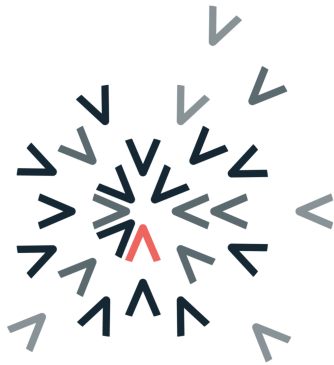


ASSEMBLE SPORTS EVENT REGISTRATION PROCESS FOR NSWISA MEMBERS

1. From the NSWISA.com Website, select Info > Competitions
2. Scroll down to PIP Trophy and select the registration link
3. You will be taken to the Assemble Sports Log-In Page.
4. Enter your email and password and select Log-In

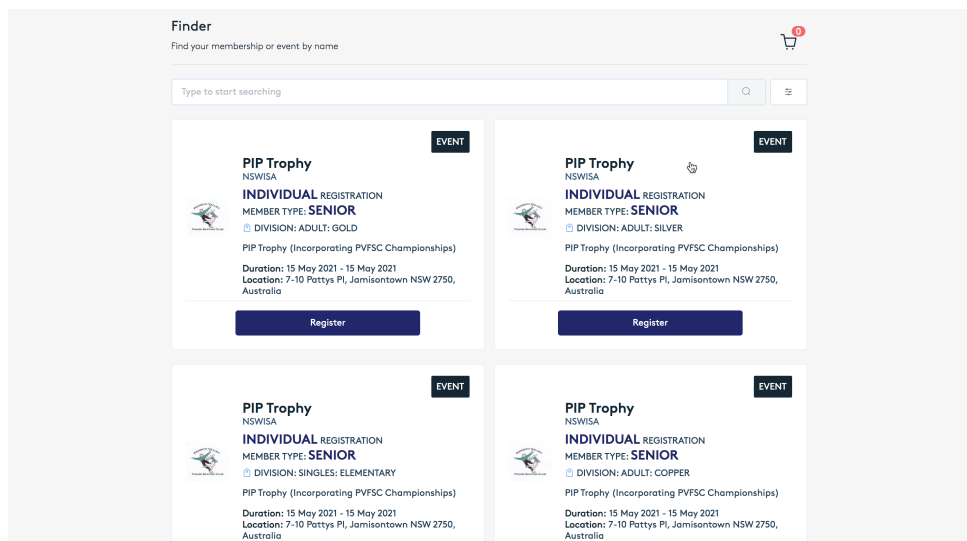


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5. To filter the Event Divisions - select the filter button (icon with arrows) to the right of the search window

6. to see a list of Membership Types – select your membership type (eg Junior, Senior etc.)

7. Find the Division you need and select “Register”



8. Select the person you are registering
9. Complete the Member Details and select next
10. Answer any additional questions – select next
11. Enter Qty 1 in the music fee window
12. Select complete
13. You will be asked if you want to register someone else – Yes or No
14. If No is selected, you will be taken to the Payment field to review before making payment.
15. If Yes is selected, it will take you back to the finder window
16. Enter the event in the finder window (eg PIP) and repeat actions from step 5 above.
17. If you have no-one else to register, select complete and follow through to payment.
18. Check your details (Division etc.) and make payment.