Helper Guide – CISNSW Individual Nominations

Please see below instructions for independent teachers/sports organisers who are using Dash to nominate their students to an event or trial. Users need an approved **Teacher** account in Dash before they can nominate a student.

Login/Register

A URL should be supplied to you by your sporting association, which directs you to the relevant Dash platform, for example, cisnsw.dashapp.com.au

If you already have an Independent Dash account, you can login using your email address and password. If you do not yet have an account, click "Register Now" and follow the prompts to create an account.

Note: you will get an error if you try to create a new account using an email address or mobile phone that is already in use. If this is the case, try following the "Reset Password" or "Recover Account" prompts to gain access.

Creating a Teachers Account

When creating a teacher account in Dash, you'll be asked to select your school from an existing list of verified schools. Selecting your school sends an email to the school asking them to approve your role.

Your Dashboard will outline what school you are affiliated with. If you are not linked to a school (or wish to change your school), click "Apply for a teacher role".

Welcome John Smith

[🏫 Apply for teacher role] [🎖 Apply for a position] [👥 Create a child team] [➕ Add your child]

My Applications

If your school is not listed, please contact support@dashapp.com.au.

Pending Approval

If you have selected your school, but not yet been approved, your request will be pending and a message similar to the below will display on your account. The email address which the request has gone to will be displayed at the bottom of the blue information box.

If you believe this email address is incorrect, please contact support@dashapp.com.au and request an update.

John Smith

🕐 **Pending School Approval**

Your account contains outstanding actions by your school The Illawarra Grammar School. The organisation will be emailed a summary of outstanding actions intermittently to the main school address.

If you would like to follow up the completion of your pending actions please contact appropriate staff who monitor email@address.com.

Your Current Positions

The Illawarra Grammar School **Pending approval by school**   •••

Active Status

Once you're approved, you will receive an email with subject "Workflow complete: Teacher applying for role at specific school". The yellow tag will update to green and show "Active". You're now able to nominate students for events via your account.

Welcome John Smith

Your Current Positions

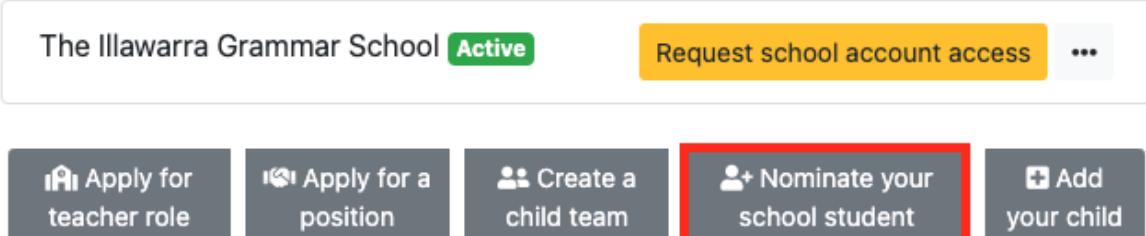The Illawarra Grammar School **Active**   Request school account access   •••

Create a Nomination

To start the nomination process, you have two main approaches:

1. The relevant sporting association may advertise a unique URL which is specific to their association/event. Often this will be on their website or via email correspondence. Clicking the link will prompt you to login to your Dash account, then redirect you immediately to the nomination process.

2. On your teacher dashboard in Dash, click "Nominate your school student" to see a list of **all** intakes available for nomination.

Welcome John Smith

Your Current Positions

The Illawarra Grammar School [Active]   [Request school account access]   •••

[Apply for teacher role]   [Apply for a position]   [Create a child team]   [Nominate your school student]   [Add your child]

Event/Trial Selection

Once you are presented with nomination modal, you'll need to select what intake you are nominating students for. You may be prompted to enter an association to filter relevant events (if multiple are available).

If you have been given a direct URL, intake information is pre-filled for you.
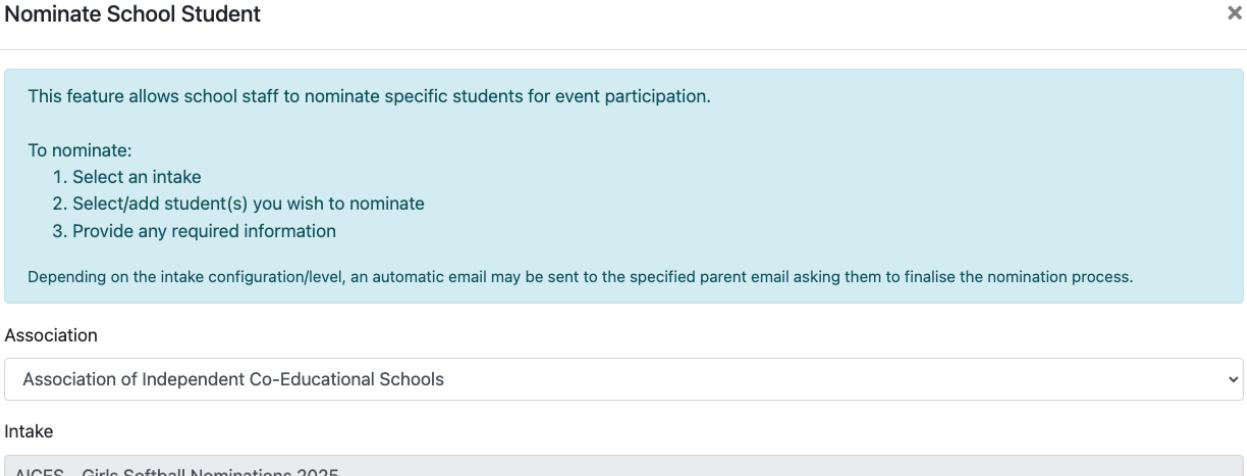
Nominate School Student   ✕

This feature allows school staff to nominate specific students for event participation.

To nominate:
1. Select an intake
2. Select/add student(s) you wish to nominate
3. Provide any required information

Depending on the intake configuration/level, an automatic email may be sent to the specified parent email asking them to finalise the nomination process.

Association

Association of Independent Co-Educational Schools

Intake

AICES - Girls Softball Nominations 2025

Student Information

Once you have selected the correct intake, it's time to add student information.

To nominate a student(s), you can either:

1. Select an existing student
2. Add a student manually
3. Import multiple students via CSV/Excel

Existing Student

Some students may already exist in Dash and be linked to your school. If so, they will display when you click in the "Select student" dropdown. Once you select a student, all relevant student details will auto populate in the fields required (where possible).

Association

Association of Independent Co-Educational Schools

Intake

AICES - Girls Softball Nominations 2025

⬆ Import nominee nominations

🔵 Table view

Parent Email	Parent First Name	Parent Surname	Parent Mobile	Nominee First Name	Nominee Surname	Nomi
test@example.co change	Test	Test	Test	Test	Test	Test

Add Additional Nominee

Select student

Choose from an existing nominee...

Can't find a student? Click here to add one manually.

Event specific information such as playing experience or preferred position may need to be entered manually per student. Scroll to the right of your nomination to see all fields. You can change from table view to list view to better enter information without scrolling.

Manually Add Student

If the student you wish to nominate does not show in your existing nominee dropdown, they may not yet exist in Dash. You can add student information manually by clicking "Click here to add one manually". Do your best to provide all relevant information about the student you are nominating, though not all fields are mandatory.

Import Students

If you are nominating a large number of students or have student information already stored in a file elsewhere, you may opt to **import** your nominations instead.

To do this, click "Import nominee nominations", then download the import template.

Association

| Association of Independent Co-Educational Schools | ⌄ |

Intake

AICES - Girls Softball Nominations 2025

Click here to download an import template, which allows you to add nominees as rows and then upload student details in bulk. Do not update column titles before re-uploading.

Your nomination contains additional fields that do not feature in the template that can also be imported. You can add these headers to import.

student-year-at-school Student year at school:
preferred-playing-position-first-choice Preferred playing position (first choice):
preferred-playing-position-second-choice Preferred playing position (second choice):
representative-playing-umpiring-refereeing-history Representative playing/umpiring/refereeing history:

| Choose file | No file chosen |

cancel

As opposed to entering the information via Dash, just add the data for each student to each column in the template. Add a new row per student.

Some nominations require information that is not included in the template (such as playing experience). You can map this in your import by copying and pasting the column title provided into your template.

	A	B	C	D	E	F	G	H	I
1	Parent Email	Parent First Name	Parent Surname	Parent Mobile	Nominee First Name	Nominee Surname	Nominee DOB	student-year-at-school	
2	test@email.com	test	test	0412345678	nom	name	4/1/2008	11	
3	test2@email.com	test	test	045567890	nome	name	3/11/2007	11	

Once you have added the data to your csv, save the file then upload it into the nomination screen. The information will be imported and mapped as per your csv.

Submit Nominations

Once you have added all your student information, click "Submit Nominations" to finalise your nominations.

Dashboard Maintenance

Once you have submitted nominations, they will exist on your Dashboard.

My Nominations

Name	Nominations
CSSA Secondary Girls 18&U Softball Nomination 2025	1
CSSA Primary Boys Football Trials 2025	1
NSWCIS Primary Boys and Girls Tennis Selection Championships 2025	2

Click on the intake title to view and manage your nominations.

Some associations utilise actionless nominations which don't require parent input and are received by the association as soon as teachers submit them. These cannot be edited.

Other nominations may require parent acceptance/input. If an association requires a parent to accept a nomination, you will have certain actions available to you as the nominator (such as editing details or resending the nomination invitation).

NSWCIS Primary Boys and Girls Tennis Selection Championships 2025

[Add nominations]

Nominee	Parent	Application	
Student Name	Test Parent testparent@email.com	pending	...

↱ Share registration link
✏ Update nominee details
✈ Resend invitation
🗑 Revoke

Support

If you have any questions regarding the nomination process, please contact support@dashapp.com.au,