



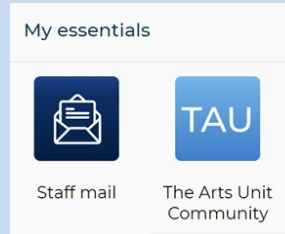
Add regional student names in TAU Community

1. **Log in** at [The Arts Unit Community portal](#).
2. Select your **application number** A-000... under **My applications**.

MY APPLICATIONS

Application number	Program
A-000000	2021 Premier's Spelling Bee

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



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

Note: You only need to add 1 form to add your 2 student names per school. Add 1 student for Stage 2 and 1 student for Stage 3 on the same form.

4. Please **add details** including student names, year, accessibility or health requirements. You can **edit** using the pencil icon below.

Regional finalist 1 – Stage 2 student details

First name		Last name
Preferred name		Finalist level
Student 1 gender		Student 1 year of schooling
Student 1 Aboriginal and or TSI <input type="checkbox"/>		Student 1 EAL/D <input type="checkbox"/>

5. Select '**Save**'. You can see this **regional participant form** on the right of your application and can edit any time.

Participants (1)

Participant n...	Participant	Status	Total numbe...
1	PA-000	New	0

Help & support

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

