

PARENTS

SETTING UP AN ACCOUNT

If you had an account on the previous website (www.csss.nsw.edu.au), you would have received an email requesting you to go to the new portal to update your details.

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 at the top right hand side of the page.
3. Click on **Setup Parent Account**
4. Complete all fields and click on **Create Account**. You will receive a confirmation email once this is completed.

ADDING A CHILD

1. Click on **Add Child**
2. Complete all fields and click **Next**
3. Complete all field on this page and click **Add Child**

REGISTER FOR A SPORT

1. Scroll to your child's name
2. Click on **Register for a Sport**
3. Select the Sport
4. Click **Next**
5. Review your child's details and if they are correct **Tick** the "**Acknowledgment Box**" and click **Next**
6. Sport specific Details - Review all the event information and click **Next**
7. Consent to Participate - Complete all the fields and click on **Next**

PROGRESSION TO NEXT LEVEL

Once you have been selected for the next level, you will receive an email to login to your account.

1. Scroll to your child's profile and there will be a box in red "**Confirmed Selection**". Click on box
2. Review your child's details and if correct **Tick** the "**Acknowledge Box**" and click Next
3. Sport Specific Details - Review all the event information and click **Next**
4. Consent to participate - Complete all the fields and click on **Finish**
5. Add to Cart - Levy and uniform will be displayed (If applicable).
6. Follow the prompts and click on **Checkout**
7. Complete payment