REGISTERING A TEAM FOR NSW CPS NETBALL CARNIVAL

1. Go to www.csss.nsw.edu.au

If You Already Have A Teacher
   Log In
   GO TO STEP 7

If You Do Not Have A Teacher Registration
   - you will need to set one up – GO TO STEP 2

2. Click on LOGIN

3. Click on the HELP

4. Go to I DON’T HAVE A LOGIN – Staff/Teachers
   - Click on “Register by Clicking Here”

5. Now complete the registration page by filling in your details. Click submit.
6. You will receive an e-mail and/or text with your password. (If you don’t just go back to HELP and reset your password)

7. Now go back and login using your e-mail address & password.

8. Now you must register as the school’s Sport/Netball Coordinator – this must be approved by your Principal.

   Click on “Sports Coordinators”

   Scroll down to “NEW APPLICATION”

   Locate your school on the drop down box. Select the sports you will be coordinating (or Select All)

   Click on SUBMIT

   This will send an e-mail to your Principal confirming your authority. They will be asked to login to their registration page and approve. (See “Principal’s Directions For Website” in Staff Documents.)

NOW THAT YOU ARE REGISTERED AS NETBALL COORDINATOR FOR YOUR SCHOOL – follow the directions to enter your team/s........
9. Now click on “Other Competition School Entries”

10. Click on “REGISTER FOR OTHER COMPETITIONS”

11. Select your school from the drop down box. Then click on “REGISTER”

12. Select your date and division – this will open up for details to be added. It is at this point you can select the number of teams. Contact details must be entered. 

AND you must confirm you will have an umpire.
13. Tick all the confirmation points

14. Then Click “Register For School Competition”

This will generate an invoice and give payment options.

All payments must be made by 7th August 2012.

You can track your entries on the “Other Competitions School Entries” page – you can even check to see if you payment has been received.

Good luck.