

Launch OneCouncil

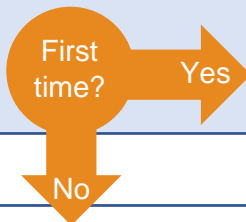
- 1 Open your camera and scan the QR Code:



OR

Enter the following in your internet browser:

kwinana.t1cloud.com



First Time Logging onto OneCouncil

- 1 Tap **Forgotten password?**
(located under the orange **Log On** button)
- 2 Enter your email address and select **Send**
(Email address is the one you receive your payslips to)
- 3 You should then see the following message:

If your email or user name exists in the system you will be sent instructions for resetting your password.
- 4 Tap **Cancel** to return to the log on page
- 5 Check your emails for instructions on how to reset your password.

Logging On

- 1 Enter your email address & password and tap **Log On**

Log on using your details

User name or email address

Password

Log On

Keep me logged on Accessibility Mode

Logging Off

- 1 Scroll to the top of the screen and tap the person icon at the top right:
-
- 2 A screen with your details appears. Tap **Log Off** at the bottom of this screen:



Log off



Scan this QR code to launch the OneCouncil video tutorial on completing timesheets.

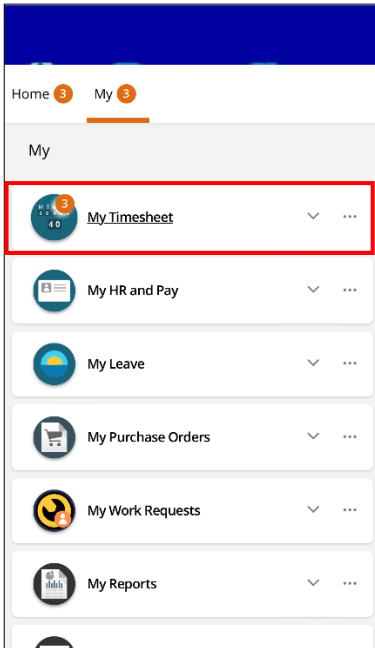




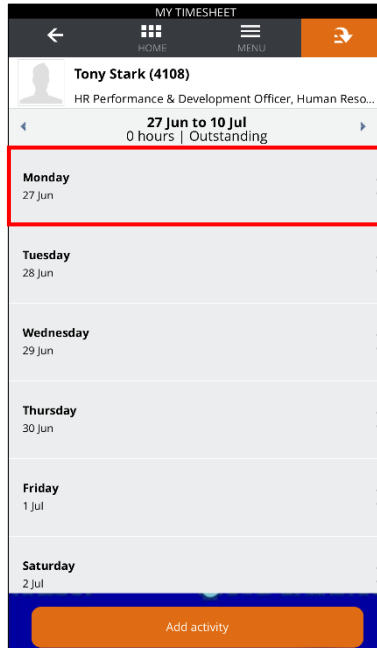
You may have further steps depending on your role (umpire, secondary positions). For further support, scan this QR code to access the [OneCouncil support page](#).



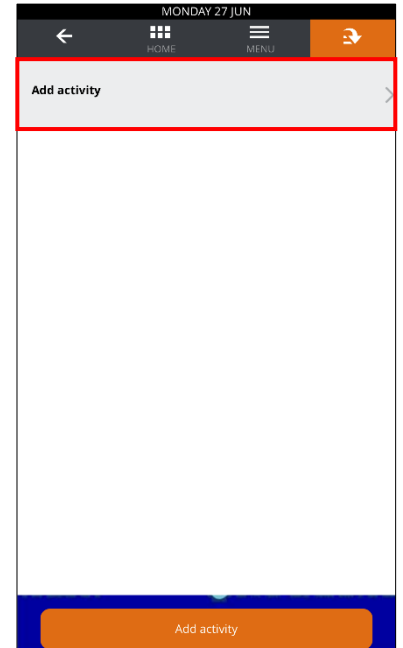
① Select **My** and **My Timesheet**.



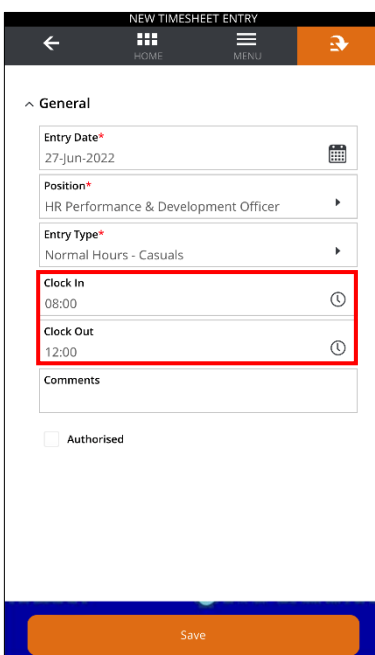
② Select day worked.



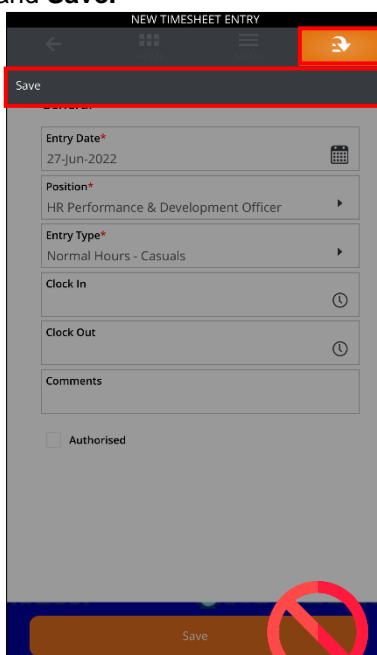
③ Tap **Add Activity**.



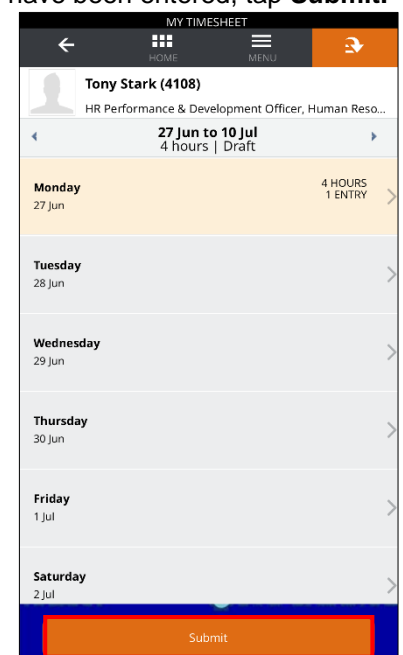
④ Enter shift start and end times.



⑤ Tap the orange dropdown menu and **Save**.



⑥ When all shifts for the fortnight have been entered, tap **Submit**.



Do not use the **Save** button at the bottom of the screen.