

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.

olications are created in the
esforce CRM.
ticipants are affiliated with Final ents and Activities associated
h TAU Programs.



Log in to Salesforce

Step	Action	
1	Navigate to <u>https://theartsunit.force.co</u>	<u>om</u>
	or the link provided by TAU for prog	ram application.
2	Select Log In using Community SS	0
	sclesforce To access this page, you have to log in to community. Username Password Log In to Sandbox Remember me Forgot Your Password? Sign Up Or log in using: Community sso	Login with your TEST DoE account User ID Enter your user ID Example: jane.citizent Password Log in Ergot your password?



New Application

Step	Action
7	Now that you have entered the 'Community' navigate to the 'Home' screen if not already there.
2	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. Alternatively select the 'Events' tab in the top right menu to see a list of all events available.



b	Action					
(Once all program	s have displaye	ed select whi	ich prog	ram you	wou
S	see more details f	ōor.				
		_				
	Select +Name of I	Program you v	want to apply	y for fron	n the list	usin
k	blue text.					
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	OVERWENT	Home	Events Applications	Schools	More 🗸 🔍 Q	۲
	All Events V					
	31 items • Sorted by Name • Filtered by all programs - Record	d Type • Updated a few seconds ago			1	\$ • C
	Name 1	✓ Arts program	✓ Record ✓ Status	✓ Registratio ∨	Created Date	~
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	2 2020 Jhuny Bee	Spelling Bee	Program Open		7/1/2020, 10:31 AM	•
				10/1/2020	9/1/2020, 1:05 PM	w
-	3 2020 Frimary Process Combined Choir	Music	Program Open		4/14/2020 0 10 014	
	3 2025 Premier's Spelling Bee 5 2020B Premier's Spelling Bee Trouble shooting: down arrow' on t	Spelling Bee Spelling Bee	Program Open Program Approved	3/7/2020 31/12/2020 hts are d		
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Step	Action
3	The program page will show event details and information about the event.
	Check the 'Event Detail', 'Venue' and 'Teaching and Learning Outcomes' to ensure the program is suitable for your school.
	 Michelle (External) Stephens (Si X) Program: 2020 Spelling Bee X + - ○ X ← → C △ a partial-theartsunit.cs114.force.com/s/event/40Q1y000002GV20EAW/2020-spelling-bee Q ☆ ■ ● ② Paused ② : Imported States Inported From IE ③ 1723.09.435 ③ FileMaker Server A ③ partial (Salesforce ③ Login) (community
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	Program + Follow Apply for event Status Registrations close Open 3/7/2020
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	Description Regional 1-SW sydney Venue 350 Great North Rd Venue address 28/5/2020
	350 Great North Rd View All Abbotsford, NSW 2046 Australia View All View All
	Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Windows Init Workspace Image: Window
	Applications can be accepted for the program is the 'status' of the event is 'Open'.
	Applications must be submitted before the 'Registrations Close' date.
	Program 2020 Spelling Bee
	Status Registrations close Open 3/7/2020



ер	Action			
		ve final events asso e located in the rig	ociated with them. D ght hand box.	ates and venues for
	Final Events App	ications		
	Programs (2)		
	NAME	EVENT DATE	VENUE ADDRESS	
	Regional 1 - SW sydr	ney		
	State Final	28/5/2020	350 Great North Rd Abbotsford, NSW 2046 Australia	
				View All
	Select the name information if n Program State Final Parent event 2020 Spelling Bee 28/5/2020		ext to see further dat	tes and venue + Follow
	Details Participants		Feed	
	State Final Parent event 2020 Spelling Bee		What would you	J like to know?
	Event date 28/5/2020		Sort by: Most Recent Ac 💌	Q. Search 🔻 V
	Description Venue address 350 Great North Rd Abbotsford, NSW 2046 Australia			



 Select 'Apply for event' to make an application for your school. Select 'Apply for event' to make an application for your school. Implication for your school for the search bar. 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. 		Action				
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 Or for Cranville High School' and press enter. State						
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Step	Action
6	Select your 'Application Number' using the blue text in 'Applications' tab.
	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.
	Home Events Applications Schools More V Q (2)
	Program + Follow Apply for event
	Status Registrations close Open 3/7/2020
	Details Feed Final Events Applications ✓ Event Details
	Name Arts program 2020 Spelling Bee Spelling Bee
	Description A-00000130 Spelling Bee - 202 Granville Boys Hig A-00000129 Spelling Bee - 202 Bega Valley Public Venue A-00000128 Spelling Bee - 202 Miranda Public Sch
	Venue address 350 Great North Rd Abbotsford, NSW 2046
	Australia V Teaching and Learning
7	The application is now completed in 2 parts.
	a. First edit the information on the left side of the page using the pencil
	icon to edit each section.
	b. Create participants for your event using the 'add new student
	finalist' button in the top right section.
	The application can be submitted together if participant information is
	known. If you are yet to determine your student entry details complete



Step	Action
	part (a) then select 'submit for approval'.
	Part (b) can be completed at a later time.
	Application A-000000130 + Follow Edit Add new student finalist Submit/Approve application v
	Event Owner Status Record Type School pa
	2020 Spelling Bee Yonne Anas Part Spelling Bee Granville Boys Hig Part (b) Submit To process this application please: 1. Fill in the application details. for
	2. Addin any participants, via the top right buttons 3. Submit the form for principal approval Part (a) Participants Attachm
	Application Details Application name Application Number Details Others • Updated a few seconds ago
	Spelling Bee - 2020 Spelling Bee - Yvonne A-000000130 Event Status 2020 Spelling Bee Draft School School
	Granville Boys High School Spelling Bee Application
	Number of children participating Do you agree to host a regional final?
7a.	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.
	Application + Follow Edit Add new student finalist Submit/Approve application
	Event Owner Status Record Type School Approving principal 2020 Spelling Bee Yonne Anas Image: Comparison of the second type 2020 Spelling Bee Image: Comparison of the second type 2020 Spelling Bee Image: Comparison of the second type 2020 Spelling Bee Image: Comparison of the second type Image: Comparison of the second type Image: Comparison of the second type 2020 Spelling Bee Image: Comparison of the second type Image: Comparison of the second type Image: Comparison of the second type 2020 Spelling Bee Image: Comparison of the second type Image: Comparison of the second type Image: Comparison of the second type 2020 Spelling Bee Image: Comparison of the second type Image: Comparison of the second type Image: Comparison of the second type 2020 Spelling Bee Image: Comparison of the second type Image: Comparison of the second type Image: Comparison of the second type 2020 Spelling Bee Image: Comparison of the second type Image: Comparison of the second type Im
	Complete the text fields using the pencil icon to edit the fields.
	Use the information button to assist with entering the correct information.



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	
	Application A-000000130	+ Follow Edit Add new student finalist Submit/Approve application
	Event Status Record Type 2020 Spelling Bee Image: Spelling Bee Image: Spelling Bee To process this application details. Add in any participants, via the top right buttons Image: Spelling Bee Other Spelling Bee Optication Details Application name Application Number School Status Image: Spelling Bee School Optication Bee - Yvonne Status Draft School Optication Participants, via the top right buttons Submit the form for principal approval Details Application name Application Number School Gramville Boys High School Draft Op you agree to host a regional final? School Mone of children participating Do you agree to host a regional final? > State Final Information (to be completed by invited state finalists only)	School Granwille Boys High School Participants Attachments Participants Ditems • Updated a few seconds ago
	Edit and complete the information fields that appear.	Add new student finalist
	Select 'Save'	First name Last name fina
	Repeat for each student entry.	Preferred name Contact email ing 1 as Parent first name Parent last name
	Note: Spelling Bee has a maximum	Parent email Dates unable to attend
	of 2 participants per stage. final.	etto
	Note: Participants can be edited at	Health and disability information Media information
	any time through the 'participant	School years ited
	window'- Select the participant	Available Chosen
	number to edit the entry.	Cancel Save



Step	Action
	Participants Attachments
	Participants 1 item • Updated a few seconds ago
	Participant V Participant V Status
	1 PA-0000078 Mary Anne New
	View All
8	Submit for Principal approval – 'Submit/ Approve application'
	Application A-0000000130 Event Owner Status Record Type School Approving principal Ovener Owner Status Record Type School Approving principal Oraft Spelling Bee Granville Boys High School To process this application please: . Fill in the application details.
	1. Finite application decails, 2. Add in any participants, via the top right buttons 3. Submit the form for principal approval Details Participants Attachments V Application Details Participants
	Application name Application Number O items • Updated a few seconds ago Spelling Bee - 2002 Spelling Bee - Yvonne A 000000130 Event Status 2020 Spelling Bee Draft
	Spelling Bee Application Number of children participating Do you agree to host a regional final?
	State Final Information (to be completed by invited state finalists only) One your coloret 'Submit/Approx (a application' a pop up window will appear
	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.



Step	Action							
	Home Events Applications Schools More							
	×							
	Submit/Approve application Subm							
	where ing principal Yvonne Anas Thank you for your application. An email will be sent to your principal for approval of your participation. Once this has been confirmed, The Arts Unit will send you a confirmation email.							
	If you would like to write a comment to your principal, please add your approval comments below and select 'Next'.							
	approval Approval comments Attachment:							
	cipants							
	Yvonne ted 9 minutes ago Next dcipant V F							
	Draft 1 PA-0000078 N							
	Your principal will be sent an email to approve the participation in the							
	program.							
	To Michelle Stephens; Vvonne.Anassis1@tst.det.nsw.edu.au							
	Action Items							
	Hi Michelle (External) Stephens,							
	A teacher at your school has submitted an application for an Arts Unit program.							
	The teacher that submitted the application has made the following comments:							
	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.							
	https://partial-theartsunit.cs114.force.com/s/application/a0R1y000000GoYv							
	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:							
	1. click on the participant's number 2. click 'Edit' or 'Withdraw participant' button in the top right-hand corner of the screen.							
	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. Use the 'Follow' button to follow the event for updates. The Arts Unit will be in contact after registrations for this program closes.							
	Kind regards,							



Step	Action					
9	Principal Approval 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. Select ' Submit/Approve application' to approve participation in the event.					
	Application + Follow Edit Add new student finalist Submit/Approve application Event Owner Status Record Type School Approving principal 2020 Spelling Bee Yonne Anas Image: Comparison of the status Spelling Bee Granville Boys High School					
	Very level of the approval proved of the approval of the ap					
10	Withdraw an application or participant If you do not consent to your school or a particular student participating in					
	The Arts Unit event please withdraw the application.					



Step	Action								
	Use the drop	e the drop down arrow in the top right corner to navigate to the							
	'withdraw application button'								
	+ Follow	Edit	Add new stud	dent finalist	Submit/Appro	ve applica	ation	•	
	ecord Type	Scho	ol		Approving p	rincipal			
					+ Follow	Edit	Add no	ew stud	X final
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	Or you can w number and				-	ng into	their	recor	ď
	Participant Mary Anne Participant Number PA-0000078	Application A-000000130	Event 2020 Spelling Bee	Status New		+ Follo	w Edit	Withdraw p	articipant
	Details V Participant Details Participant Mary Anne Event			P	articipant Number A-0000078 pplication				
	2020 Spelling Bee Status New				-000000130				



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'.

		Home	Events	Applications	Schools	More 🗸	۹	٩
Program 2020E	Premier's Spelling Bee					+ Follow	Apply for even	nt
Status Approved	Registrations close 31/12/2020							

All 'chatter' updates will be visible via the community using the 'feed' tab

on the program hame.	Details Feed	
He COVERNMENT	Question What would you like to know?	Ask
Program 2020B Premier's Spelling Bee Status Registrations close Approved 31/12/2020	Sort by: Most Recent Activity Q Search this feed Sebastien Sansom (Customer) asked a question.	(* *) (*)
Question What would you like to know? Sort by:	Yesterday at 1:02 pm How many days in a week? just want to understand if we should use 5 or 7 for reporting? Like Answer	1 answer • 1 view
Most Recent Activity Q. Search this feed Y · Sebastien Sansom (Customer) asked a question. Yesterday at 1:02 pm How many days in a week? just want to understand if we should use 5 or 7 for reporting?	Sebastien Sansom (Customer) a day ago I only work 2 days a week, will that be an issue? Like	¥
tike 🗭 Answer 1answer	Write an answer Michelle Stephens (Employee) 13 January 2020 at 11:25 am	

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