



## CIS School Based Nomination Procedure

Please see below instructions for independent teachers/school officials 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

CIS Dash URL - [cisenew.dashapp.com.au](https://cisenew.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](mailto:support@dashapp.com.au).

## Pending Approval

If you have selected your school, but have 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](mailto: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](mailto: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](#)

...

## Creating a Nomination

To start the nomination process, you will be required to login to the [CIS Website](#) using your Dash login details.

You will then need to navigate to the relevant sport page and find the event you wish to nominate them for.

**NOTE: Please ensure you have viewed the eligibility criteria prior to submitting nominations.**

Select 'READ MORE' next to the relevant 'Nominations Close' event. If nominations for the event are open, you should see an orange "NOMINATION INFORMATION" button, which when selected, displays the unique nomination URL.

This link will prompt you to login to your Dash account.

## Intake Selection

As you have been given access via a direct URL, intake information is pre-filled for you.

Nominate School Student X

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

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:

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	<a href="mailto:test@email.com">test@email.com</a>	test	test	0412345678	nom	name	4/1/2008	11	
3	<a href="mailto:test2@email.com">test2@email.com</a>	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
<a href="#">CSSA Secondary Girls 18&amp;U Softball Nomination 2025</a>	1
<a href="#">CSSA Primary Boys Football Trials 2025</a>	1
<a href="#">NSWCIS Primary Boys and Girls Tennis Selection Championships 2025</a>	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 <a href="mailto:testparent@email.com">testparent@email.com</a>	pending	<a href="#">...</a> <div><ul style="list-style-type: none"><li><a href="#">Share registration link</a></li><li><a href="#">Update nominee details</a></li><li><a href="#">Resend invitation</a></li><li><a href="#">Revoke</a></li></ul></div>

## Support

If you have any questions regarding the nomination process, please contact [support@dashapp.com.au](mailto:support@dashapp.com.au).