



PARENTS / GUARDIANS Steps to Completing A Sports Registration for Polding or MacKillop Trials

The Parent or Guardian **MUST** set up the **FAMILY ACCOUNT** using the parent/guardian e-mail address. (No student e-mail addresses to be used)

This e-mail address & account will be used for sport information and consent – making it a legal document.

Log in details must not be shared with others.

ONE ACCOUNT per family – multiple children can be added.

STEP ONE

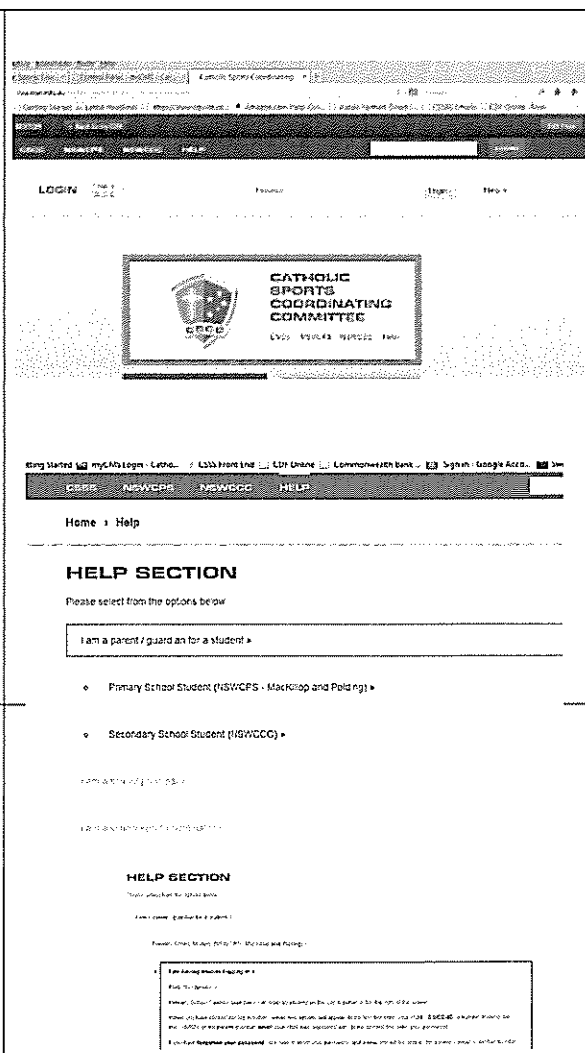
- Before you register for a sport, you must have a CSSS Account.

IF YOU HAVE AN ACCOUNT GO TO STEP 2

DO NOT CREATE ANOTHER ACCOUNT

- To create an account, go to www.csss.nsw.edu.au, go to HELP and follow the prompts to HOW DO I GET A LOGIN FOR THE WEBSITE – then click on CLICK HERE TO GET A NEW ACCOUNT & LOG IN. (When entering the school – use the suburb to locate school in drop down box)
- If you did NOT receive an alert via e-mail or SMS with your password when you set up your account, go to HELP and follow the prompts to **“RESET YOUR PASSWORD”**. Your password will be sent to you via e-mail & SMS.
DO NOT CREATE A NEW ACCOUNT IF YOU ALREADY HAVE ONE.

- IF you have lost, forgotten or unsure of your password go to HELP and follow the prompts to **“RESET YOUR PASSWORD”**. Your password will be sent to you via e-mail & SMS.
- If you did NOT receive an alert via e-mail or SMS with your password when you set up your account, go to HELP and follow the prompts to **“RESET YOUR PASSWORD”**. Your password will be sent to you via e-mail & SMS.



• Once an account is set up and you are logged in, CLICK on NSWSCPS

• Choose the sport you wish to register for.

• Then click on REGISTER tab.

• Complete the registration details– then complete the form which will appear.

• Ensure you click on SUBMIT

The screenshot shows the NSWSCPS website interface. At the top, there is a navigation menu with options like 'Home', 'About NSWSCPS', 'Contact Us', 'News', 'Contact Us', 'Archive', 'NSWCP's Activities (Girls & Boys)', and 'NSW Sports Opportunities'. Below this is a grid of sports categories including AFL, Cricket - Girls, Golf, Rugby League, Tennis - Boys, Australian Football - Boys, Cricket - Country, Hockey - Boys, Table Tennis - Boys, Tennis - Boys, Basketball - Boys, Diving, Hockey - Girls, Softball - Girls, Netball - Girls, Football - Boys, Football - Girls, and Rugby. A breadcrumb trail at the top of the main content area reads 'Home > NSWSCPS > Basketball - Boys > Register'. The main heading is 'BASKETBALL - BOYS REGISTER'. Under 'REGISTRATIONS', there are two links: 'Basketball - Boys - Polding (2016)' and 'Basketball - Boys Mackillop (2016)'. A 'CLOSE DATE' section states: 'Applications for this competition close on Friday, 5th February 2016. You have less than 1 day to submit'. The 'REGISTRATION' section lists eligibility requirements: 'DOB: 1 January 2003 to 1 January 2009', 'School Years: 2 to 6', 'Gender: Male', and a list of dioceses/associations including Armidale, Bathurst, Broken Bay, Canberra, Goulburn, Catholic Girls Secondary Sports Association, Lismore, Maitland, Newcastle, Metropolitan Catholic Colleges, Metropolitan Catholic Sydney Catholic Colleges, Wagga Wagga, Wicanna, Forbes, Wollongong. It also mentions 'Registration Fee: TBD' and 'All appropriate fees must be paid and principal approval must be obtained before attending any'. A dropdown menu shows 'Select student: James Miranda' with a 'Check my children's details are up to date' link. Below this, it says '* Please check your child's details are up to date' and provides fields for 'Update child's details >', 'First Name: James', 'Surname: Miranda', 'Gender: Male', and 'DOB: 16 November 2004'.