A-000000

Add regional student names in TAU Community

2021 Premier's Spelling Bee

1.	Log in at <u>The Arts Unit</u>							
	Community portal.							
2.	Select your application number							
	A-000 under My applications .							
		MY APPLICATIONS						
		Application number Program						

Tip: For easy access as you return to your application, add The Arts Unit Community tile to your essentials in <u>Staff portal</u> (under 'My websites').



3. Select 'School application – Spelling Bee – Regional' and the 'Create' button under 'Participants' to create your participant form.

		Home Progra	ms Applications	Participants	More 🗸	۹ 🕚				
Application A-000000				Edit Principal	endorsement With	ndraw application				
Program Coordinati 2021 Premier's Spelling Bee	g teacher Status Submitted	Record Type Sch Spelling Bee	ool Public School	Approving principal						
 process this application please: Fill in the application details, Complete preferences (if applicable). Add in participants, using the New participant de Please add multiple participant types for differer Submit the form for principal approval. 	tails section to the right. t groups .						_			
Hetails Program Feed		Participa	i nts Enrolments A	ttachments						
 Application details 		New	participant details				1			
Application name Spelling Bee - 2021 Premier's Spelling Bee -	Application number A-000000	Select a	aarticipant type to add details iool application - Spelling Be	e - Regional		Create				
Program 2021 Premier's Spelling Bee	Status Submitted]			
School Public School	Coordinating teacher	. 😨 F	articipants (0)							
 4. Please add requireme ✓ Regional finalist 1 – Sta 	ents. You ca ge 2 student details	an edit (studer Jsing th	ne pend	es, yea cil icon	n, acc n belo [,]	essii W.	Shity	or neal	th
First name		1	Last name							
Preferred name		1	Finalist level							
Student 1 gender		1	Student 1 year o schooling	f						
Student 1 Aborigi- 🚯 📃 nal and or TSI		1.	Student 1 EAL/D	• •						
5. Select 'Sav applicatio Participants (1) 1 item • Updated a few seconds ago Participant n ∨ Part	/e'. You car n and can e	n see thi edit any	s regio time.	nal par	ticipa	nt foi	r m 0	n the	right o	of your
1 <u>PA-000</u>	New	U								

Help & support

Tech issues with TAU Community portal – Please contact tausupport@det.nsw.edu.au

