**AISWA Website School Admin Work Shop Agenda 15/03/2018**

**Professional Learning (45min)**

* PL Admin - Bulk Registrations
* PL Admin - Cancellations
* Individual User Registration
* Individual User Cancellations
* Payment via Invoicing
* Payment via Credit Card
* The notifications involved with all of these processes

**How to Manage Staff (15min)**

* Adding new users
* Assigning and removing Roles – including removing users from the schools account
* Understanding of what each Roles does – especially relevant for funding communications [Permissions](https://www.ais.wa.edu.au/member-portal-help#Permissions)

**How to Manage School Account (15min)**

* Updating crucial information – communication preferences especially in cases of emergencies
* Notifying ASIWA of updates for **Locked Areas**

**Funding Modules (30 min)**

**Copyright**

* Due now (Refer to [Create New Application](https://www.ais.wa.edu.au/school_copyright_create_new?destination=school/copyright) for links to page and AISWA contact details)

**Inclusive Education**

* Application process and crucial dates for the 2018 funding year
* A brief explanation of the funding workflow so the all parties involved in the process understand how it works – this will include the various notification involved

**VET**

* Application process and crucial dates for the 2018 funding year
* A brief explanation of the funding workflow so the all parties involved in the process understand how it works – this will include the various notification involved

**New website additions (15min)** – explanation on how the following new area work

* My Access
* Manage School Registrations

**Time Permitting (30min)**

* Q&A session
* Opportunity for attendees to setup/work on school database

For more information feel free to email [websupport@ais.wa.edu.au](mailto:websupport@ais.wa.edu.au)