Providing Your School Logo

1. **Select 'Logo'**
   Select 'Logo' from the side menu to display the data entry screen.

2. **Locate and Attach Your School Logo**
   To commence click the `Add/Edit File` button to locate your school logo. This will allow you to add a new logo, or edit your existing.

   A new screen will appear allowing you to locate and select your logo. The school logo can be provided in a **JPG, GIF,** or **PNG** file format.
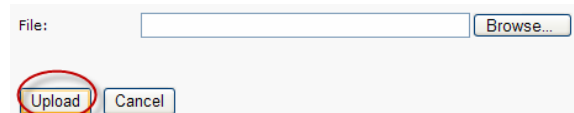
   An existing logo can be replaced by attaching a 'new' logo, or removed by clicking on the ✖ to the right of the logo.

3. **Crop Your Logo**
   To modify the display of your logo, a cropping feature is provided. You can select a crop region, or retain the existing image, then press 'Save'. This will provide a view of the logo before submission.   To make further changes, click the `Add/Edit File` button.

4. **Submit Your School Logo**
   Your 'saved' logo can be submitted by clicking the `School Submission` button.

   After successful submission the 'status' of your submission will change to 'Pending Approval'. Should you not wish to proceed click the `School Withdrawal` button to achieve a 'Returned' status. To re-submit your logo please refer to 'Returned' in the **Additional Detail** shown below.
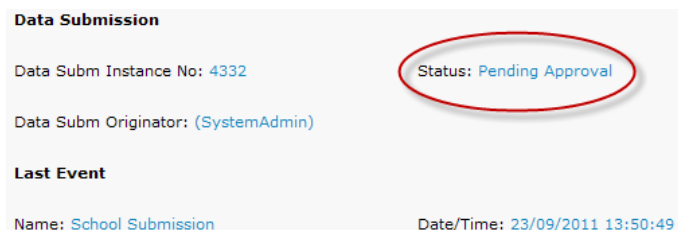
5. **School Logo Approval**
   On achieving a `Status: Loaded` your logo has been approved and will be displayed in Schools Online.

Additional Detail
During the submission and approval process the status will change. The various status types are explained below.
- 'Pending Approval' – while in this status it is possible to withdraw a submission awaiting approval. By clicking on the `School Withdrawal` button the submission will establish a 'Returned' status and once again allow you to make the changes necessary before re-submission.
- 'Returned' – to achieve this status the submission has either been 'withdrawn by the school' or 'returned by the approver' with reasons. A new file can be uploaded and then re-submitted by clicking the `School Submission` button. Should you wish to cease the current submission and commence a 'new process click the `New Data Submission` button. This will copy the file in readiness for update and then re-submission.
- 'Approved' – it is not possible for the school to perform any action while in this status. This status occurs immediately after approval and will be changed to 'Loaded' when the logo is published in Schools Online (usually the next day).
- 'Loaded' – to update your logo after it has been published in 'Schools Online', first click the `New Data Submission` button. Repeat the process of attaching a 'new' logo. The 'new' logo will override that which is currently stored.

The Regional Office is <u>not</u> involved in the approval process for School Logo's.   You will receive an email notification after your school logo has been published in 'Schools Online'.