

ADF YLT/FI Awards Programs Online System – “How to Guide”



Website address

The online system website for schools is located at:

- ADF Long Tan Youth Leadership and Teamwork (“YLT”) Awards: <http://www.adflongtanawards.gov.au/portal>
- ADF Future Innovators (“FI”) Award: <https://adffutureinnovators.defencejobs.gov.au/schools/>

Each of these portals also presents options to “switch” across to the other awards program portal if required, so you can easily switch portals without the need to log into a separate website.

All the main school and contact information is kept synchronized between portals so does not need to be updated separately, and this information is retained from previous years.

Register your account

Note: If you previously registered for the online system in a prior year, you may skip this step & proceed to ‘Login to the System’.

Note that the same login details can be used for both the ADF Long Tan Awards (“YLT”) portal and the ADF Future Innovators (“FI”) Awards portal, so if you have already registered for one portal your details can be used for the other.

Go to the website:

- ADF Long Tan Youth Leadership and Teamwork (“YLT”) Awards: <http://www.adflongtanawards.gov.au/portal>
- ADF Future Innovators (“FI”) Award: <https://adffutureinnovators.defencejobs.gov.au/schools/>

Follow the ‘New Users’ links on the front page to register your account. You’ll need to enter:

- Username (user to specify)
- Password (user to specify)
- Email address (this must be the email address that received the announcement email – if you would like to setup your new account using a different email address, please contact us on 1300 862 663 first).

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 awards programs. If you have not previously been a contact person for either of the ADF awards programs, or have any difficulty registering with your email address, please contact us on 1300 862 663.

Activate your Account

This is only required if you have just registered a new account for the online system.

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.

If you have not received this email, please check your junk mail folder or use the ‘Resend Registration Confirmation Email’ option to send this email to you again.

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Login to the System

The same login details can be used for both the ADF Long Tan Awards (“YLT”) portal and the ADF Future Innovators (“FI”) Awards portal, so if you have already registered for one portal your details can be used for the other. Each of these portals also presents options to “switch” across to the other awards program portal if required, so you can easily switch portals without the need to log into a separate website.

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- ADF Long Tan Youth Leadership and Teamwork (“YLT”) Awards: <http://www.adflongtanawards.gov.au/portal>
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Follow the ‘Existing Users’ links 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 difficulty, please phone our Help Line on 1300 862 663.

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

This information will need to be completed separately for each of the YLT and FI Awards programs.

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. *Any updates will be applied automatically to both the YLT and FI Awards portals.*

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 and FI Award Contacts, including email addresses
- Update any details that are incorrect or have been changed since the last time your school participated.

The YLT and FI Award contact email addresses will be the main communications point throughout the year and are used for access to the online system, so please ensure it is kept up-to-date.

School and contact information is kept synchronized between portals so does not need to be updated separately.

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Enter your Student Nominations

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

Year 10 Nomination/Year 12 Nomination – These screens are used to:

- Enter details of the Year 10 and/or Year 12 student/s you have selected to receive this year's award
- Enter each student's email address*
- 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 required before production of the awards
- Delete the award winner for either of the year levels if required before production of the awards

Your student nominations do also need to be entered separately for each of the YLT and FI awards. You may also choose to have the same student receive both the FI and YLT awards at your discretion and if they meet the relevant criteria for each award.

You may also change your nominations (or change the details of each student) at any time up until the submission closing date on 12 August 2021. You may submit recipients after this date, but we can no longer guarantee delivery of the Award Pack to your school within the same academic year.

* The email address **MUST** be a student or parent email address and will appear on the student's Award Claim Letter. The student will need to have access to this email (even after completion of School) to be able to register their bank details to receive the award payment. Please also enter the alternate email address if possible – this can be used by the student if/when their school email address is not available. The email address is only used to help facilitate the award payment after the student has received the award and is not used for any other purpose.

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 ADF YLT and FI Awards are to be presented at your school
- Whether you require an ADF Military Presenter at your Award Ceremony and you want the Awards admin team to find a presenter for you.
- Whether you will be organising your own presenter
- 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 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 ADF Admin team for planning purposes and ensures a greater chance of securing a presenter for your school.

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.

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Further Notes and 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 862 663.

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.