

PARENTS

SETTING UP AN ACCOUNT

If you had an account on the previous website (www.csss.nsw.edu.au) type in the new website login address <https://csnsw.sport/cmlogin.aspx>. Once you are on this page click on 'Forgotten Password', enter your email address and a link to reset your password will be emailed to you.

If you have **NOT** previously had an account you will be required to set one up to be enabled to register your child for both Canberra Goulburn AND NSWCCC/CPS sporting events and trials.

1. Type in the website address 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 of 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 then click on **Add Child**

REGISTER FOR A SPORT

1. Once logged in scroll to your child's **Profile**
 2. Click on **Register for a Sport**
 3. Select the Sport you are registering for from '**Available Sport Registration**' - **This will be the registration process for Canberra Goulburn Trials/ Championships/Carnivals**
 4. Click **Next**
 5. Review your child's details and if they are correct tick the '**Acknowledgement**' box then click **Next**
 6. Sport Specific Details—These will display the Diocesan events your child has previously attended. Click **Next**
 7. Consent to Participate—Complete all fields and click on **Finish**
- Once these steps are completed an email will be generated and sent to your school Principal for approval.**

PROGRESSION TO NEXT LEVEL

If your child is selected to Represent Canberra Goulburn at the MacKillop or CCC level the Diocesan Sports Coordinator, Sherree Bush will progress them to the next level. There is no need to re-register

1. You will receive an email to confirm their selection in the Canberra Goulburn team as will your school Principal to approve them for the next level of competition.
2. Login to your CNSWCS Account
3. Scroll to your child's profile where there will be a box in red, '**Confirm Selection**'. Click on the box.
4. **Review** your child's details and if they are correct tick the 'Acknowledgement' box and click **Next**
5. Sport Specific Details—Review all of the information for the MacKillop or CCC event and click **Next**
6. Consent to Participate—Complete all fields and click on **Finish**
7. **Add to Cart**: Levy and uniform will be displayed. (If applicable) Follow the prompts and click on **Checkout**
8. This will take you to the payment options. **Complete payment.**