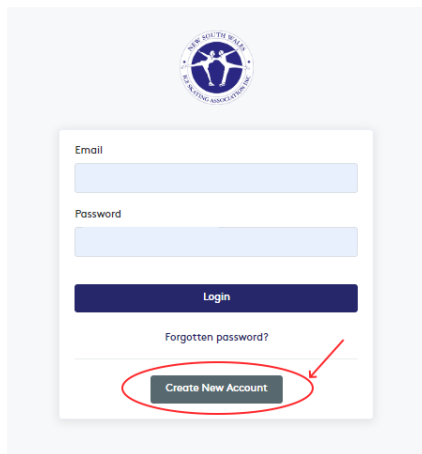
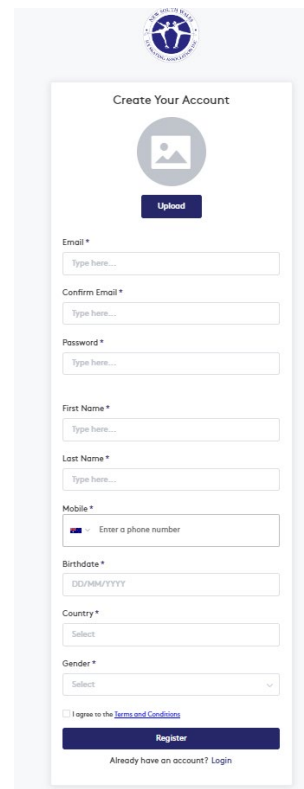


## Banquet Ticket Registration Instructions

1. Please select the link from page 7 of the announcement for the banquet ticket you would like to purchase.
2. You will be asked to logon to the Assemble Sports Platform.
  - a. If you don't have an account, please click on the Create New Account button circled in red below. This will be the account of the person filling out the registration and not necessarily the skater.

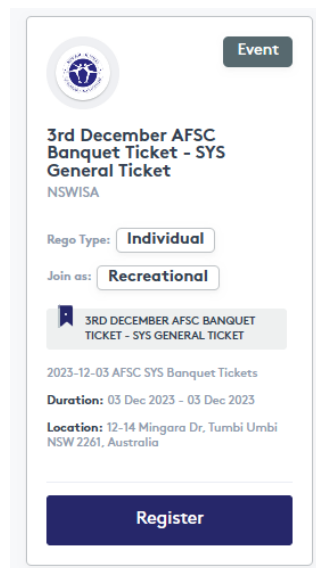


The screenshot shows the login page of the Assemble Sports Platform. It features a logo at the top center. Below the logo are two input fields for 'Email' and 'Password', followed by a 'Login' button. A link for 'Forgotten password?' is located below the login button. At the bottom of the page, a 'Create New Account' button is circled in red, with a red arrow pointing to it from the right.

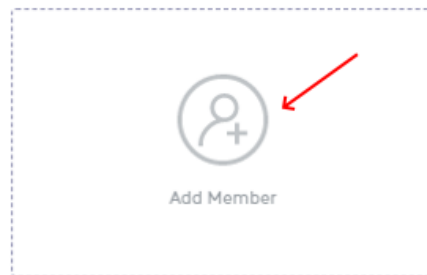


The screenshot shows the 'Create Your Account' registration page. It features a logo at the top center. Below the logo is a profile picture placeholder with an 'Upload' button. The page contains several required fields: 'Email \*', 'Confirm Email \*', 'Password \*', 'First Name \*', 'Last Name \*', 'Mobile \*' (with a dropdown for country and a text input for the number), 'Birthdate \*' (with a date picker), 'Country \*' (with a dropdown), and 'Gender \*' (with a dropdown). There is a checkbox for 'I agree to the [Terms and Conditions](#)' and a 'Register' button at the bottom. A link for 'Already have an account? Login' is also present.

3. You should now see the tile for the division you are entering. Please make sure the title contains **AFSC Banquet Ticket** with the correct banquet date. (Please do not use the search facility). Click on Register




4. Select the profile for the person purchasing the tickets.
- a. If you don't see the profile of the skater that you would like to register, then click on Add Member.



- b. Type in the details and click Add Member

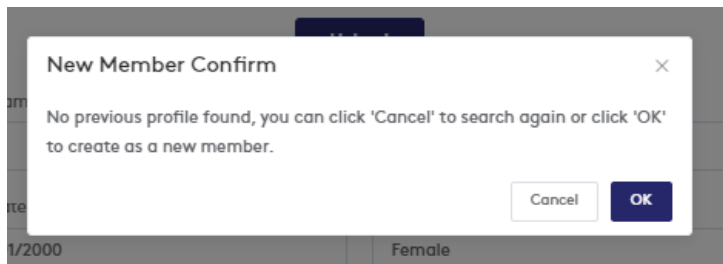
Add Member ×



First Name *	Last Name *
<input type="text" value="Type here..."/>	<input type="text" value="Type here..."/>
Birthdate *	Gender *
<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="Select"/>

Make this my main profile


c. OK on New Member Confirm



d. Click **Select** on the person registering.

5. Fill in or check the details. Select Interstate/International if you are not a member of NSWISA. Please make sure you fill in the required fields as indicated in the screenshot below. Click next.

**Member Details**  
Edit your member's contact information. This will be forwarded to the entity you are registering to.

  
**Upload**

**Personal Details**

NWISA Member ID \*  
68820999

First Name \*  
Tess

Last Name \*  
Bessing

Preferred Name (Optional)  
Type here...

Gender \*  
Female

Date of Birth \*  
01/01/2000

Country \*  
Australia

**Contact Details**

Email Address \*  
Type here...  
Email is required

Mobile \*  
Enter a phone number

Address \*  
Enter an Address  
Field is required

Enter Address Manually

**Emergency Contact**

Name \*  
Field is required

Mobile \*  
Enter a phone number

**Parent or Guardian Contact**

Name (Optional)  
Email (Optional)  
Mobile (Optional)  
Enter a phone number

**WWC Information**

Number (Optional)  
Expiry (Optional)  
Issuer (Optional)

**Additional Details**

Proof Of Age (Optional)

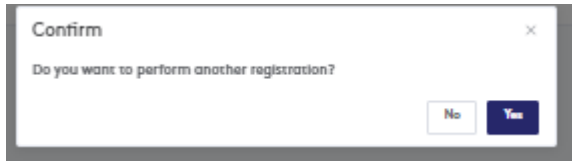
Home Club \*  
Interstate or International

Coaches Emails (Optional)  
+ New Email

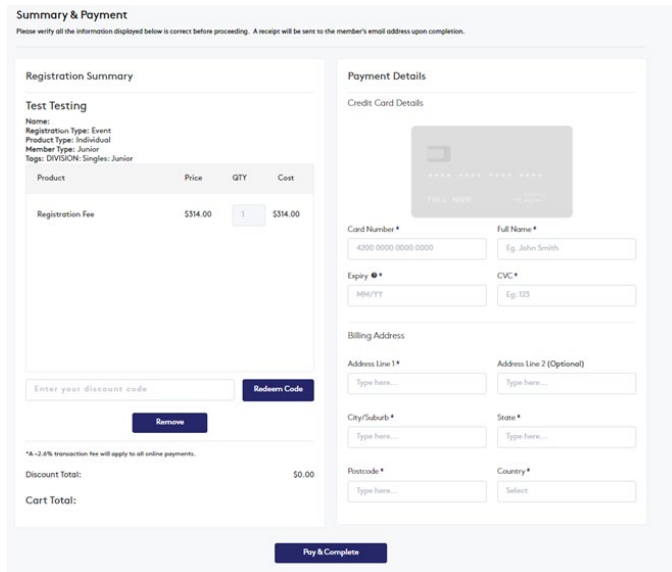
Clubs (Optional)  
Select

**Back** **Next**

6. Answer the questions for the event. Click Next when complete.  
Select how many tickets you would like to purchase
8. Click **No** for “Do you want to perform another registration”. If you do need to complete another registration, please come back to the links in this document, and select the link for the division. You can then register another skater and it will be added to the cart.



9. Fill in your payment details and click Pay & Complete.

A screenshot of a "Summary & Payment" form. The title is "Summary & Payment" with a sub-note: "Please verify all the information displayed below is correct before proceeding. A receipt will be sent to the member's email address upon completion." The form is divided into two main sections: "Registration Summary" and "Payment Details".  
**Registration Summary:**  
Name: Test Testing  
Registration Type: Event  
Product Type: Individual  
Member Type: Junior  
Tags: DIVISION: Singles: Junior  
A table lists the items:  

Product	Price	QTY	Cost
Registration Fee	\$314.00	1	\$314.00

  
Below the table is a "Redeem Code" field with a "Redeem Code" button and a "Remove" button.  
A note states: "A \*2.6% transaction fee will apply to all online payments."  
Discount Total: \$0.00  
Cart Total:  
**Payment Details:**  
Credit Card Details:  
A card image placeholder is shown.  
Fields include:  
Card Number \* (4200 0000 0000 0000)  
Full Name \* (Eg. John Smith)  
Expiry \* (MM/YY)  
CVC \* (Eg. 123)  
Billing Address:  
Address Line 1 \* (Type here...)  
Address Line 2 (Optional) (Type here...)  
City/Suburb \* (Type here...)  
State \* (Type here...)  
Postcode \* (Type here...)  
Country \* (Select)  
At the bottom is a "Pay & Complete" button.

10. You will now receive a confirmation email from Assemble Sports with your registration information.

If you would like further assistance, please email [nswisa@nswisa.com](mailto:nswisa@nswisa.com)