

# How to submit School Preferences online

Log in to your WAIVS account: [apps.det.wa.edu.au/sws](https://apps.det.wa.edu.au/sws)

Example of School Portal in WAIVS:

Public education  
Discover a world of opportunities

Swimming and Water Safety

Department of Education Intern and Vacation Swimming

Welcome Gregory

WAIVS

Hi Gregory

Welcome to your School Portal

You are the Intern Swimming School Coordinator for BULLSBROOK COLLEGE - BULLSBROOK

School Preferences Allocations

Click at any time to return to this home page

Click to enter and submit your School Preferences

School Preferences

School: **BULLSBROOK COLLEGE - BULLSBROOK**

School Details

Please check the details below and update them if required

School Start Time:

School Finish Time:

Phone:

Available Interm Swimming Programs

Program	Year	Online Closing Date	Start Date	End Date	No. days
Term 4 2017	2016-2017	21-04-2016	09-10-2017	14-12-2017	
Term 3 2017	2016-2017	21-04-2016	17-07-2017	22-09-2017	
Term 2 2017	2016-2017	21-04-2016	24-04-2017	30-06-2017	
Term 1 2017	2016-2017	21-04-2016	01-02-2017	04-04-2017	

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Mandatory fields

Add Year Group Preferences

Year Groups:

PP  1  2  3  4  5  6  7  SN  OTHER

Add preferences

Step 2: Click to add preferences for this Year Group/s

Step 1: Select Year Group/s that will be attending - please note if Special Needs (SN) or OTHER group that may require teaching and learning adjustments in the aquatic environment.

Mandatory field - Please enter an accurate projected estimate of the number of students.

Preferences not submitted yet

1. Select program 2. Select venue 3. Select series 4. Submit, or Save and Submit later

Year Groups: PP, 1

No. of students: 50

**Step 3:** To add your 1<sup>st</sup> preference, select from drop down list your preferred Term, Venue, Series and AM or PM. Please note that only available venues and series will show on the drop down list.

Preference	Program	Venue	Series	AM/PM	
1.	Term 3 2017	Aqua Tots Swimming School - Maida Vale	17/07/2017 - 28/07/2017 (Weeks 1 - 2)	PM	✕
2.	Term 3 2017	Aqua Tots Swimming School - Maida Vale	31/07/2017 - 11/08/2017 (Weeks 3 - 4)	PM	✕

**Step 4:** Click to add your next preference. Please note that 2<sup>nd</sup> preference for your selected Year Group/s is mandatory.

**Preference Note:** School has development day on Monday 31/07/2017. 2nd preference would only be for 9 days attendance.

**Preference Note:** Optional – include information that will help us accommodate your school e.g. any days of non-attendance, early close, etc.

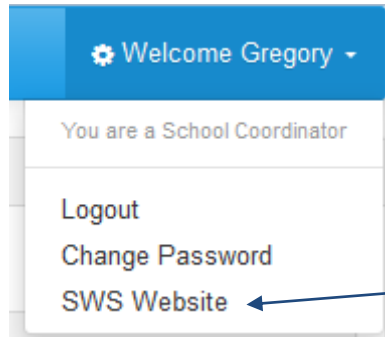
Save Submit

**Step 6:** Submit preferences

**Step 5:** To add preferences for another Year Group/s, repeat from Step 2

## Allocations

Early in Term 3, you will receive an email notification from WAIVS inviting you to log in to your WAIVS School Portal to view your allocation.



For further information please visit the Swimming and Water Safety website by clicking on the drop down arrow at the top right hand corner under "Welcome..."

*Thank you for submitting your next year's Interm Swimming School Preferences online.*