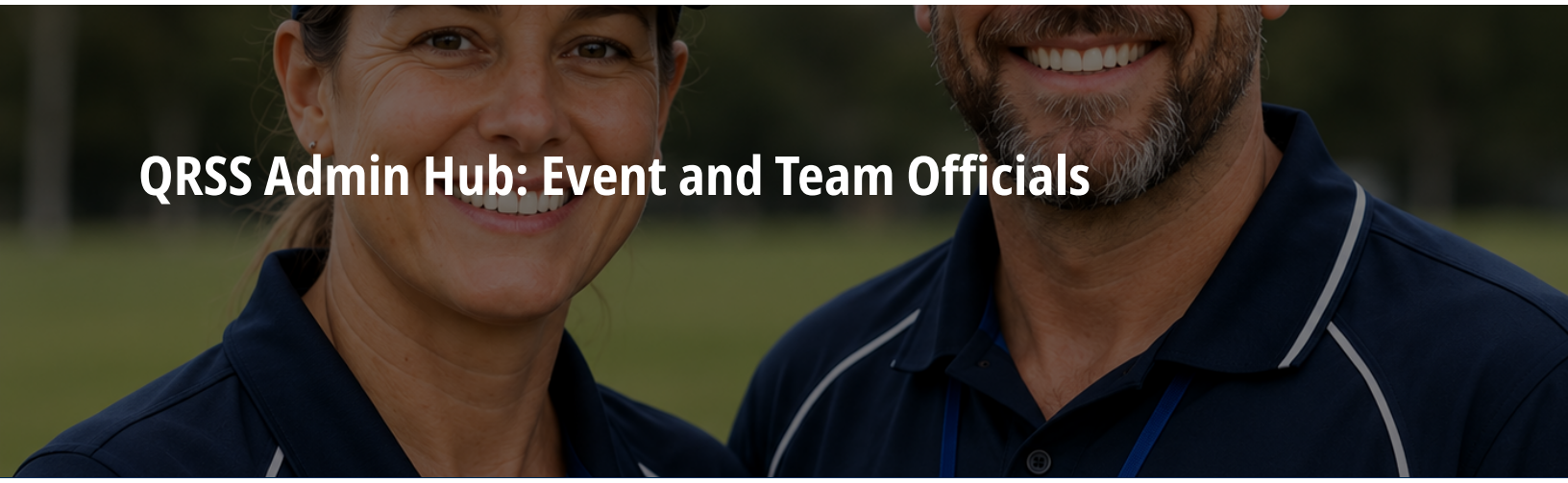


QRSS Admin Hub: Event and Team Officials

This course provides an overview of the QRSS Admin Hub for school staff who need to submit a Transfer of Duty from their usual role to participate in QRSS events as an **Event or Team Official**.

The course covers how to:

- **access the QRSS Admin Hub**
- **set up your account when you first log in**, including uploading qualification documents and other required information
- **review and accept events** and submit a **Transfer of Duty application** for the relevant event day(s)
- **submit a training schedule** when additional time away from your usual work duties is required to attend training sessions.

Overview

Admin hub access and account management

 **Events**

 **Transfer of Duty requests**

 **Training schedule requests**

SUPPORT

 **Need help?**

Overview

On this page:

[About QRSS](#)
[QRSS Digital Platform](#)
[QRSS platform roles](#)
[Event workflow](#)
[Key activities for Event and Team Officials in QRSS Admin Hub](#)

About Queensland Representative School Sport (QRSS)

QRSS facilitates competitive pathways in 21 sports for students between the ages of 10–19 years. Students enrolled in affiliated schools across all sectors of education have the opportunity to compete at district, regional, state and national levels of competition. The Department of Education facilitates these events, and school leaders and teachers plan and lead the different levels of competition across the state.

Read more about QRSS event levels of competition

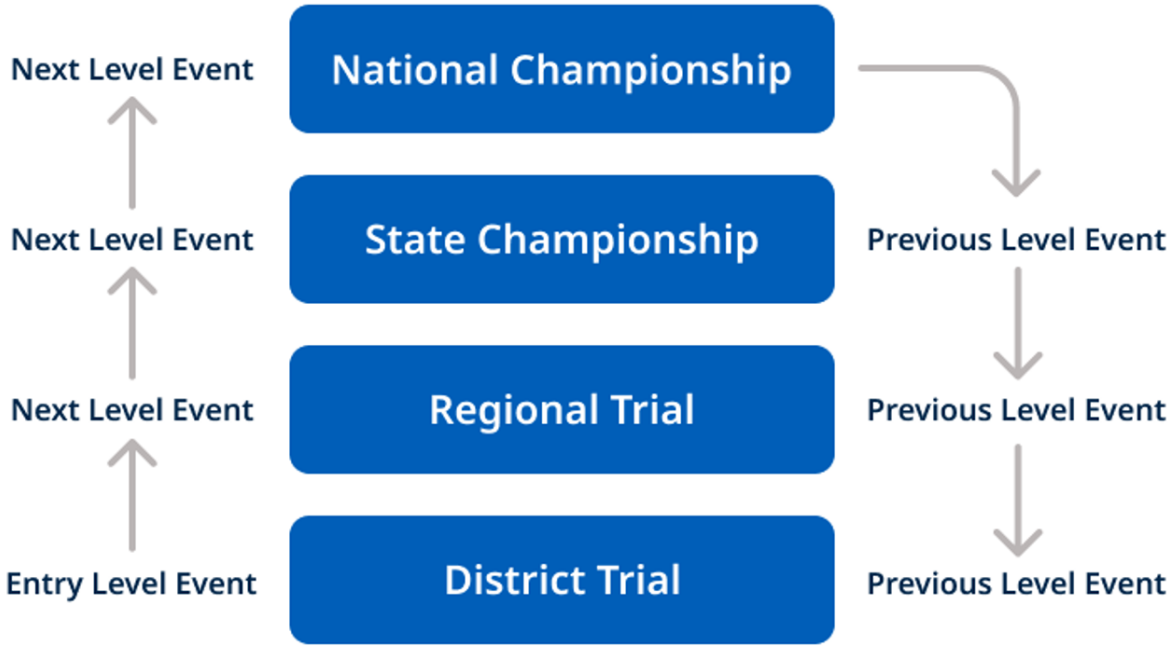
QRSS events are categorised as **entry level** and **next level** events.

Entry level events are the lowest level of competition. They are typically District or Sub-district trials, but some sports may start their entry level event at a Regional

level or even State level event.

School Sports Coordinators (SSCs) accept entry level event invitations on behalf of their school and nominate qualifying students to participate. Some events also allow parents to submit an expression of interest to self-nominate their child.

Successful participants are then invited by a QRSS Sport Officer to go on to the **next level event** for the sport such as a Regional trial. The successful athletes are then invited to participate in the State Championship and, if selected, can be invited to the National Championship.



The representative school sport program is administered through decision-making entities across the Department of Education and educational regions in Queensland.

QRSS Digital Platform

The QRSS Digital Platform is the overarching system that supports QRSS in the management of events, permissions, and consent processes. It is comprised of 2 areas for

different users.

- **QRSS Admin Hub:** Used by QRSS and Department of Education teachers and staff to create and manage sporting events.
  https://qrsseventsadmin.education.qld.gov.au
- **QRSS Events Portal:** An external portal used by all parents/carers and independent students, as well as non-state school staff.
  https://qrssevents.education.qld.gov.au

The QRSS Admin Hub and Events Portal are designed to improve the experience of administering QRSS events, and sending and accepting event invitations by:

- replacing paper-based forms with electronic alternatives, eliminating repetitive form-filling
- streamlining permission management for School Sport Coordinators, Principals, and parents, reducing red tape
- ensuring secure capture and storage of student data.

QRSS roles

The QRSS Digital Platform is accessed by users in various roles, each corresponding to specific responsibilities within the event workflow.

Select each marker below to learn more about each role.



Sport Officer



Event Convenor



School Sport Coordinator



Principal/ Principal Delegate



School Admin



Event and Team Officials



Sport Officer



Event Convenor



School Sport Coordinator



Principal/ Principal Delegate



School Admin



Event and Team Officials

QRSS Sports Officer

QRSS Officers who administer the QRSS Digital Platform, and create and manage events at a District, Region, and State level. These users are sometimes referred to as QLD School Sport Officers (QRSSO), Regional School Sport Officers (RSSO), and District School Sport Officers (DRSSO) depending on the level of event they are responsible for. They invite schools to entry level events and promote athletes and officials to subsequent level events following their selection.



Sport Officer



Event Convenor



School Sport Coordinator



Principal/ Principal Delegate



School Admin



Event and Team Officials

Event Convenors

QRSS Event Officials manage specific events in the QRSS Admin Hub. They are responsible for activities such as managing and reporting on events.



Sport Officer



Event Convenor



School Sport Coordinator



Principal/ Principal Delegate



School Admin



Event and Team Officials

School Sport Coordinator

A school staff member acting in an administrative role for representative sport within each school. These users accept invitations to entry level events for their school, nominate athletes to participate, and manage student information. DoE SSCs use the QRSS Admin Hub system to complete these tasks.



Sport Officer



Event Convenor



School Sport Coordinator



Principal/ Principal Delegate



School Admin



Event and Team Officials

Principal/Principal Delegate

A school principal who approves participation of students and staff at their school for QRSS events. A principal may assign other staff members as a Principal Delegate, who has access to the same platform features as the principal and can approve participation requests on their behalf.



Sport Officer



Event Convenor



School Sport Coordinator



Principal/ Principal Delegate



School Admin



Event and Team Officials

School Admin

An administrative role within a school responsible for updating school, student and staff records.



Sport Officer



Event Convenor



School Sport Coordinator



Principal/ Principal Delegate



School Admin



Event and Team Officials

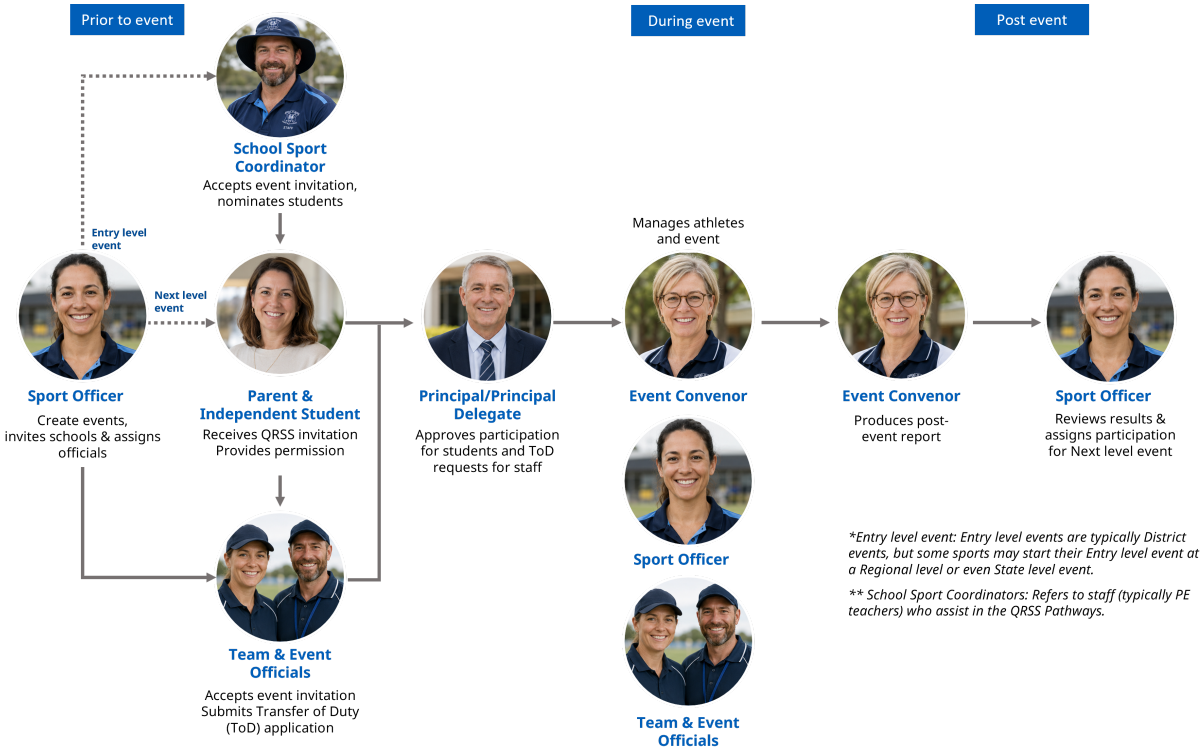
Event and Team Officials

Staff members at schools who are invited to participate as an Event or Team Official.

Event workflow

The event flow consists of a series of workflows within the QRSS Digital Platform, enabling specific roles to:

- create events
- invite athletes and officials
- approve staff and student participation
- manage events
- record event outcomes
- select athletes and officials to the next level event.



Key activities in QRSS Admin Hub for Event and Team Officials

Event and Team Officials are invited to participate in QRSS events in roles such as **Coach, Trainer, Data Manager or Event Convenor**. For many users, these activities are undertaken in addition to their usual school or departmental role.

As an Event or Team Official, you will use the QRSS Admin Hub to:

- **Accept event invitations** – A QRSS Sport Officer will invite you to participate in an event.
- **Complete your profile** – The first time you use the QRSS Admin Hub you will need to provide your user information, work schedule and relevant qualification documents.
- **Submit a Transfer of Duty (ToD) application** – After accepting an event invitation, submit a ToD application for the time you will be away from your usual duties.

- **Submit a training schedule, where required** – If you need additional time away from your usual duties to participate in training sessions, you will also need to submit a training schedule.
- **Receive approval** – Your ToD application and, where relevant, Training schedule are sent to your approving supervisor for review and approval. This will usually be your School Principal, or your supervisor if you are another Department of Education employee.
- **Participate in the event** – Once your application is approved, you will be notified and can participate in the QRSS event.

For future events**:** Your profile information and documents are already in the system, so you will generally only need to accept the invitation and submit a new ToD application and training schedule, where required.

Lesson 2 of 6

Admin hub access and account management

On this page:

[Accessing the Admin Hub](#) [Platform navigation](#)

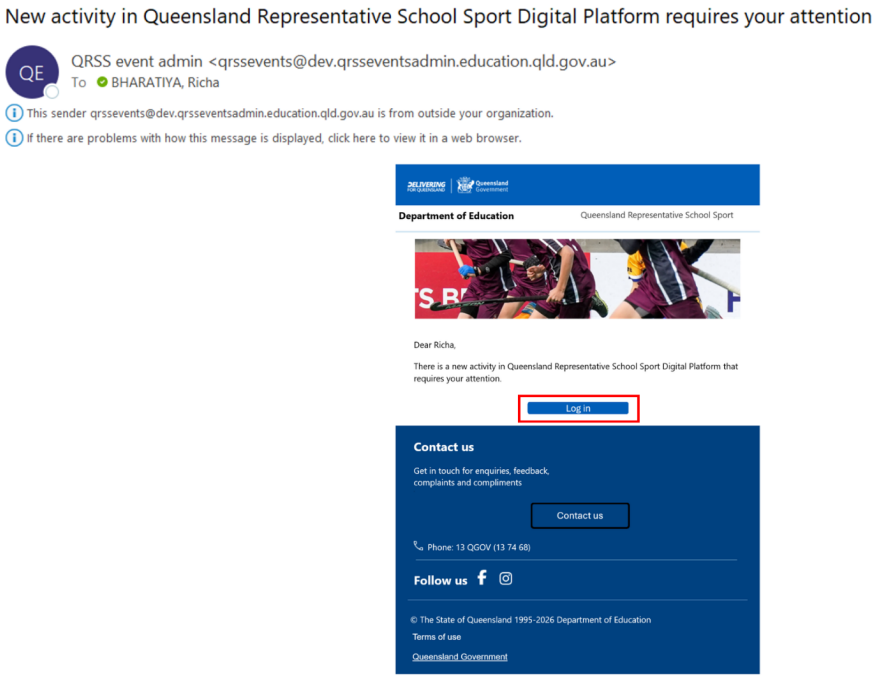
Department of Education staff access the Admin Hub at: https://qrsseventsadmin.education.qld.gov.au

Accessing the Admin Hub

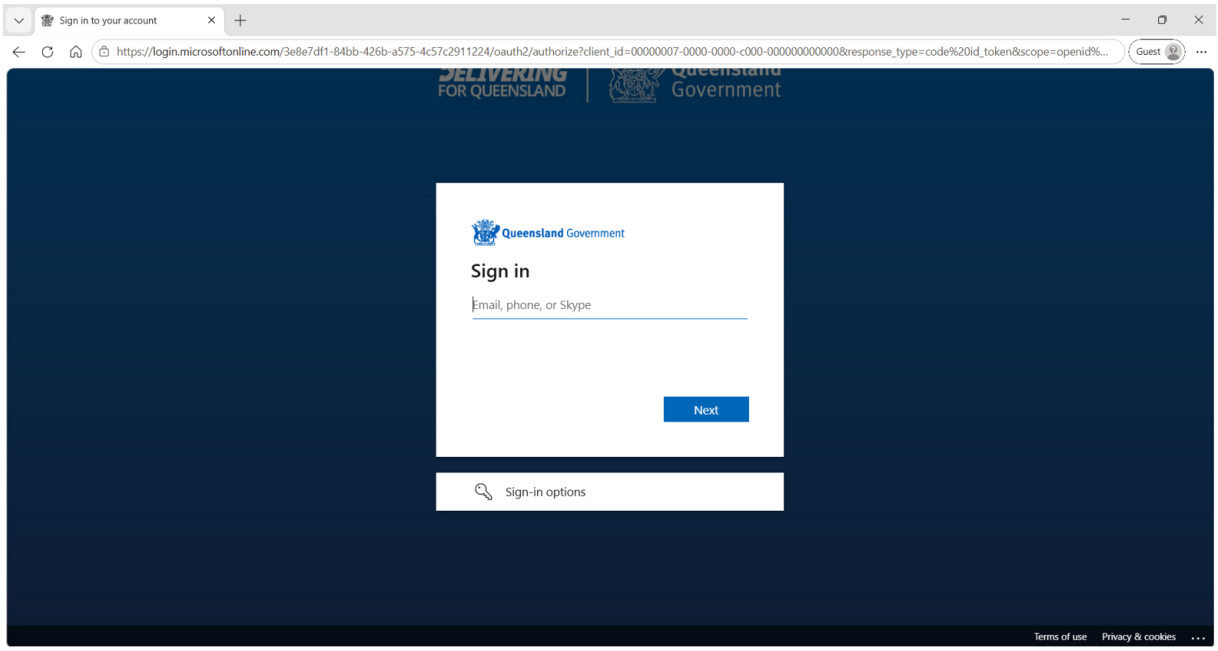
The Transfer of Duty (ToD) process in QRSS Admin Hub is designed to streamline the assignment and onboarding of staff selected as Event Officials for QRSS events. It ensures that all required information, declarations, and training requirements are captured efficiently and in a structured manner.

When a staff member is assigned to an event by a Sport Officer, they are required to complete the ToD process within the platform. This includes validating their profile details, accepting the transfer of duty, completing mandatory declarations and, where applicable, managing training schedules.

Once a Sport Officer invites you to an event as an **Event or Team Official**, you will receive a generic email notification with a link to log in to the Admin Hub.



To access the Transfer of Duty form, select **Log in** from the email notification. Sign in to the QRSS Admin Hub using your departmental **Single Sign-On (SSO) credentials**.



Platform navigation

After logging in to the **Admin Hub** you will access QRSS functions through the **Apps screen**. This is the entry point for key applications used to manage school and event information.

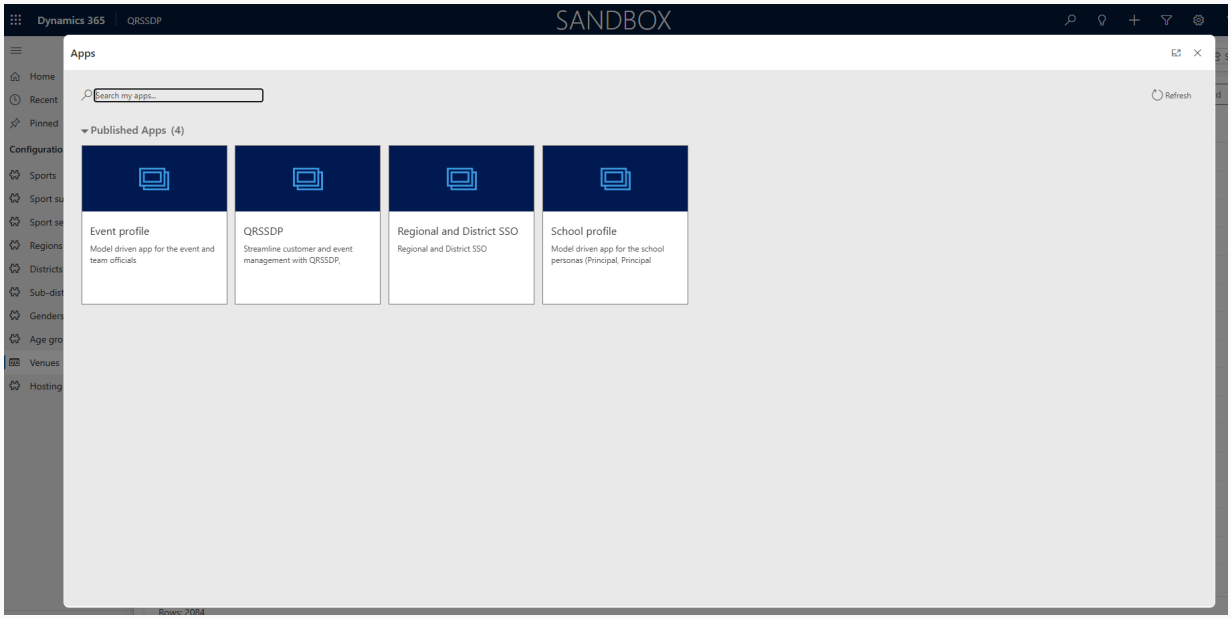
Apps available

Depending on your permission level, you may see the following apps:

App	Use	Permission access
Event profile	Used to manage event-related information and activities (Transfer of duty and Training schedule).	Available to all Department of Education employees who have access to the

		QRSS Digital Platform.
QRSSDP	Used by Queensland School Sport Officers to create and manage QRSS events and maintain accurate, up to date master data.	Queensland School Sport Officers only
Regional and District SSO	Used by Regional and District Sport Officers to create QRSS events at a district, regional and state level.	Regional and District School Sport Officers only
School profile	Used to manage school event nominations and school staff within the QRSS Digital Platform.	Principals, School Sport Coordinators and School Account Admin

▶ *Admin Hub > Apps screen*



Events

On this page:

[Navigating Event Profile app](#) [View event details](#)

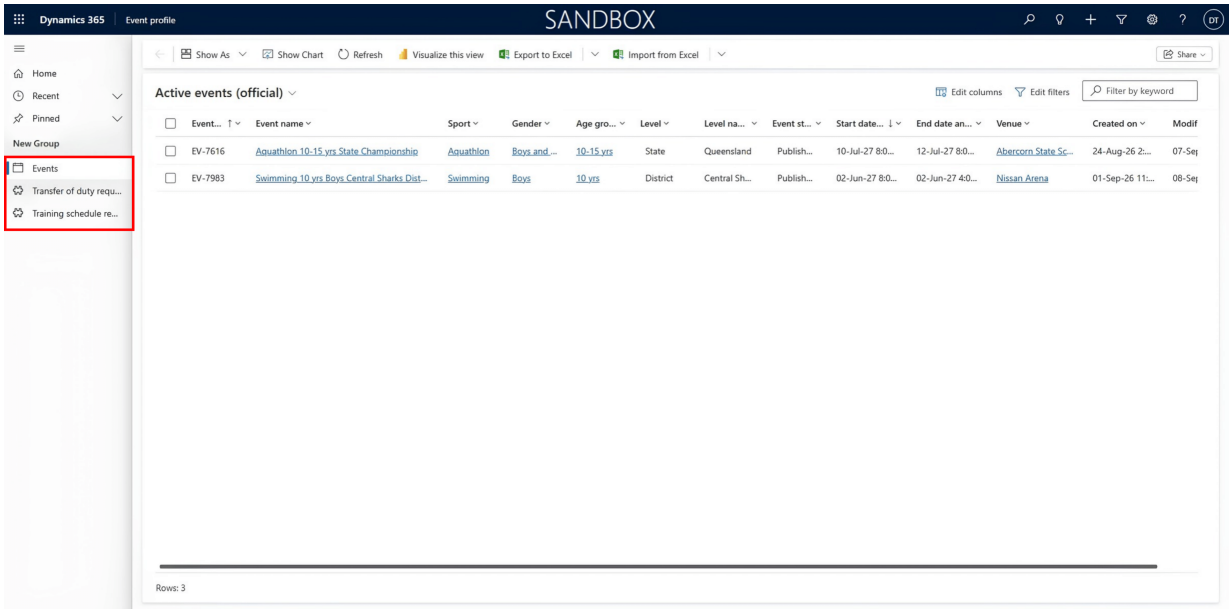
Navigating Event Profile app

The Event Profile app is the primary workspace in QRSS Admin Hub where you can access all event-related information and complete Transfer of Duty activities.

From the Event Profile app, you can:

- **view your assigned events**, including event details and bulletins
- **manage your Transfer of Duty (ToD) requests**
- **view and manage your Transfer of Duty and training schedules**.

Admin Hub > Event profile > navigation

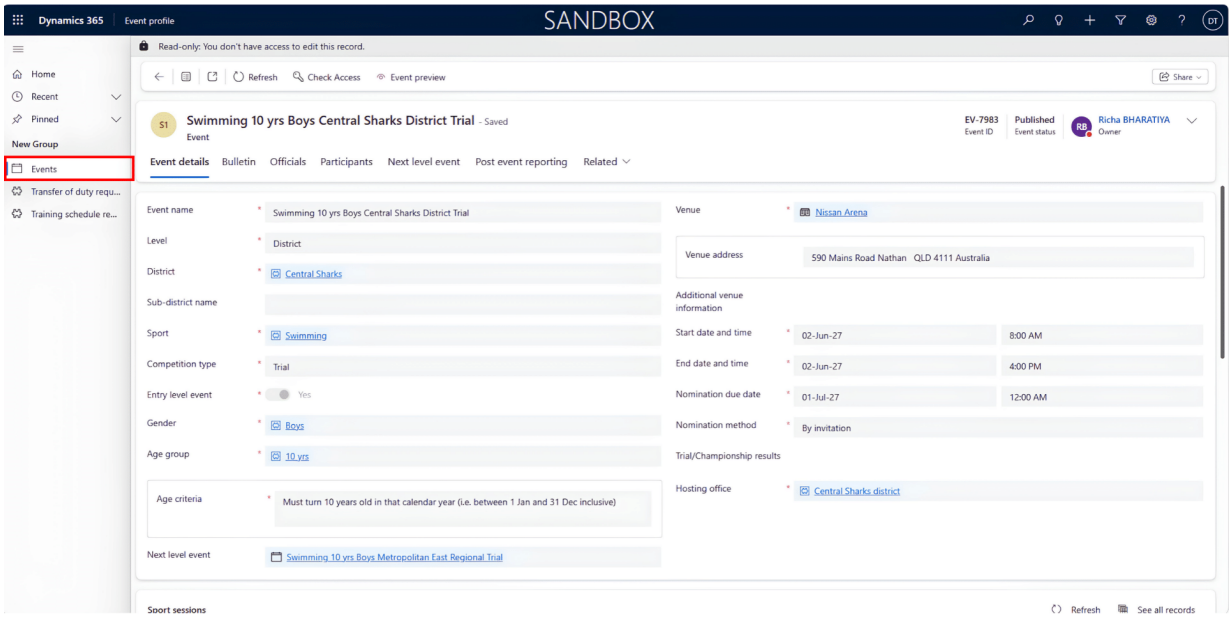


View event details

Events you have been assigned as an Event or Team Official will show on the Events page.

> **Note:** You can only view the event details and bulletin, you can't edit any event information.

▶ *Admin Hub > Event profile > Events*


Dynamics 365
Event profile
SANDBOX
Read-only: You don't have access to edit this record.
Home
Recent
Pinned
New Group
Events
Transfer of duty requ...
Training schedule re...
Refresh
Check Access
Event preview
Share
Swimming 10 yrs Boys Central Sharks District Trial - Saved
Event
EV-7983
Event ID
Published
Event status
Richa BHARATIYA
Owner
Event details
Bulletin
Officials
Participants
Next level event
Post event reporting
Related
Event name
Swimming 10 yrs Boys Central Sharks District Trial
Level
District
District
Central Sharks
Sub-district name
Sport
Swimming
Competition type
Trial
Entry level event
Yes
Gender
Boys
Age group
10 yrs
Age criteria
Must turn 10 years old in that calendar year (i.e. between 1 Jan and 31 Dec inclusive)
Next level event
Swimming 10 yrs Boys Metropolitan East Regional Trial
Venue
Nissan Arena
Venue address
590 Mains Road Nathan QLD 4111 Australia
Additional venue information
Start date and time
02-Jun-27
8:00 AM
End date and time
02-Jun-27
4:00 PM
Nomination due date
01-Jul-27
12:00 AM
Nomination method
By invitation
Trial/Championship results
Hosting office
Central Sharks district
Sport sessions
Refresh
See all records

Transfer of Duty requests

On this page:

[Transfer of Duty requests](#) [Accept a Transfer of Duty invitation](#)
[View active requests](#) [Declining an event](#)

Transfer of Duty requests

The **Transfer of Duty requests** tab allows you to review and take action on your assigned transfer of duty requests. It is the starting point for accepting or rejecting your role as an Event Official or Team Official.

Within this, you will be able to:

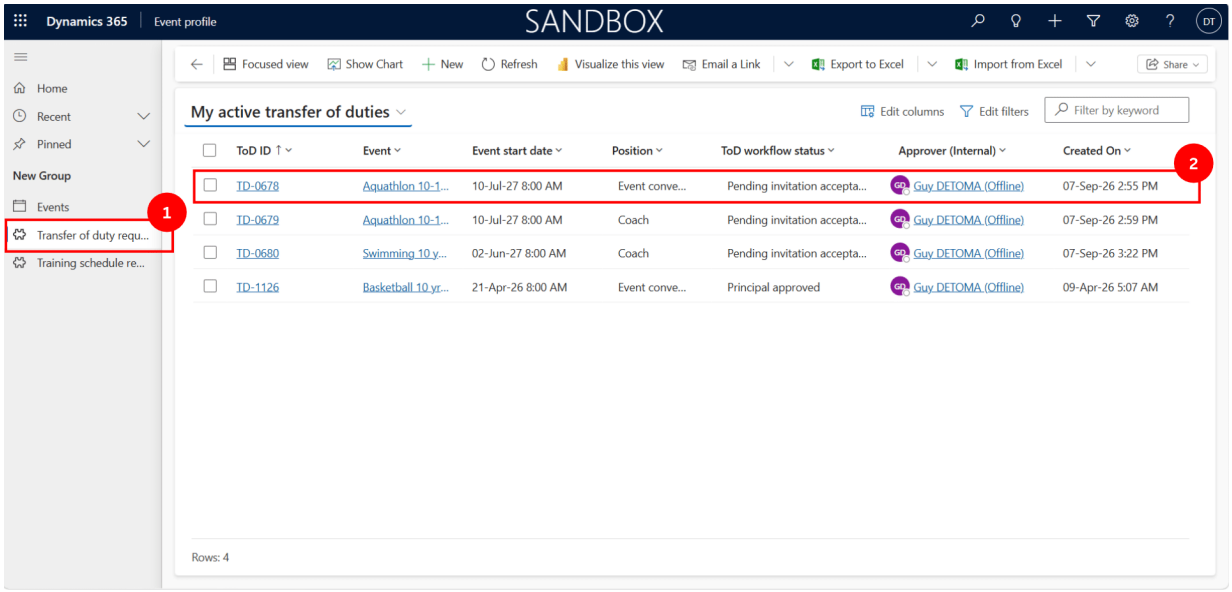
- view all assigned transfer of duty requests
- open a request to review details
- accept or reject the transfer of duty
- complete required staff profile information (if applicable).

View active requests

1. From the left-hand navigation select **Transfer of Duty requests**.

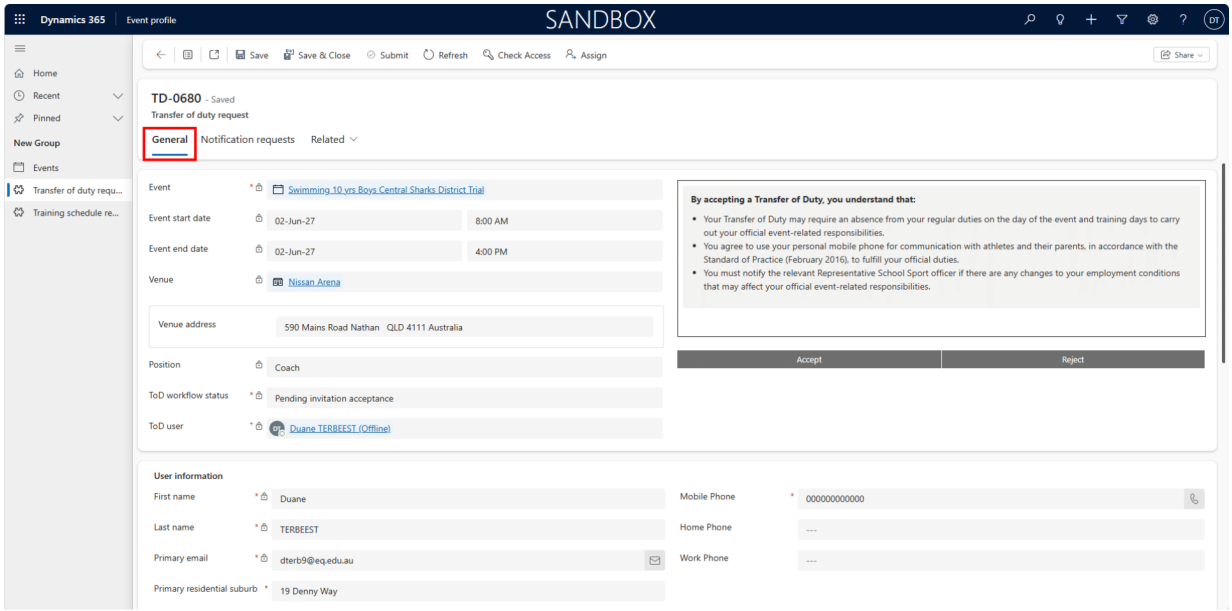
2. Double click on the transfer of duty record to open the request.

▶ *Admin Hub > Event profile > Transfer of duty requests*



The **General tab** is the default section of the Transfer of Duty (ToD) request. It provides an overview of the event and captures key information related to your assignment.

▶ *Admin Hub > Event profile > Transfer of duty requests > General tab*

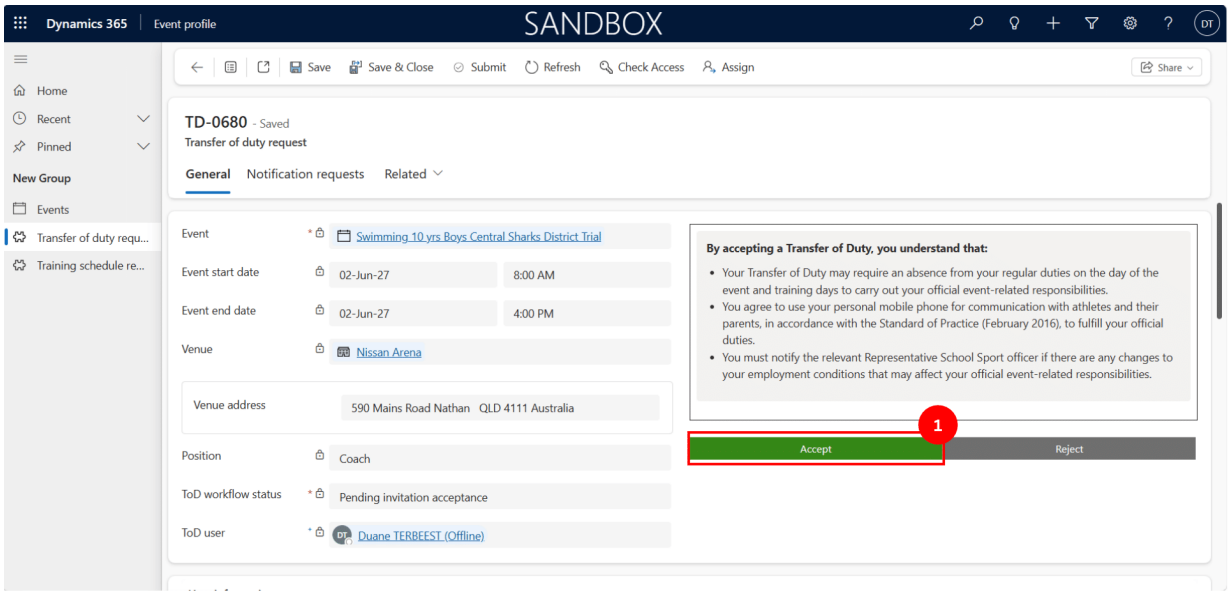


Accept a Transfer of Duty invitation

Accepting a Transfer of Duty (ToD) invitation confirms your availability and consent to participate as an Event or Team Official. Once accepted, you can proceed to complete required details, declarations, and submit the ToD form for approval.

1. Select **Accept** to accept the event invitation.

▶ *Admin Hub > Event profile > Transfer of duty requests > General tab*



If you are a first-time user, additional information will be required upon accepting the Transfer of Duty (ToD).

Once you select **Accept** on the ToD request you will be prompted to complete the User information section.

User information section

The User information section captures essential personal and work-related details required for your assignment.

Please note:

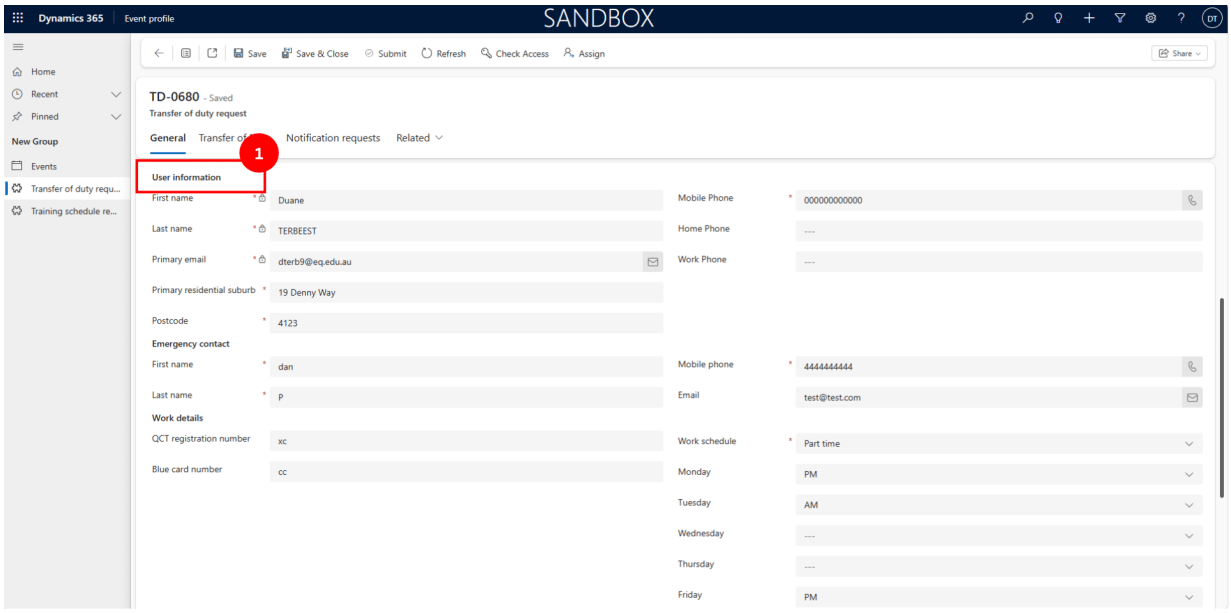
- You cannot edit your username or primary email address.
- Any changes to these details must be handled by an administrator.

You will be required to complete:

- work details
- emergency contact information

Once all the user's information is captured, the Transfer of Duty tab will be visible.

▶ *Admin Hub > Event profile > Transfer of duty requests > General tab*



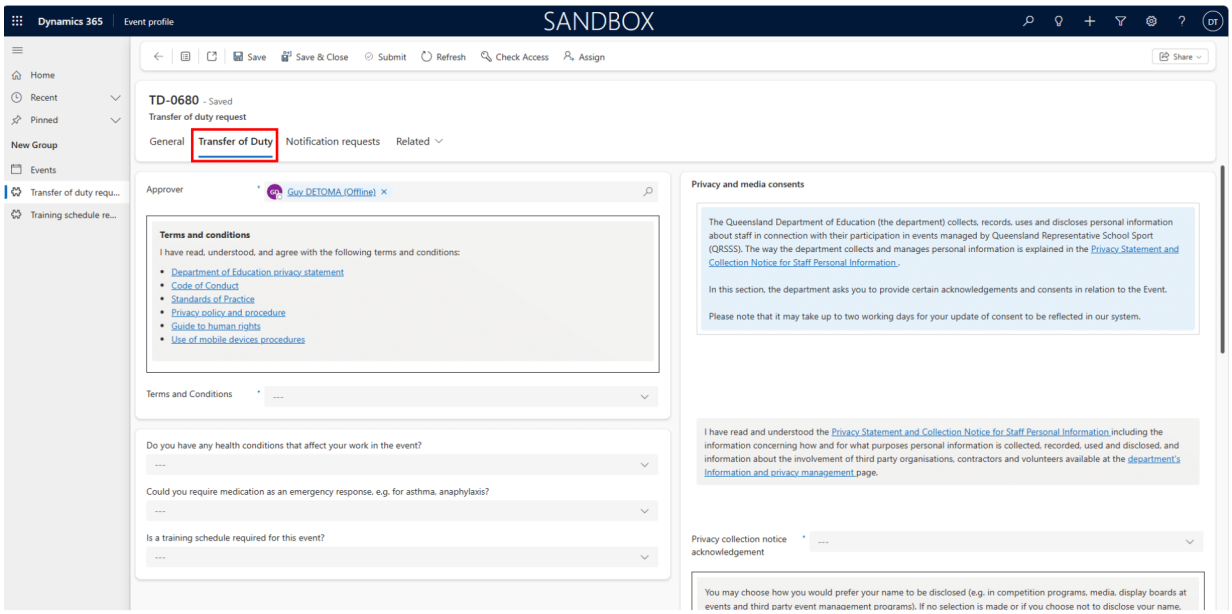
Transfer of Duty tab

The Transfer of Duty tab is a key section where staff complete all the required information to confirm their participation as an Event or Team Official. It captures important declarations and ensures compliance with organisational requirements before the Transfer of Duty is finalised.

Within this tab, you will be able to:

- access the Declaration section
- accept terms and conditions
- provide media consent
- complete all other mandatory declarations
- submit your Transfer of Duty form.

▶ *Admin Hub > Event profile > Transfer of duty requests > Transfer of Duty tab*



*Select each heading to learn more about the sections within the **Transfer of Duty** tab.*

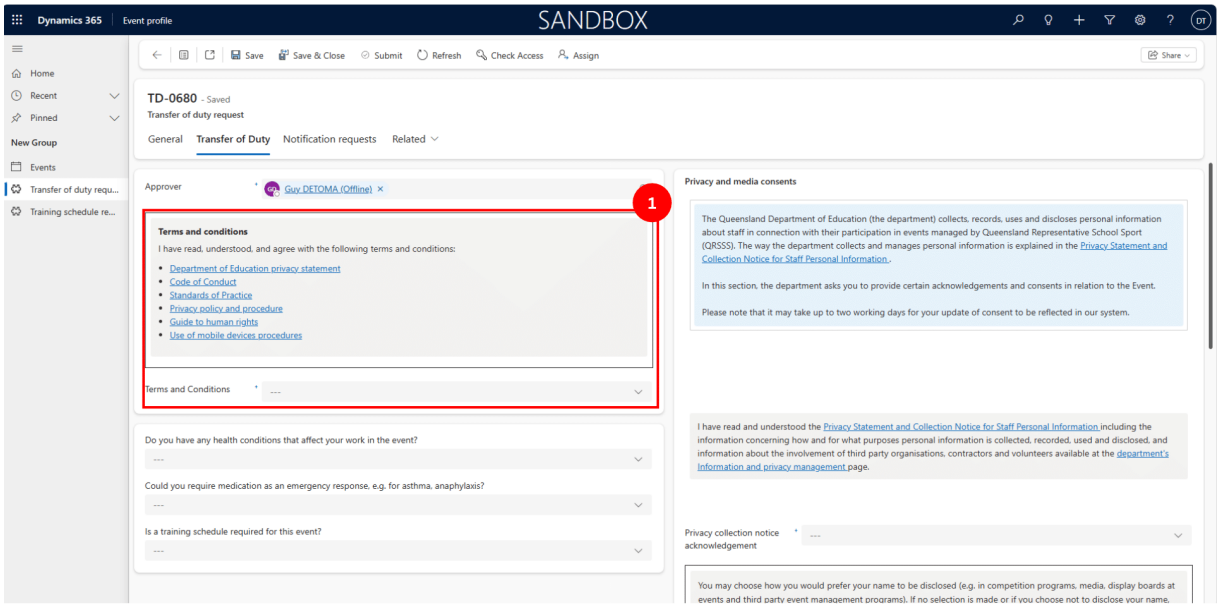
1. Terms and conditions

The Terms and conditions section lists key policy documents such as:

- Department of Education privacy statement
- Code of Conduct
- Standard of Practice
- Privacy policy and procedures
- Guide to human rights
- Use of mobile devices procedures

You are required to:

- carefully read the provided policies
- confirm your agreement before proceeding.



2. Privacy and media consents —

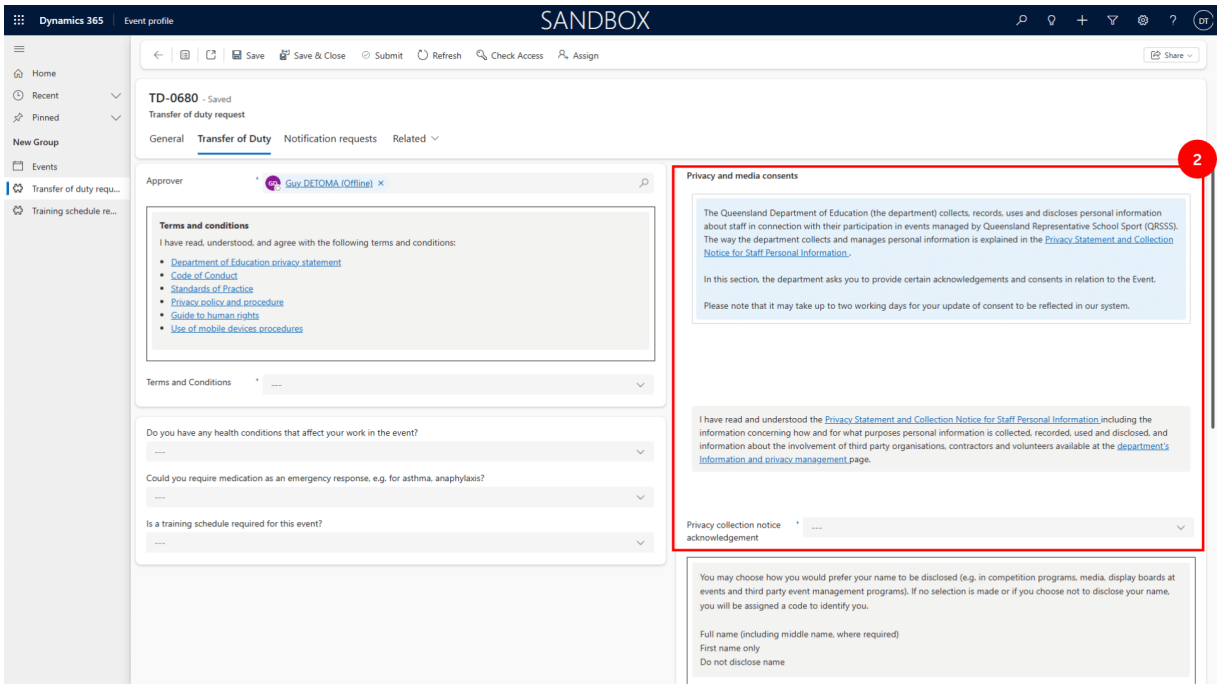
This section explains how your personal information is collected, used, and disclosed.

You must:

- acknowledge the Privacy Statement and Collection Notice
- confirm your understanding of how your data will be managed.

The platform may also request:

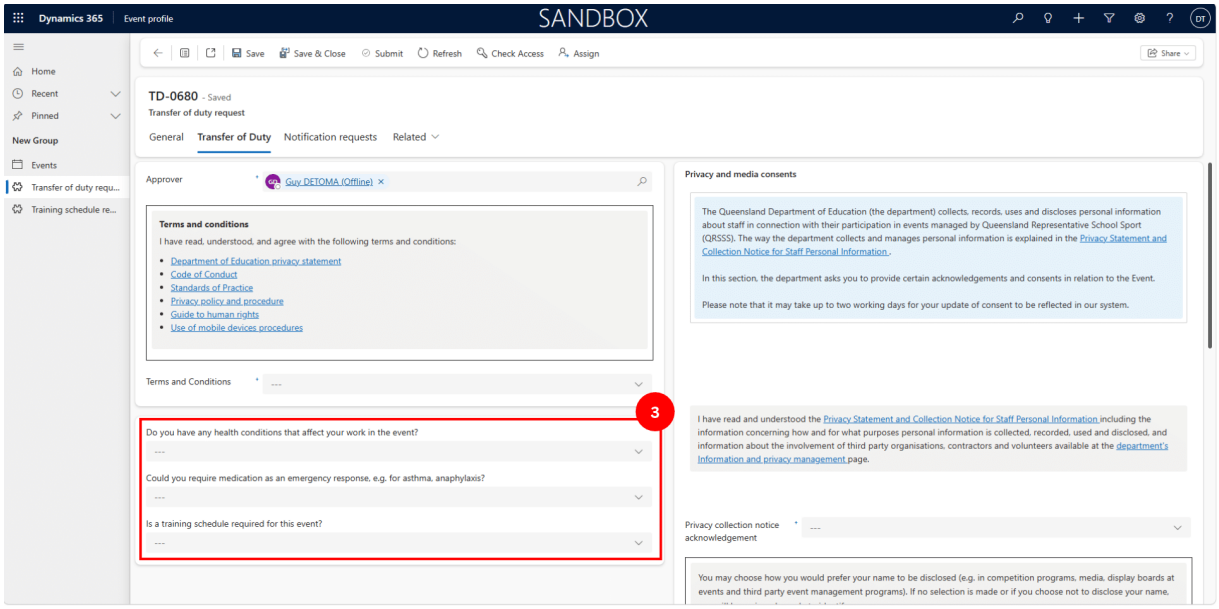
- media consent preferences
- whether your name can be displayed in event-related materials.



3. Additional declarations

You will also be required to respond to the following:

- any health conditions that may affect your participation
- whether you require emergency medical support (e.g. asthma, anaphylaxis)
- confirmation if training is required for the event.



4. Uploading official certifications and supporting documents —

The Upload paper form section allows event officials and administrators to upload supporting documentation required for participation and compliance purposes. Documents uploaded through this section are stored against the individual's record and can be viewed in the Documents grid.

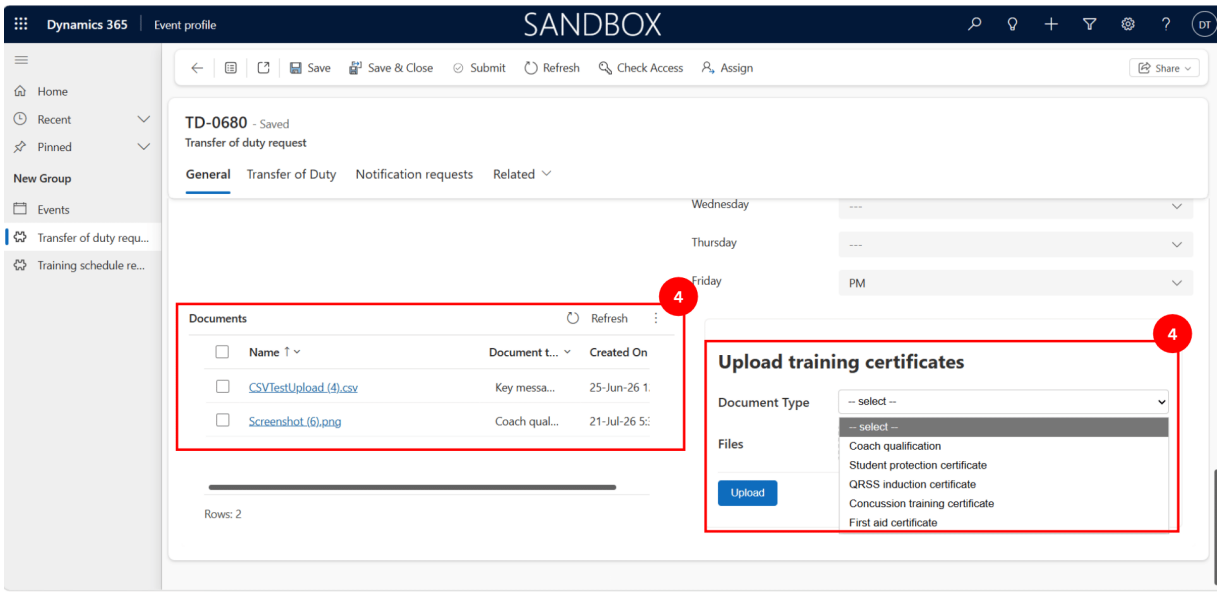
Accessing the Upload paper form section:

1. Open the relevant Transfer of Duty request or Official record.
2. Scroll to the Upload paper form section.
3. Select the appropriate document type from the dropdown list.
4. Browse and attach the required file.
5. Select Upload.
6. The uploaded document will appear in the Documents section once successfully saved.

Available document types

The following document types are currently available:

- Coach qualification
- Student protection certificate
- QRSS induction certificate
- Concussion training certificate
- First aid certificate



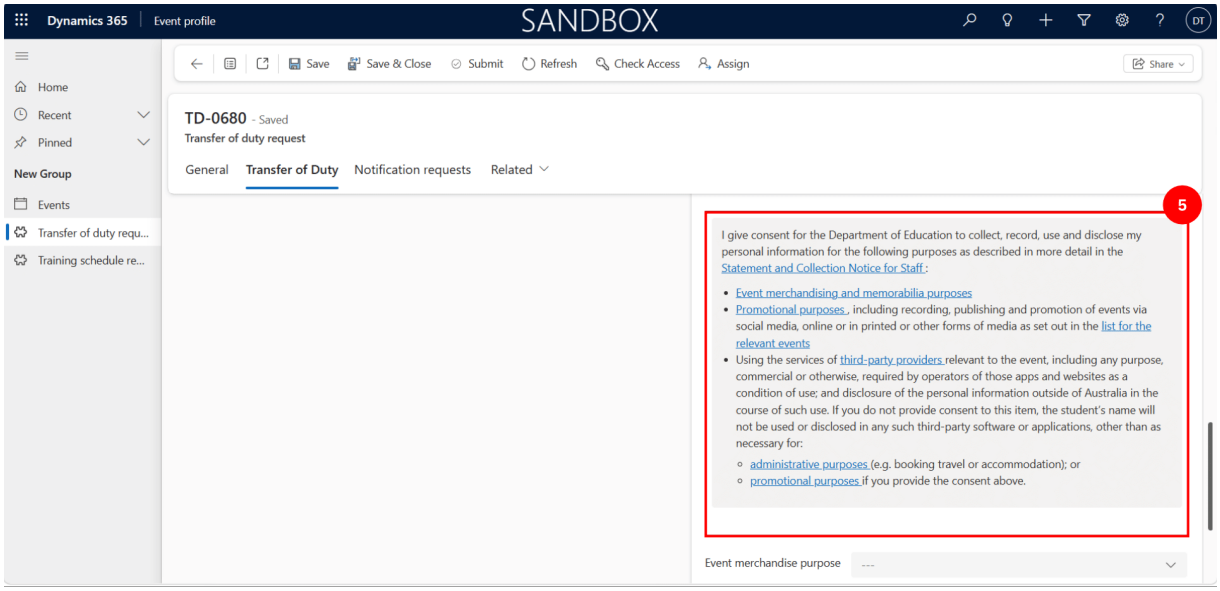
5. Media consent and privacy preferences —

This section within the Transfer of Duty (ToD) tab captures the staff member's consent regarding how personal information may be used in relation to event activities.

Users are required to record their preferences for:

- name disclosure
- usage of personal information for:
    - event merchandise

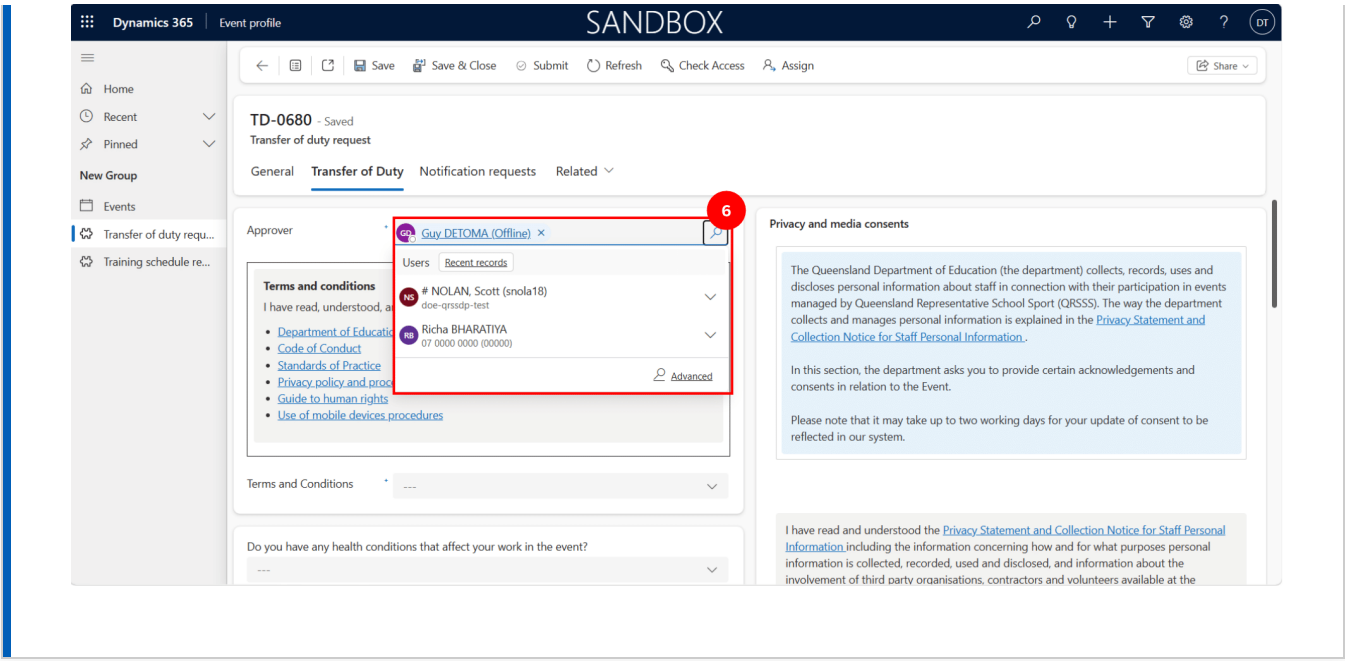
- promotional purposes (e.g. website, social media, print materials)
- third-party services, where applicable.



6. Approver

The Approver is the designated supervisor responsible for reviewing and approving your Transfer of Duty (ToD) application.

- You must select an appropriate approver as part of the submission process.
- In most cases, a default approver will be available based on your assigned school or role.
- If multiple approvers are listed, select the most relevant supervisor (e.g. Principal or delegated authority).



Declining an event

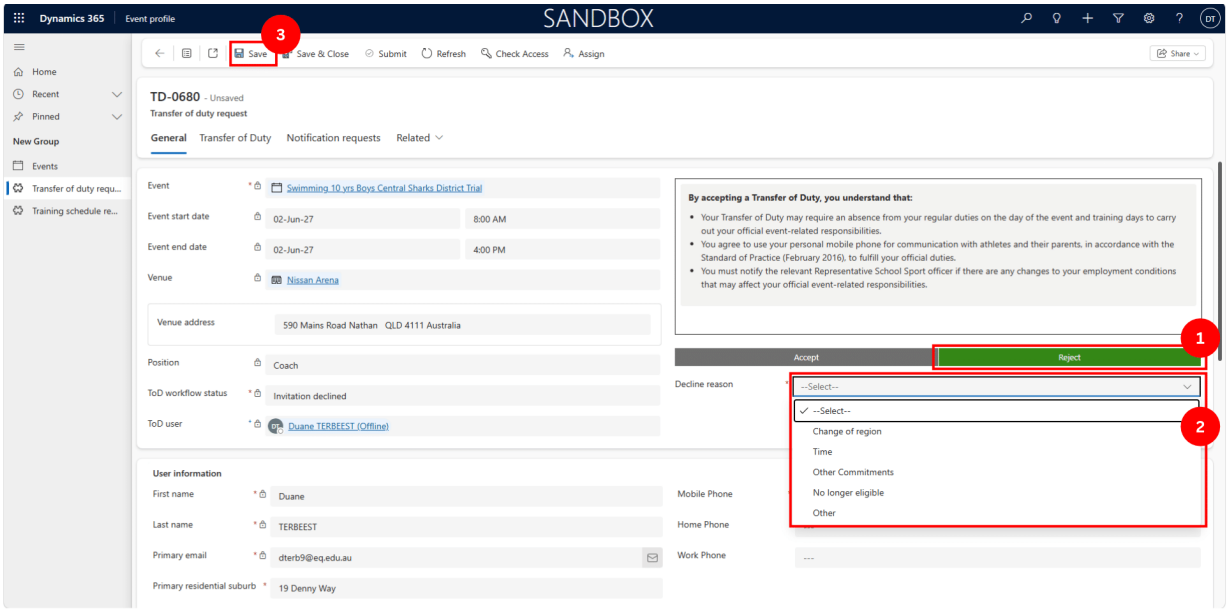
The Transfer of Duty (ToD) process provides the option to decline an assigned event if you are unable to participate.

1. When you select **Reject**, the ToD request will be marked as declined, indicating that you are not available to undertake the assigned role.

2. A **Decline reason** must be selected from the available options (e.g. change of region, time constraints, other commitments, not eligible).

3. The request must then be **saved** to complete the action.

Admin Hub > Event profile > Transfer of duty requests > Transfer of Duty tab


Dynamics 365
Event profile
SANDBOX
Save
Save & Close
Submit
Refresh
Check Access
Assign
Share
Home
Recent
Pinned
New Group
Events
Transfer of duty requ...
Training schedule re...
TD-0680 - Unsaved
Transfer of duty request
General
Transfer of Duty
Notification requests
Related
Event
Swimming 10 yrs Boys Central Sharks District Trial
Event start date
02-Jun-27
8:00 AM
Event end date
02-Jun-27
4:00 PM
Venue
Nissan Arena
Venue address
590 Mains Road Nathan QLD 4111 Australia
Position
Coach
ToD workflow status
Invitation declined
ToD user
Duane TERBEEST (Offline)
By accepting a Transfer of Duty, you understand that:
Your Transfer of Duty may require an absence from your regular duties on the day of the event and training days to carry out your official event-related responsibilities.
You agree to use your personal mobile phone for communication with athletes and their parents, in accordance with the Standard of Practice (February 2016), to fulfill your official duties.
You must notify the relevant Representative School Sport officer if there are any changes to your employment conditions that may affect your official event-related responsibilities.
Accept
Reject
Decline reason
--Select--
--Select--
Change of region
Time
Other Commitments
No longer eligible
Other
User information
First name
Duane
Last name
TERBEEST
Primary email
dterb9@eq.edu.au
Primary residential suburb
19 Denny Way
Mobile Phone
Home Phone
Work Phone
1
2
3

Training schedule requests

On this page:

[Training schedules](#)
[Withdrawing applications](#)
[Resubmitting training schedules](#)
[What if you have multiple roles?](#)

Training schedules

Training schedules are required for specific roles such as Coach, Manager, Trainer, where training sessions are conducted prior to the event and attendance at those sessions is required for that official.

It captures and seeks approval for all planned training sessions related to the assigned event.

- Submission of the training schedule may be completed separately from the transfer of duty.
- Both the transfer of duty and training schedule must be approved before:
    - commencing any training activities
    - participating in the event.

- Each training schedule is directly linked to a corresponding transfer of duty request for the same event.

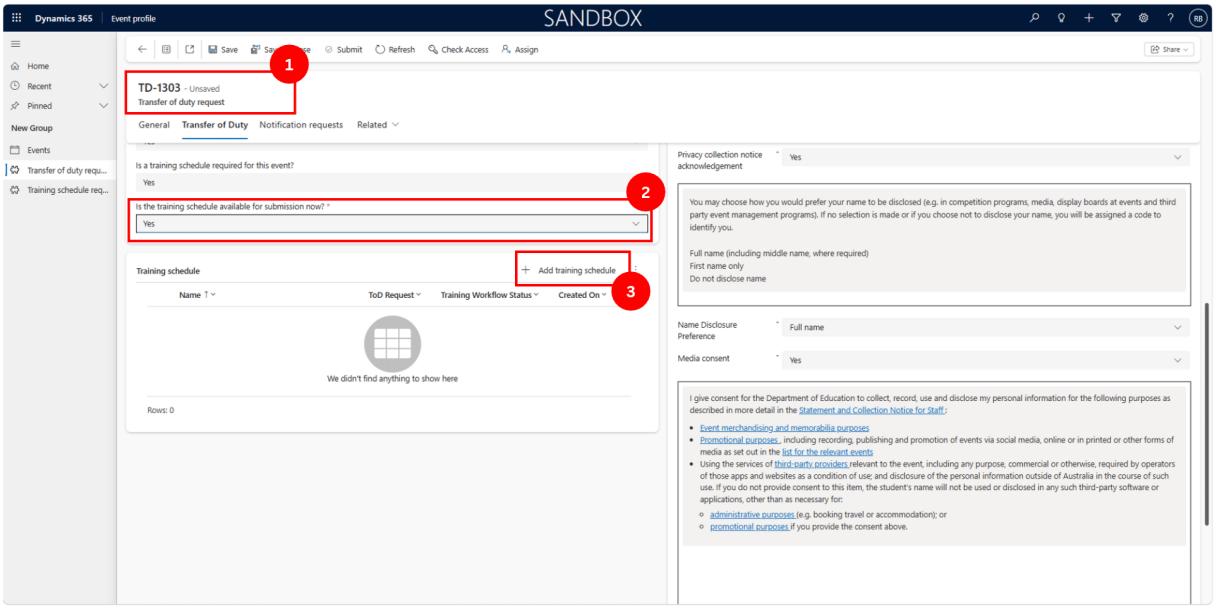
Add a training schedule *during* transfer of duty submission

Select this option when the training schedule details are available during the transfer of duty request submission. This ensures all necessary training information is captured as part of the process.

> **Note:** If the training schedule details are not available when submitting the transfer of duty request, the training schedule can be created later using the + New option from the Training schedule requests area.

Steps 1 – 3: Open the request and add training schedule

1. Open the Transfer of Duty request.
2. Set **Is the training schedule available for submission now?** to **Yes**.
3. In the training schedule section, select **+ Add training schedule**.

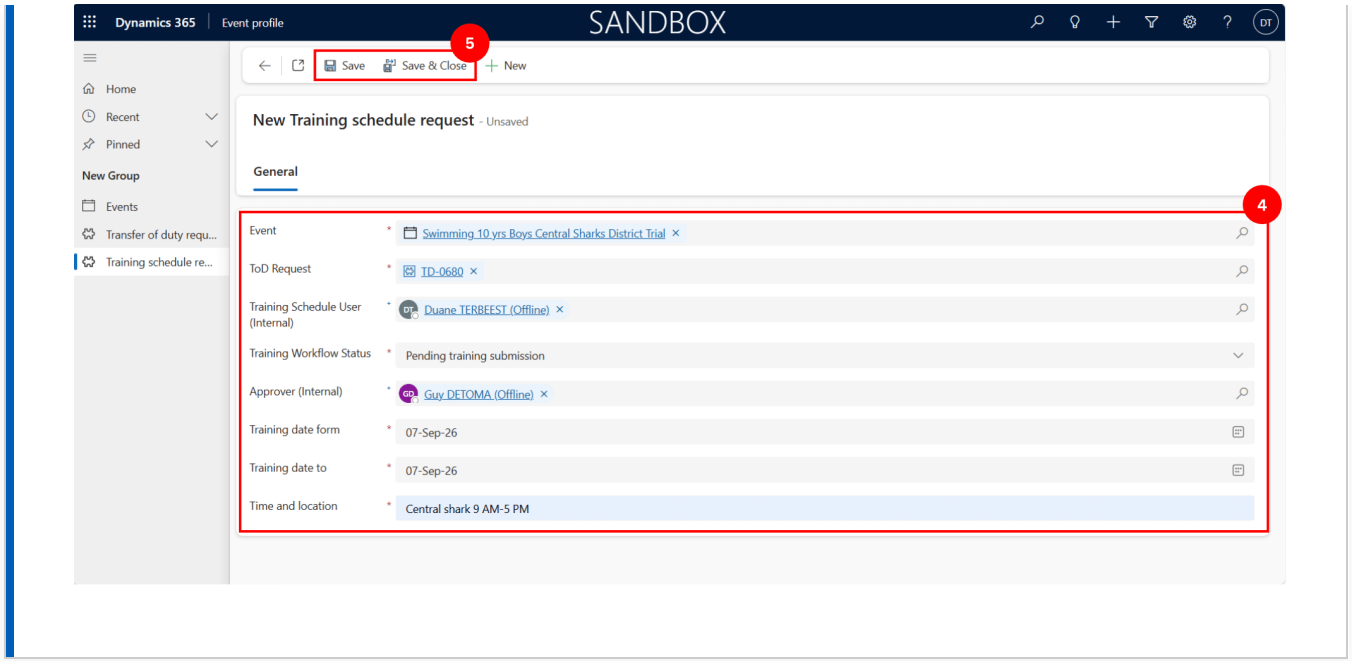


Steps 4 – 5: Complete the training schedule details and save

4. Complete the required training schedule details:

- Training Schedule User
- Approver
- Training date from
- Training date to
- Time and location

5. Save the training schedule record.



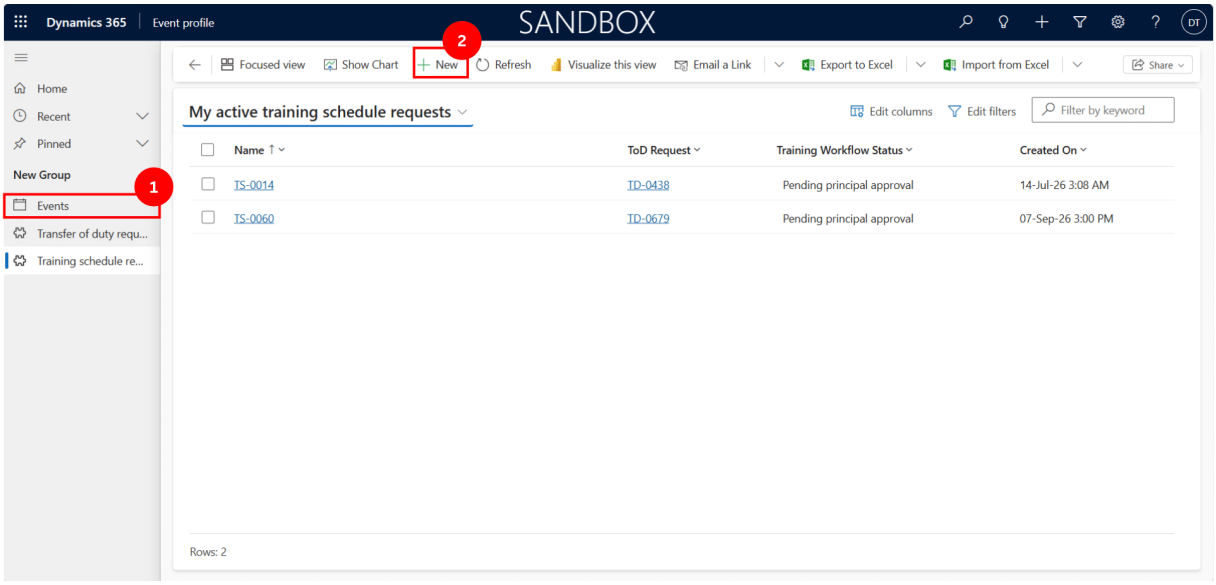
Add a training schedule *after* transfer of duty has been submitted

Select this option if the training schedule details are unavailable during the transfer of duty request submission. Once confirmed, you can create a training schedule request and link it to the existing transfer of duty request.

> **Note:** The training schedule request will be associated with the selected transfer of duty request and will progress through the training schedule workflow independently of the original Transfer of Duty (ToD) submission.

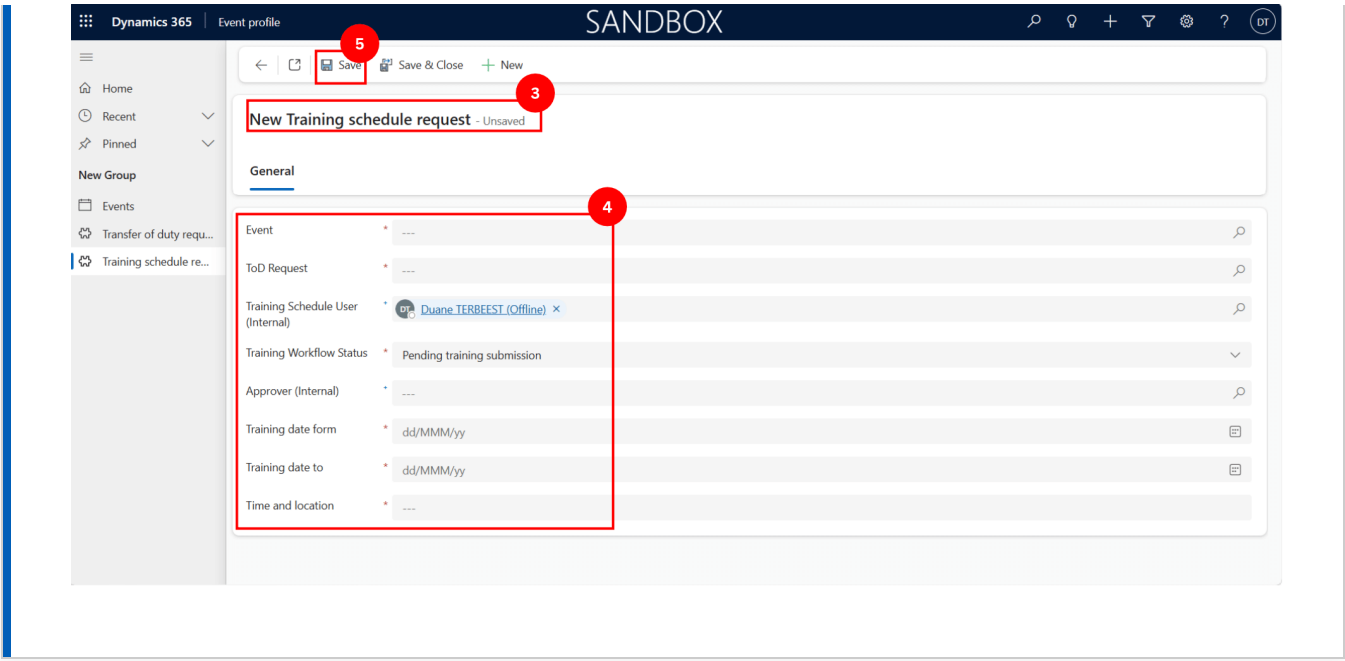
Steps 1 – 2: Create new training schedule request

1. Navigate to **Training schedule requests** from the left navigation menu.
2. Select **+ New**.



Steps 3 – 4: Select event and complete trainings schedule details

3. Select the relevant Event and Transfer of duty request.
4. Complete the required training schedule information.
5. Select **Save** to create the training schedule request.



Resubmitting training schedules

In the case where a training schedule is rejected, you will be notified by email, and can resubmit a modified training schedule after consultation with your approving supervisor.

Where a training schedule has been marked as Principal rejected, open the record and submit a revised training schedule as above.

This will then reset the training schedule to **Pending Principal approval** and the approving supervisor will be notified that the revised training schedule is awaiting review.

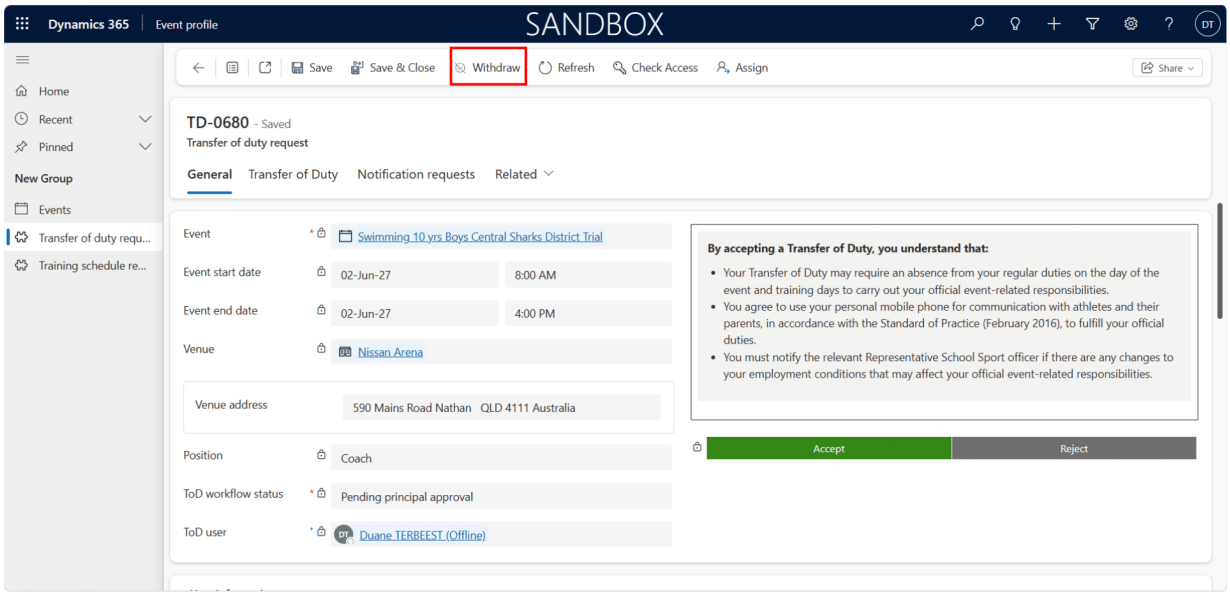
Withdrawing Transfer of Duty/Training schedule applications

You may withdraw a Transfer of Duty (ToD) application, whether approved or not, by selecting **withdraw** on the Transfer of Duty request.

Being withdrawn from an event by a Sport Officer

You may also be withdrawn from an event by a Sport Officer. In this case, no action is required from yourself, and the event will automatically be removed from the list of events.

▶ *Admin Hub > Event profile > Events > New Event details*



What if you have multiple roles?

A separate Transfer of Duty (ToD) and Training schedule must be submitted for each role undertaken, regardless of whether the roles are performed at the same event or across linked events.

> **Note:** Submit one ToD and one Training schedule per role, per event. Multiple roles require separate submissions.

Examples:

- If you are the Event Convenor for a District Trial and the Coach for a Regional Trial, submit 2 ToDs and 2 Training schedules—one for each role.
- If you are both the Event Convenor and Team Manager at the same Regional Trial, submit 2 ToDs and 2 Training schedules—one for each role.

Need help?

Contact information

For assistance with the QRSS Admin Hub, please contact:

qrss.digital.platform@qed.qld.gov.au

Next steps

Please return to QLearn to complete the feedback survey.

EXIT COURSE

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