



School Sport ACT Online Registration Process

School Sport ACT collects all registration information online – this is to prevent the movement to and fro of a paper note and have all information readily available to officials prior to the trial. As this process incurs a fee for data storage, system maintenance and admin, a small fee payment via credit card will be required.

1. Go to the School Sport ACT website – www.schoolsportact.asn.au
2. Click Register (top right corner of homepage) for an Account – **enter parent details** and password. **The person registering the student must be over 18 and be the one responsible for the payment of fees if selected in the state representative team, all contact information must be provided including mobile phone numbers and email addresses.**
3. A confirmation email will be sent to your chosen email that will contain a link that you must click on to verify the email account.
4. Click Log In (top right-hand corner of home page) enter password then click on top tab My Profile.
5. You will see a 'dashboard' of your information, click green box to Add Student – enter student and medical details and save.
6. Go to the Sports Tab – choose your specific sport, click on Trial Information box then click on the Register to Trial link.
7. Select your child's name from the dropdown box and then enter the optional fields for Playing History, Preferred Position (if applicable) and Representative Experience. **If you are already in the system, ensure your child's school is up to date in your profile – have they moved onto High School? New School?**
8. Make the credit card payment then click to register.
9. An automated email will then be sent to your Principal/School Approver for their approval to trial (no need to take anything to school for the Principal to sign).
10. You will be able to see the process has been complete back in My Profile – once your Principal/School Approver has completed the approval process your child's information will be collated onto a list for the Team Manager and Coach prior to trial.
11. Optimally the registration process will close two days before the first trial date to allow sufficient time for approval and sharing of collated information.