Application Guide

DIPLOMA IN
SPORT BUSINESS

Adelaide United players
Dylan Holmes (midfielder) and
Ben Halloran (attacker)
Contents

Welcome ................................................................................................................................. 3
Accessing the Application System ...................................................................................... 4
  Your Flinders Account ....................................................................................................... 4
  Technical Support ............................................................................................................... 4
Submit Your Application ....................................................................................................... 5
Request for Further Information ......................................................................................... 7
Checking your Preferred Email Selection ........................................................................... 9
Enrolling in your topics .......................................................................................................... 9
Welcome

Welcome to the Diploma in Sports Management application guide. This guide will assist you with checking your eligibility for the program, submitting your application and enrolling in your topics.

Prepare for a career in one of the world’s most exciting industries. The Diploma in Sports Management is a one-year course combining the knowledge of Flinders academics with the real-world skills and experience of Port Adelaide Football Club.

Based at Allan Scott Power Headquarters at Alberton Oval, the Diploma in Sports Management will teach you the core skills needed to begin a career in sports management, backed by over 100 hours of practical and hands-on training with Port Adelaide players, management and staff.

With approximately 3 days a week at Alberton and the remainder of your study online, you’ll go behind the scenes and learn how an AFL club operates, gain vital marketing and event management skills, build your professional network and discover how you can make your mark in sports management.

On completion, you’ll be fully prepared to pursue a career in sports management, or to further your studies in the Flinders’ Bachelor of Business (Sports Management) or Bachelor of Sport, Health and Physical Activity.

Who is eligible to apply?

This program is for Australian citizens, Australian permanent residents, New Zealand citizens and Humanitarian visa holders. Applicants are required to meet citizenship requirements at the time of application.

Prospective students are advised to apply for the Diploma in Sports Management course code DIPSM.

Applicants can apply for this course using Year 12 qualifications, previous higher education study, TAFE/VET qualifications, through adult entry (STAT/Foundation Studies/tertiary preparation course) or portfolio entry.

For further details about admission pathways contact the Office of Student Recruitment via email askflinders@flinders.edu.au or call 1300 354 633 (option 1).
Accessing the Application System

Applications are submitted through the Online Application System portal.

Your Flinders Account
You will be required to create a Flinders account (FAN) and password to be able to submit your application and/or return to your application.

The first step is to check if you already have a Flinders account. If you do not have one, you will be asked to register.

If you already have an account, you may need to reactivate your FAN first before being able to access the online application system.

After logging into the Student Information System, click on the Apply for a Course/View Application link on the Applications tab.

Technical Support
For technical support with your FAN please contact our Helpdesk from 9:00 am to 5:00 pm (ACST) Monday to Friday on 08 8201 2345.
Submit Your Application

1. Click on the **Add a new application** button.

   ![Add new application button](image)

2. Use the search box to search for the **Diploma in Sports Management** course code **DIPSM**.

3. Click on **Add to application** on selected course.

4. Click **Next** (in the top right-hand corner) to continue.

5. New applicants will need to enter personal, contact, address and citizenship details under the ‘**Applicant Details**’ tab.

   **Note:** Existing students will only be able to change selected details on this window.

   ![Applicant Details](image)

   Click **Next** to continue.

6. Respond to the Requirements, this where you can provide copies of your qualifications or other supporting documentation to help us assess you for eligibility for the course.

7. Click on **Next** to continue.
8. Review the application. If changes are required, select the relevant group tile on the left or use the Previous button at the top right. When the application is ready, click Submit.

Once the application is submitted, an acknowledgement email is sent.

Note: If ‘Application Incomplete’ displays after submission, this indicates the system is processing the application. After waiting a few moments, refresh the window and ‘Application Submitted’ should display.

NOTE: If you wish to provide evidence of your qualifications or other supporting documentation after submitting your application, this can be emailed to askflinders@flinders.edu.au. If you have any questions or require assistance with applying please contact the Office of Student Recruitment on 1300 354 633 (option 1).
Request for Further Information

Further information may be sought to complete the assessment of an application. An email will be sent with details of the required information. This will be sent to the set preferred email.

This will also show on the application.

1. After logging onto the Student Information System, click on the Apply for a Course/View Application link on the Applications tab.

2. Applications that require further information display a ‘Further Information Request’ tag.

3. Click on the Respond button.

4. Access the Further Information Requests section and click on Respond to provide required information.
5. Repeat this process until all requirements have ‘Response Received’ recorded for the application to be processed.
Checking your Preferred Email Selection

Email is the primary mode of communication with all applicants. Flinders email address is normally automatically designated as the ‘Preferred Email’. Applicants should check and select their preferred email by logging on the Student Information System and accessing the My Details tab where the preferred email can be updated. Your preferred email will have a tick next to it.

Enrolling in your topics

If you have been successful in your application you will be emailed your offer letter via your preferred email. Once you have received your offer, follow the instructions in the offer letter to enrol in your topics.

Enrolment Support is available by contacting Flinders Connect:
Online: AskFlinders
Phone: 1300 354 633 (option 2)