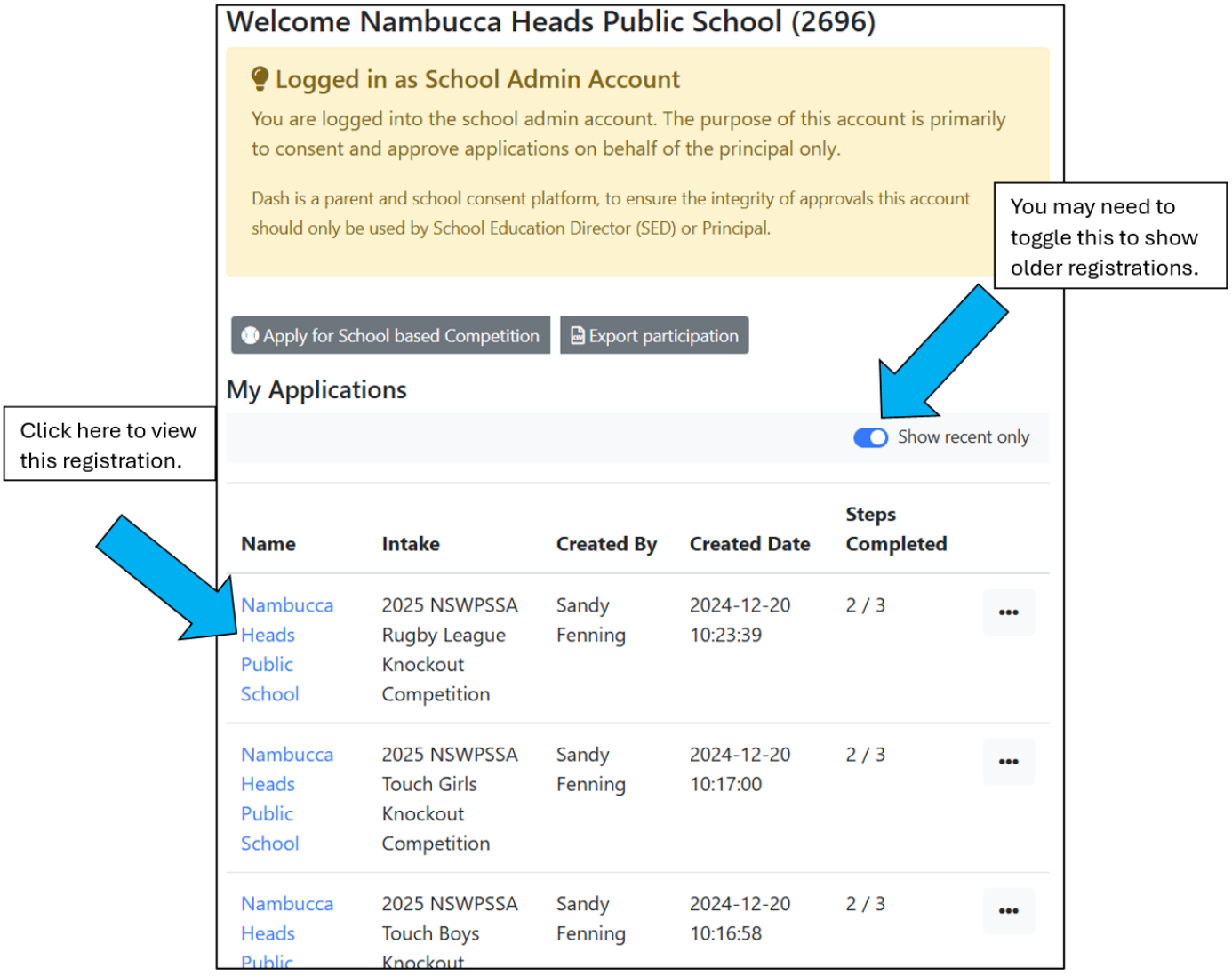
How to Check Your Knockout Registrations and Update Sports Organiser or Team Coach Details in Dash

It is important that information within your knockout registrations is up to date and your sports organiser and knockout team coaches have been listed within your Dash registrations This ensures that they receive emails sent from Dash which include information about upcoming matches and the match specific link required to upload results.

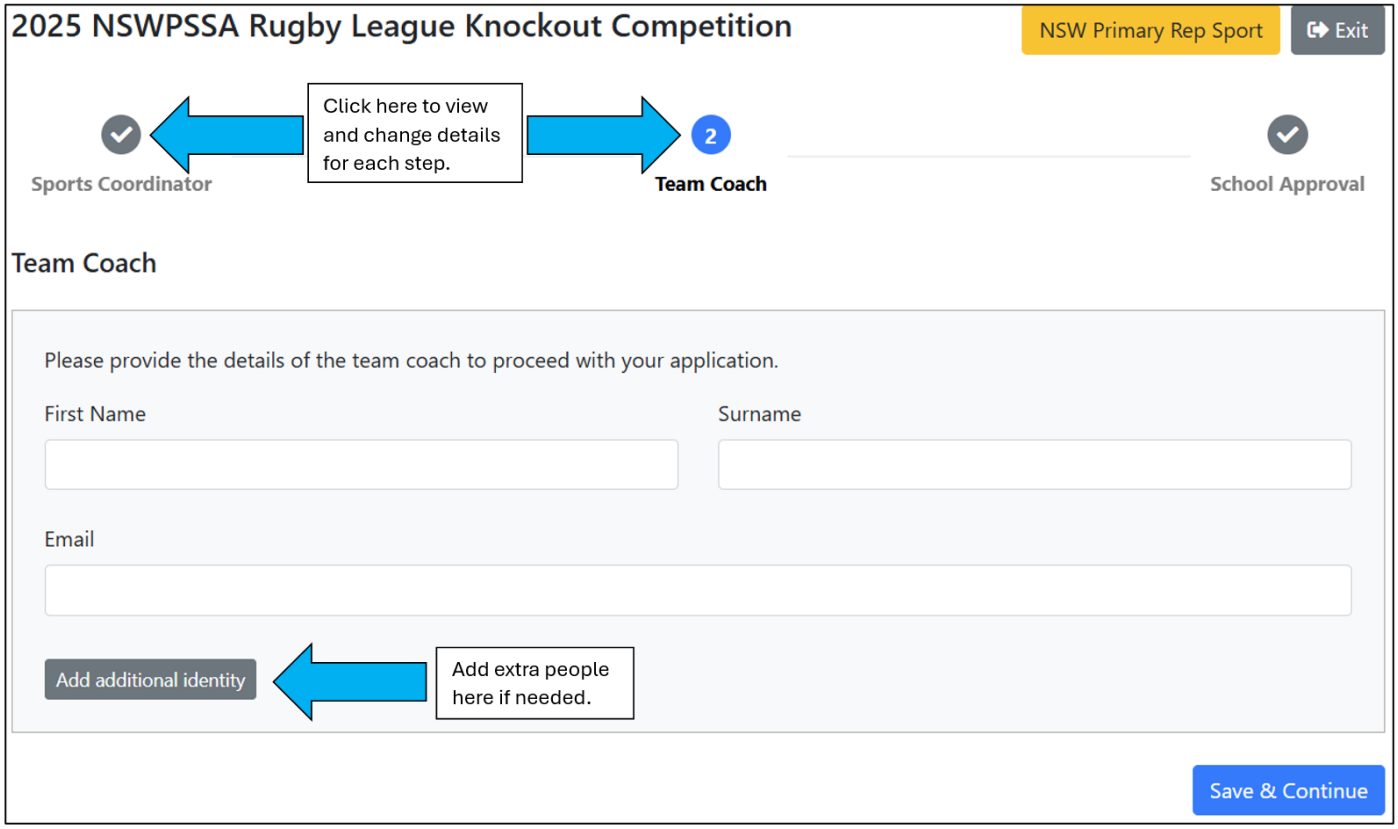
To update your details, you will need to either access the Dash account of the person who initially created the registration or access the Dash account for the school. If the school has forgotten the school account password, visit the following site and an email will be sent to the school email account providing access.

https://www.dashapp.com.au/instances/?redirect_url=auth/login/school

1) Once you are within the Dash account you can find your knockout registrations under the "My Applications" section. You may need to toggle Show recent only to see older registrations. Click on the school's name next to the registration you wish to update.



2) The registration will open where you can select the details you wish to update. Input the required details and click Save & Continue. If you wish to add additional people, click on Add additional identity and input details before clicking Save & Continue.



Please note: If updating sports organiser details, you will need to do this within each of the registrations.

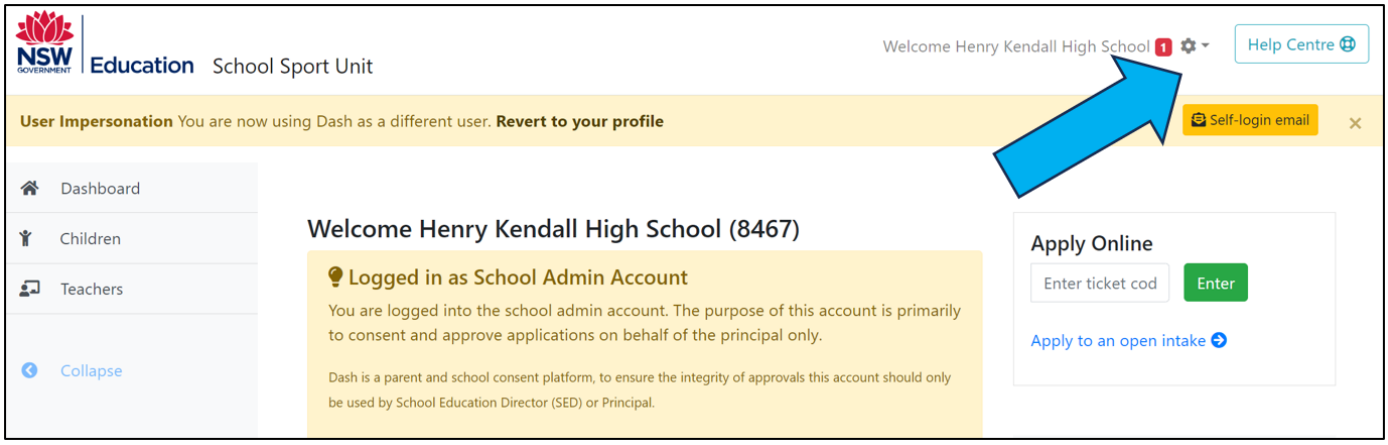
3) If step 3 “School Approval” is not complete, use the instructions in the resource “How to Provide School Approval in Dash” found below to complete that step.

How to Provide School Approval in Dash

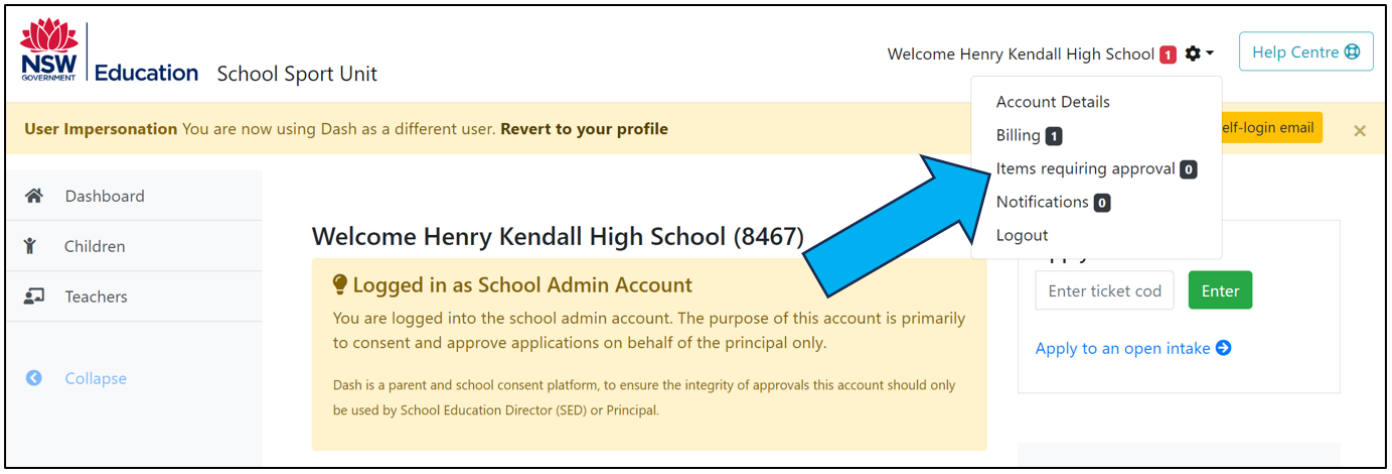
Sign into the school Dash account. If the school has forgotten the password, visit the following site and an email will be sent to the school email account providing access.

https://www.dashapp.com.au/instances/?redirect_url=auth/login/school

1) Select the settings drop down next to the name of your school. See diagram below.



2) Select items requiring approval. See diagram below.



3) Click on the Action button to approve applications. If you wish to view the application to gain further details, click on the View Application link.

School approval should be completed by a principal or delegate.