Submit school preferences in WAIVS help card

1. Log into **WAIVS** using your **employee ID** and **password**.



1. Click on **‘School Preferences’** on the left hand side



1. Complete/update your **school details**



**Please note:** Completing/updating these details allows Swimming and Water Safety to effectively allocate your lesson times.

1. Select the year groups you would like to submit preferences for

**Please note:** A school can have preferences for the whole school (P – 7) to attend at one time or select to attend at different dates and venues for individual year groups (e.g. P – 4) at a pool and Yr 5 – 7 at a beach).



1. Click **‘Add preferences’**



1. Add the **‘number of students’** (this needs to be an accurate projected estimate of the number of students)



**You will need to submit a minimum of two date preferences per term for all four terms.**

* This includes schools that prefer lessons at a beach venue in Term 1 or 4, submitting Term 2 and 3 preferences for their local indoor swimming pool.



You can use the **arrows** on the right hand side to move your preferences up or down so they are in your preferred order.

**Please note:**

This does not include schools in locations where venues are only accessible for part of the year.

* To enable us to facilitate this through WAIVS, schools in these locations have these been classified as a “Country school”



 “Country school’s” will need to submit a minimum of two date preferences for available venue/s.



1. Click the **‘drop down arrow’** under venue to select the preferred **‘venue’**



1. Click on the **‘drop down arrow’** under series to select the preferred **‘series’**

**Please note:** alternative series dates are not available



1. Click the **‘drop down arrow’** under AM/PM to select the preferred **‘time’**



**Any necessary adjustments made to school preferences will be discussed with the school before an allocation is made**

To assist Swimming and Water Safety with your schools’ allocation please include relevant information in the school preference notes.

* early close day and time
* school development days
* request for support and adjustments required to assist students with special needs in the aquatic environment.



1. click **‘submit’**

