from participating, use the following steps:</p> <ol style="list-style-type: none"> 1. click on the participant's number 2. click 'Edit' or 'Withdraw participant' button in the top right-hand corner of the screen. <p>Once you have edited the participant's details, be sure to press save. If you are withdrawing a participant, the status of the participant should change. If you need to re-enrol the student, please contact The Arts Unit.</p> <p>Use the 'Follow' button to follow the event for updates. The Arts Unit will be in contact after registrations for this program closes.</p> <p>Kind regards,</p>

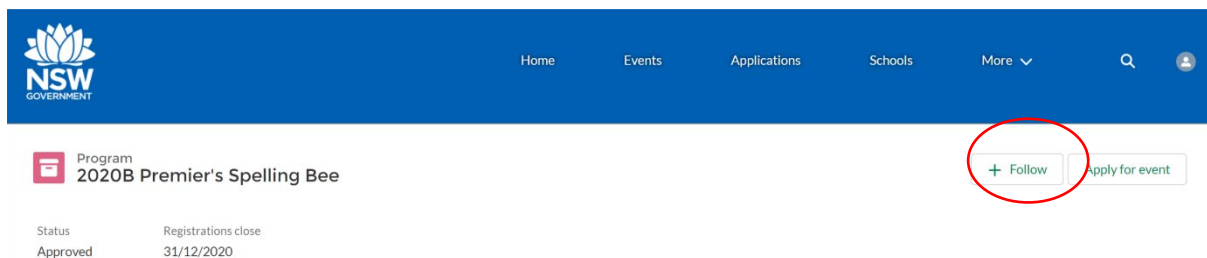
Step	Action
<p>9</p>	<p>Principal Approval</p> <p>Principals can approve the application using the link in the email to navigate to the application. Once logged in using Community SSO Principals will see the application form.</p> <p>Select 'Submit/Approve application' to approve participation in the event.</p>  <p>A pop up box will appear.</p> <p>Change the Approval box to 'Approved' and add any approval comments for The Arts Unit staff if necessary.</p>
<p>10</p>	<p>Withdraw an application or participant</p> <p>If you do not consent to your school or a particular student participating in The Arts Unit event please withdraw the application.</p>

Step	Action
	<p>Use the drop down arrow in the top right corner to navigate to the 'withdraw application button'</p>  <p>Or you can withdraw individual participants by clicking into their record number and then selecting 'withdraw participant'</p> 

Once applications are approved by the Principal, there are no more actions from the school.

The Arts Unit will contact the 'owner of the information' with further instructions about participating in the program.

Schools may want to 'follow' the program to receive all news updates and information via the community 'chatter'.



All 'chatter' updates will be visible via the community using the 'feed' tab on the program name.

