

## NSWCCC REGISTRATIONS

[www.csss.nsw.edu.au](http://www.csss.nsw.edu.au)



### CSSS (including Diocesan) Registration Process

In order to participate in ALL NSWCCC selection trials, you must register online, via this process.

Please use the HELP button to assist this process. Please note there are four steps to the website process:

1. Setting up a Parent Account (this only needs to be done once)
2. Adding your child to the Parent Account (this only needs to be done once)
3. Registering for a sport (this needs to be done for each sport every year).
4. Once you have registered and submitted your child will need to be progressed from Diocesan to CCC level by you school sport coordinator then me. **You will then need to complete the registration and find all the information you need for this event. If you haven't indicated your travel/accommodation options or indicated shirt order or payment details, you have NOT completed registration for your child for this event.**

Some helpful **tips before beginning**:

#### PRIMARY CHILD MOVING TO SECONDARY SCHOOL

- Please note the following: You must keep the same account details; however, you need to ensure that you change your child's SCHOOL details (e.g. St Augustine's Primary School, Coffs Harbour TO St John Paul College, Coffs Harbour).
- If your child has started high school/college and already has an account, LOGIN using your username (email address) and password. There is no need to set up a new account, use the login details that you set up for NSWCCPS.
- To change your child's school details, LOGIN. Click on ACCOUNT OPTIONS and go to EDIT MY DETAILS.

#### CREATING A LOGIN:

- If you have not used the website, you will need to create a Log In
- Go to [www.csss.nsw.edu.au/nswccc-home.aspx](http://www.csss.nsw.edu.au/nswccc-home.aspx)
- Click **HELP**
- Click on **I am a Parent/ Guardian for a student**
- Click on **Secondary student (NSWCCC)**
- Click on **How do I get a login for the website?**
- Scroll down to the information: *If you don't have a login*
- Click on **Click here to get a new account** and login.

Complete the page titled **Parents Register Here** and click Register after you have completed all fields:

- You will now need to check your email account for the password and the login. You will receive a computer generated text and email with your password (you may need to check your Junk Mail/Spam if you don't receive an email)
- If you wish to change your password, go to my account and **Edit my Details**. Here you can change your password and add other children (Please note that your child will stay in the system and will go

up an age group each year. The only time a parent will need to edit their child's details is if your child changes schools. Each year we roll the system over to progress them to their next school year

- Always remember to click **Save your details** button on the bottom of the page
- NOW YOU ARE READY TO REGISTER YOUR CHILD TO A SPORT
- Login to your account
- Go to NSWCCC homepage
- Go to the Sports link: [Cross Country](#)
- Click on [Register](#)
- Click on the team you wish to register for (it is a hyperlink)
  
- Follow the prompts to register
- Click on Register [Expression of Interest](#) for this sport to complete your registration
- **Important:** When entering your son or daughter's school, be sure you find the exact school name from the drop box (start typing your child's school or town/suburb until the correct school name appears, then click on that).
- Once you have successfully completed the Expression of Interest, your diocese will be notified (as will your school sports coordinator and principal).
- The school, then the diocese, will progress your son/daughter to the next level (which also requires school approval). You will receive an email after each progression – please follow instructions provided in each.
- **It is then that you will have full CCC event information AND be able to complete diocesan payment and uniform details.**
- To do this, log in again to find your son/daughter's registration details and scroll down to find the link to complete the registration (payment and uniform details). **Don't forget to "Continue" through ALL Screens and click on [Update Registration](#)**

**PLEASE NOTE: You will be unable to register if the closing date has passed.  
Closing date for Cross Country for the Lismore Diocese is strictly Friday, 27<sup>th</sup> May.  
(the CSSS Website might have a different date to this).**