## **CSNSWSport REGISTRATION**

Each competitor MUST complete the **CSNSW Sport REGISTRATION which is to be completed by FRIDAY 19th March, 2021. Registrations via the CSNSW Sports Portal are critical for future communication to parents about this event following COVID-19 protocols.**

Please refer to the below steps to successfully register your child and to find out specific trial information via the CSNSW Sport portal (i.e. venue, timings, uniform, travel information, code of conduct, etc) and to make payment for levy and uniform.

## **SETTING UP AN ACCOUNT**

*If you have NOT previously had an account, you will need to set one up so you can register your child.*

1. Go to **www.csnsw.sport**

2. Click on **Register** which is located in the blue box on the top right hand side of the page

3. Click on **Setup Parent Account**

4. Complete all the fields and click on **Create Account**. You will receive a confirmation email.



## **HAVING TROUBLE**

If you are having trouble or need assistance throughout the registration process, click on the **Get Help** button on the bottom right of screen.

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## **ADDING A CHILD**

1. Click on **Add Child**

2. Complete all fields. Click **NEXT**

3. Complete all fields on the next page and click on **Add Child**

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## **REGISTER FOR A SPORT**

1. Scroll to your child’s profile

2. Click on **Register for a sport**

3. Select the Sport under the **Available Sport Registration** heading

i.e. **NSWCCC** - **Swimming**

4. Click **Next** on ‘Registration Details’ section

5. Review your child’s details and if they are correct tick the “**Acknowledgement**” box and click **Next**

## **SPORT SPECIFIC DETAILS**

1. Refer to each section i.e. Event information, Contact Information, Uniform, Travel Information, Code of Conduct and other information

2. Preferred playing positions and representative experience, **enter N/A** and click **Next**

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## **CONSENT TO PARTICIPATE**

1. Complete all the fields and click on **Next**

## **ADD TO CART**

1. Make levy payment of $40 by clicking on **Checkout**

2. Enter email address and click on **Checkout**

3. Enter **billing** address details and click on **Go to Payment**

4. Select payment method, either **Credit/Debit Card** or **UnionPay** SecurePay > enter details > click on the **Pay Now**

5. If successful, your screen will show - Thank you for your order.

## **PRINCIPAL APPROVAL**

* Registration for the Diocesan Swimming Carnival requires the principal's approval (and have the full support of your school sport coordinator). Parents submitting a registration do not have approval until the principal confirms they approve the registration. Students arriving at the carnival without principal consent (approving the registration) will not be able to participate. Parents can check the status of their submitted registration by logging into their CSNSW Sport account at link [**www.csnsw.sport**](http://www.csnsw.sport) and refer to the **Parent Dashboard** section and looking for a green tick with **registration complete and approved**.

**Any questions/queries are to be directed to your school sport coordinator in the first instance or contact Chris Anschau by email –** [**canschau@parra.catholic.edu.au**](mailto:canschau@parra.catholic.edu.au)