

## How to register for this event

There are a couple of differences in this new portal and so we have included this help sheet to step you through your registration.

### Page 1 - Entry Types

You must select the correct age group appropriate to your year of birth and check to confirm you have read and understood the terms of entry. You will not be able to progress to the next screen without making these two selections.

### Page 2 - Information

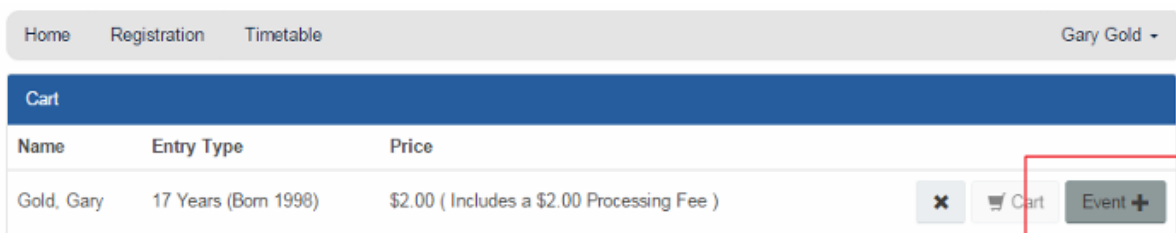
Please enter your personal details for your registration. Your year of birth must match up to that of your chosen Entry type.

### Page 3 - Questions

Here you need to provide the name of the Club or Centre you will be representing.

### Page 4 - Cart

Here you add the events you will be competing in. To add the events click the grey box called Event on the right hand side. See the highlighted area in the image below:



Name	Entry Type	Price	
Gold, Gary	17 Years (Born 1998)	\$2.00 ( Includes a \$2.00 Processing Fee )	<input type="button" value="x"/> <input type="button" value="Cart"/> <input type="button" value="Event +"/>

In the next screen select your age group and events.

### Troubleshooting

- I need to register more than one participants, how do I do this?
  - Complete one registration up to the end of Page 4 – Cart. Then select the “Add Another registration” button situated next to “Pay Now”
- There is an error saying "*The Date of Birth is not valid for this Entry Type*" what does this mean?
  - Your Date of birth must be in the correct year for the entry type selected on page 1 – Entry Types. This error means you have selected to enter the incorrect year for you Date of Birth.
- I can't see how to add my Events
  - To add the events click the grey box called Event on the right hand side. See the highlighted area in the image below:

Home   Registration   Timetable   Gary Gold ▾

Cart

Name	Entry Type	Price	
Gold, Gary	17 Years (Born 1998)	\$2.00 ( Includes a \$2.00 Processing Fee )	<input type="checkbox"/> <input type="checkbox"/> Cart <input type="button" value="Event +"/>

4. I still can't register, what do I do?

A. If you are still having issues please call the ANSW office on 9746 1122 or [info@nswathletics.org.au](mailto:info@nswathletics.org.au)