ADF YLT Awards Online System – "How to Guide"

Website address

The YLT Awards online system website is http://www.adflongtanawards.gov.au/portal

This site retains all the school and contact information (including login ID's) from previous years.

Updates to this document

To obtain up-to-date information at any time, please refer to the Help/How To menu items within the online system. The information there will be updated periodically to reflect any changes or new functionality.

Register your account
If you previously registered for the online system in 2018 or prior, you may skip this step.

You must have received an email titled "2019 ADF Long Tan Youth Leadership and Teamwork Awards – Announcement Email" to commence the process. If you haven't received this email please register for access on the Awards website under the school nominations page as a new user http://www.adflongtanawards.gov.au/portal

Visit the Registration Page to activate your login. You'll need to enter:
- Username (user to specify)
- Password (user to specify)
- Email address (must be the email address that received the 2019 Announcement email).

Following the completion of the registration page, an email will then be sent with a link to activate your account.

Please ensure you have access to the email account where you have previously been receiving emails regarding the ADF YLT Awards program. If you have not previously been a contact person for the YLT Awards, or have any difficulty registering using your current email address, please contact the YLT Awards admin team on 1300 651 807.

Activate your Account
If you previously registered for the online system in 2018 or prior, you may skip this step.

Click on the activation link in the email received from the above step to activate your user account. Once you have clicked this link your account will be fully activated. You will then be able to log in using the username and password you registered with.

Login to the System

Go to the website http://www.adflongtanawards.gov.au/portal

Follow the prompts on screen to login to the system using your user ID and password.

If you have forgotten your user ID or password, there are links provided at the bottom of the login page to allow you to resend your User ID details, or to reset your password.

If you experience any difficulties please phone our Help Line in 1300 651 807.

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Register School's Intention to Participate and Update Current Details
Menu items for this are located under the "School/Contact Details" menu

Participation Status Screen – This is used to:
- register your school's intention to participate in the current years' awards program
- register your school's intention to nominate a Year 10 and/or Year 12 student

The YLT Awards Contact at your school will receive an email confirming the participation status that has been entered for your school via the registered YLT Award Contact email address in the system.

School Details Screen – This is used to:
- Check the school's street and postal addresses, phone and fax numbers, email address and website address
- Update any of these details that are incorrect or have been changed since the last time your school participated.

Award packs are always sent to the school's postal address, so please ensure this is kept up-to-date.

Contact Details Screen – This is used to:
- Check all details of your school's Principal and the YLT Awards Contact, including email addresses
- Update any details that are incorrect or have been changed since the last time your school participated.

The YLT Awards contacts email address will be the main communication point throughout the year and is used for access to the online system, so please ensure it is kept up-to-date.

When making a change **always** *tick the "Please tick to confirm the above details are correct" box before clicking the "Update Details" button.*

For more detailed Help for any of the above steps, please click on "How to/Help" under the School/Contact Details Tab or use the "I Want to…" options located here also.

ADF YLT Awards Online System – "How to Guide"

Enter your Student Nominations
Menu items for these are located under the "Student Awards" menu

Items under this menu are used to:
- Enter details of your Year 10 and/or Year 12 winners

Year 10 Nomination Screen/Year 12 Nomination Screen – These screens are used to:
- Enter details of the Year 10 and/or Year 12 student/s you have selected to receive the 2019 awards
- Enter each students email
  This email will appear on the students Award Claim Letter. The student will need to have access to this email (even after completion of School) to be able register their bank details to receive the award payment.
- Enter details of why each student has been selected
- Enter details of the staff member who provided the original nomination for this student
- Change the award winner for either of the year levels if necessary before production of the awards
- Delete the award winner for either of the year levels if necessary before production of the awards

Always check the "Please tick to confirm the above details are correct" box. This will enable the "Update Details" button for submission of any updates and confirm the details registered in the system.

You may also change your nominations (or change the details of each student) at any time up until the submission closing date on 8 August 2019. You are able to submit recipients after this date, but we can no longer guarantee delivery of the Award Pack to your school within the same academic year.

For more detailed Help for any of the above steps, please click on "How to/Help" under the Student Nominations Tab or use the "I Want to…" options located under the Schools/Contact Details tab.

Enter your presentation night details
Menu items for this are located under the "Student Awards" menu

Presentation Night Details screen – This screen is used to enter and indicate:
- The details of when the YLT Awards are to be presented at your school
- Whether you require an ADF Military Presenter at your Award Ceremony and you want the YLT team to find a presenter for you.
  If you have registered interest in having us organise a military presenter, you will then be prompted for further details of the presentation night. Please fill in as much detail as you can – this helps the YLT Admin team for planning purposes and ensures a greater chance of securing a presenter for your school.
- Whether you will be organising your own presenter
- The recipients who will be receiving the Award at the Ceremony
- The date, time and details of the Ceremony which can be updated at any time during the school year (up to the date of the presentation).

If/when a presenter has been allocated, this screen will also show details of the Military member who has volunteered to present the awards for this ceremony. The process for allocation of presenters normally begins in term 3. If you are organising your own ADF presenter, we ask that you complete their details in this section when you have confirmed their attendance.

Always check the "Please tick to confirm the above details are correct" box. This will enable the "Update Details" button for submission of any updates and confirm the details registered in the system.

Check your School's YLT Award winners back to 2008 and/or 2019 Awards Transaction History

Menu items for this are located under the "Other" menu

Items under this menu are used to:

- Provide details of all award winners between 2008 and 2018
- Provide permission for publication of any of the previous winners on www.adflongtanawards.gov.au

Honour Roll Screen – This is used to:

- View all previous award winners from 2008 to 2018
- View detailed information for any previous award winner from 2008 to 2018
- Provide or remove permission for publication of the winner details on the website information available to the general public

History Screen – you are able to:

- View full transactional history of changes that your school has made in the Schools Portal as part of the 2018 Program
- Filter transaction history for 2019 awards process by detail type (School/Call Details, Contact Details or Student Winner Nominations)

Always check the "Please tick to confirm the above details are correct" box. This will enable the "Update Details" button for submission of any updates and confirm the details registered in the system.

For more detailed Help for any of the above steps, please click on "How to/Help" under the "Other" Tab.

For further information...

Award recipients should be encouraged to **register for their payment** (i.e. enter bank account details etc.) **as soon as possible following receipt of the award.**

To obtain further information on other aspects or functions of the system, please refer to the Help/How To menu items within the online system and the "I Want to…" options located under the Schools/Contact Details tab.

We will also send further information by email at particular times throughout the year (for example, after award packs are sent later in the year we will send further instructions for confirming receipt of the awards).

If you require any further assistance please phone our Help Line in 1300 651 807.