

REGISTRATIONS - USER GUIDE FOR MEMBERS REGISTERING

Welcome to the new Online Registration System for Members of Newcastle University Sport (NUsport). When NUsport have provided you with the link to an Online Registration form, you will need to follow the following steps to complete your online registration.

REGISTERING A TEAM

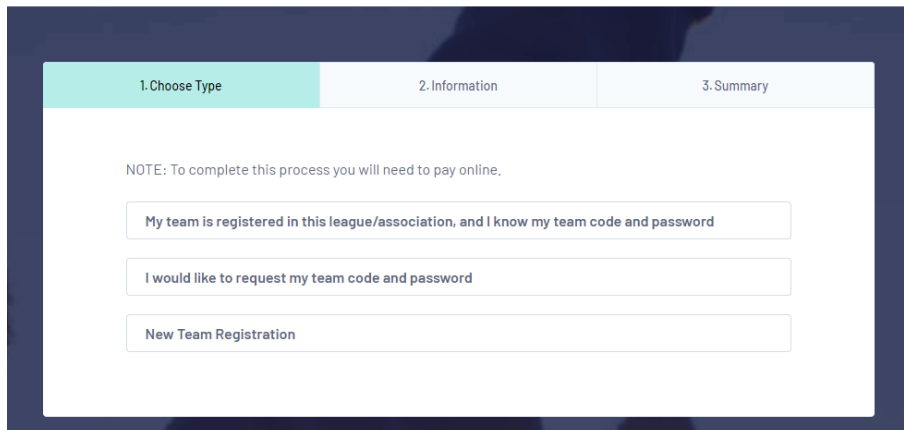
STEP 1: SELECT TEAM REGISTRATION FORM

STEP 2: SELECT A REGISTRATION METHOD

The registration form will provide you with 3 Registration Methods. All teams registering for the first time since joining this online registration process will fall under option 3: New Team Registration

- My Team is registered in this league/association, and I know my team code and password
- I would like to request my team code and password
- New Team Registration.

Newcastle University Sport (NUsport)
TEAM Registration Form



1. Choose Type 2. Information 3. Summary

NOTE: To complete this process you will need to pay online.

My team is registered in this league/association, and I know my team code and password

I would like to request my team code and password

New Team Registration

STEP 2A: REQUEST A PASSWORD RESET

1. To request your team code and password, click 'I would like to request my team code and password'. Here you will be required to enter the details exactly as per your team registration last season. If your team contacts name and email has changed, please contact NUsport for Support.

Team Name:

Contact Name:

Email Address:

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Newcastle University Sport (NUsport)
Head Office: The Forum Sports & Aquatic Centre
130 University Drive, Callaghan NSW 2308

P 02 4921 7001 F 02 4921 7005

www.theforum.org.au ABN 67 096 090 372 ACN 096 090 372

STEP 3: FILL OUT THE RELEVANT INFORMATION ON THE REGISTRATION FORM.

- Competition to join
 - E.g. Tuesday Ladies Netball (These will become unavailable once the competition reaches maximum capacity. If you can't find your selected competition, please don't hesitate to reach out to NUsport for clarification).
 - If you cannot select your desired competition, **DO NOT PROCEED WITH REGISTRATION**. Contact NUsport.
- Club Name
- Team Name
- Contact Title
- Contact Name
 - Managers Name
- Address Line
- Suburb
- Postal Code
- Contact Mobile
 - Managers Mobile- Responsible for point of contact regarding team updates
- Contact Email
 - Managers Email- Responsible for point of contact regarding team updates
- Requested Division
 - For competitions that allow for divisions, requested division will be taken into consideration alongside competition numbers and past results.



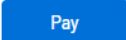
STEP 3B: PRODUCTS


The team registration fee will automatically be applied to the cart. This is mandatory to complete the registration process, your team will not be secure until this payment is made.

STEP 4: SUMMARY AND PAYMENT

Complete the online payment by selecting Visa or Mastercard, or PayPal. Upon completion of the payment, you will receive your team code and the option to invite your team members.

Select your payment method

  Pay with Credit/Debit Card, Apple Pay or Google Pay 

 **PayPal** The safer, easier way to pay

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FOR TEAM MEMBER REGISTRATIONS

STEP 1: CHOOSE TYPE

Here you will be required to enter the team code which will be provided by team managers. You will not be able to proceed without entering a team code. Then you will be required to select your returning participant details or new Member.

- Select returning member or
- New Member.

STEP 2: BASIC INFORMATION

Here you will be provided with the details of the team you are registering for, and you will be required to fill out your basic contact information.

You are about to join **NUSPORT** in **Newcastle University Sport (NUsport)**.

Your Team Name: NUSPORT
Your Team Coordinator: Mikayla Sheather

Legal first name*

Family name*

Date of Birth*

Day Month Year

Assigned Gender at Birth *

Registering As

Player

Continue

STEP 3: FURTHER QUESTION

You will be required to fill out the further contact details and questions. All fields with a * are mandatory fields.

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STEP 4: PRODUCTS

Here it will show that there are no products available for selection. This is due to the team fee being paid in bulk when registering the team.

Simply select -> Confirm selection

There are no products available for selection

← Back to Questions
Confirm Selection

Then confirm selection again.

4. Products

5. Payment

Do you have a promo code?

Please enter your promo code below

Apply

Summary	Products Total	N/A
	Total	Free

← Edit Products
Confirm

Your registration is now complete.

1. Choose Type ✓

2. Basic Info ✓

3. Questions ✓

4. Products ✓

5. Payment ✓

Thank you, we have registered you in the **NUSPORT** in **Newcastle University Sport (NUsport)**.

Your registration is now complete subject to any relevant registration fees .

For further assistance please contact NUSport: competitions@theforum.org.au

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