

## PARENTS

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### SETTING UP AN ACCOUNT

If you had an account on the previous website ([www.csss.nsw.edu.au](http://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 account, you will need to set one up so you can register your child.

1. Go to [www.csnsw.sport](http://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.

### 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**

### REGISTER FOR A SPORT

1. Scroll to your child's profile
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 "Acknowledgement" 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

### PROGRESSION TO NEXT LEVEL

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

1. Scroll to the child's profile and there will be a box in red "**Confirm Selection**". Click on the box.
2. Review your child's details and if they are correct **tick** the "Acknowledgement" 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)  
Follow the prompts and click on **Checkout**
6. This will take you to the payment options. Complete payment.