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.

<table>
<thead>
<tr>
<th>Before you register/enter you ticket number for a sport, you must have a CSSS Account.</th>
<th>IF YOU HAVE AN ACCOUNT GO TO STEP 2</th>
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</thead>
<tbody>
<tr>
<td>IF YOU HAVE AN ACCOUNT GO TO STEP 2</td>
<td>To create an account, go to <a href="http://www.csss.nsw.edu.au">www.csss.nsw.edu.au</a>, 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 &amp; LOG IN. (When entering the school – use the suburb to locate school in drop down box)</td>
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<tr>
<td>DO NOT CREATE A NEW ACCOUNT IF YOU ALREADY HAVE ONE.</td>
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<tr>
<td>If you already have an account, Go to <a href="http://www.csss.nsw.edu.au">www.csss.nsw.edu.au</a>, click on LOGIN. If you have an account but have cannot remember the e-mail address used or your child’s CSSS-ID - , go to HELP and follow the prompts to HOW DO I GET A LOGIN FOR THE WEBSITE – then click on CLICK HERE IF YOU HAVE FORGOTTEN YOUR CHILD’S CSSS-ID</td>
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<tr>
<td>Type in your e-mail address – the one you used to register your child with. Type in your password.</td>
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- 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 NSWCPS

- Choose the sport you wish to register for.
- Then click on REGISTER tab.
- Click on the hyperlink for your Association
- Your child’s name should appear. Follow the questions
- Ensure you click on SUBMIT

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<tr>
<th>SELECTED FOR A MACKILLOP OR POLDING TEAM?</th>
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- Once selected for Polding or MacKillop all consent, levy payment and uniform purchases must be completed online
- Log into your account [www.csss.nsw.edu.au](http://www.csss.nsw.edu.au) using your

- Go to ACCOUNT OPTIONS

- Scroll down to your child’s name. Click on VIEW CHILD’S PROFILE. Scroll down to see carnival information. At the top right corner of the information is a PRINT button to make copies. Please note, key information is available through hyperlinks included in the information.

- Please use EDIT MY CHILD’S DETAILS to update. You MUST put medical details in.
- To pay the levy and purchase uniform:
  - Go to PURCHASES & PAYMENT – the player levy should appear there.
  - Click on MY CART, then click on UNIFORMS & MERCHANDISE hyperlink.
  - **You must order playing uniform here**, you may wish to order optional uniform – scroll down. Ensure you choose method of payment then click on Submit.

- Please note: OPTIONAL UNIFORMS will be posted out.

- Payments are manually reconciled on line and will not automatically reflect payment made.

- You can check on your login page as to whether your Principal has given consent or the status of your account.