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### 1. Registration Overview

Registrations for Navshield 2025 will be processed through the event management system 'EventsAir'.

The information in this Guide provides an overview of the registration process from creating a team to managing team registrations.

Key registration steps include:

- Each Team must nominate a Group Coordinator, who will create the initial team registration;
- The Group Coordinator will then send a registration link to team members to complete their individual registrations;
- At registration close, billing details (for any registration fees) will be emailed directly to participants, once team changes are finalised.

Requests for individuals to change teams, or for teams to change divisions, will be managed through a Registration Change form by Navshield organisers. Further information is provided in the following sections of this Guide.

Individual Participants who have not arranged a team, but would like to be added to a team, can add themselves to a waitlist via this form: [Participant Waitlist](#)

For additional registration support, please contact Navshield event organisers via email: [navshield@ses.nsw.gov.au](mailto:navshield@ses.nsw.gov.au)

## 2. Creating a Navshield Team

### 2.1. Nominating a Group Coordinator

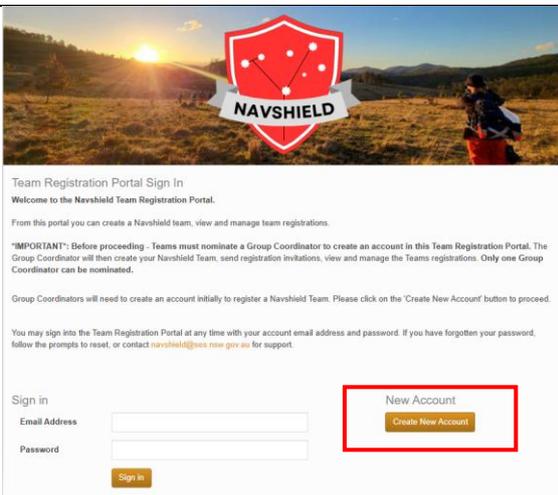
Each Team must nominate a Team Coordinator who will be responsible for creating the initial team registration. The Team Coordinator can be any member of your team. The Team Coordinator will need to:

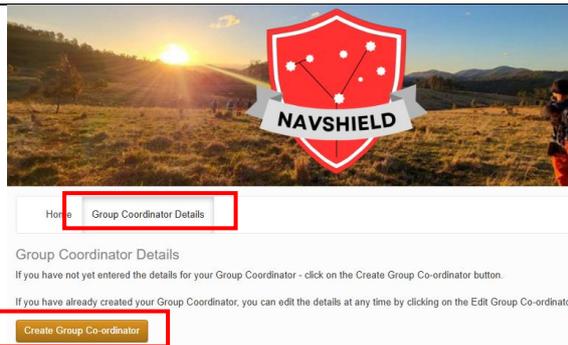
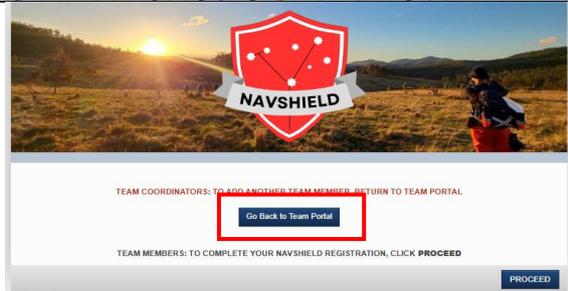
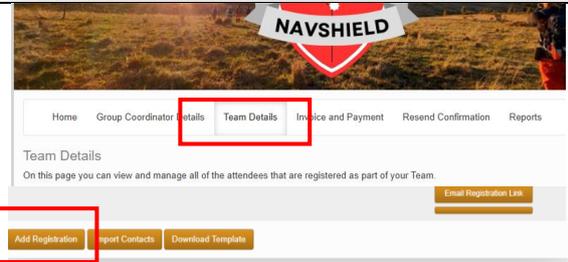
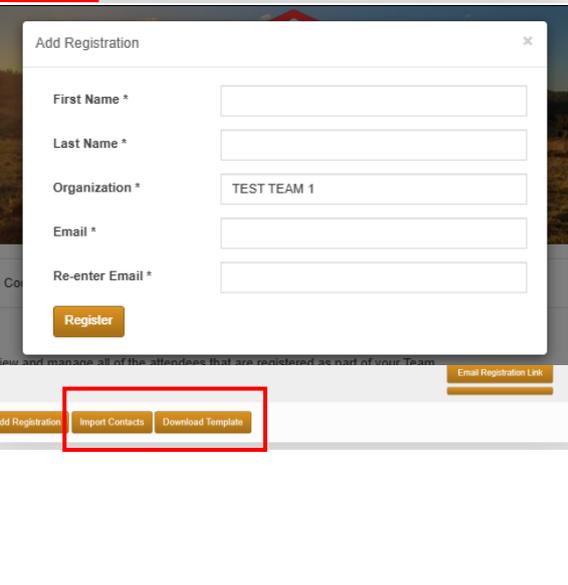
- Create an account for the Team Registration Portal;
- Create a Team Coordinator profile in the Team Registration Portal;
- Complete the Team Coordinator Registration Form (here you will nominate a Team Name);
- Add Team Members to the portal (using basic contact information);
- Send a registration invitation to Team Members via the portal.

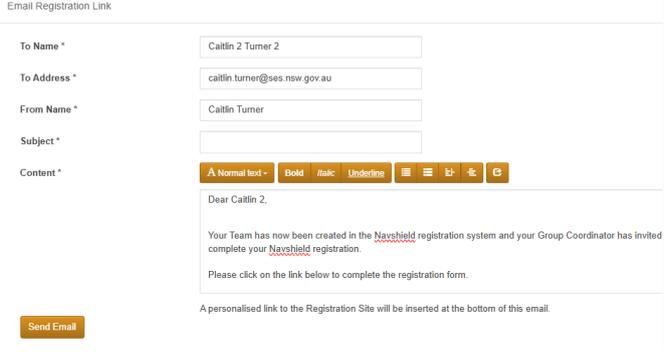
### 2.2. Team Registration Portal

[Access the Team Registration Portal here.](#)

Team Coordinators should follow these steps to setup a profile in the Team Registration Portal and create the initial team registration.

<p>1. 'Create New Account': You will need to provide your email address and create a password. Once an account is created you may login to the portal anytime. If you forget your password, please follow the password reset prompts.</p>	
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<p>2. Update Group Coordinator Details: Click on the 'Create Group Coordinator' button. From here you will be taken to the Team Coordinator Registration Form.</p>	
<p>3. Complete the Team Coordinator Registration Form. In this form you will create a Team Name that your team members will register to. N.B. Once the Team Coordinator is registered the team name can't be edited.</p>	
<p>4. After completing the Team Coordinator Registration Form, return to the Team Portal.</p>	
<p>5. You will now be able to populate your Team Members in the 'Team Details' tab. Click 'Add Registration' to add your next Team Member.</p>	
<p>6. For each team member you will need to provide basic contact information and click 'Register'. The Team Name will already be populated. Include the email address that team members will be sent their registration link. Repeat this process until all your team members have been added. Alternatively, you may download an excel template to collate your team members details, and import into the portal (see 'Download Template' and 'Import</p>	

<p>Contacts' buttons next to 'Add Registration').</p>	
<p>7. After adding your team members, they will appear in the portal with status 'Not Registered'. In the far right 'Options' column, click 'Email Registration Link'.</p>	
<p>8. A window will appear for you to edit the email message sent to your team members, along with their individual registration link. You will need to populate the subject line e.g. "NAVSHIELD REGISTRATION INVITATION". You may also wish to remind team members of the Division they are required to register to (each team member will need to select the correct registration division on their registration form), or any other team-specific information required.</p>	
<p>9. When team members have completed their registration, their status will appear as 'Registered'</p>	

**IMPORTANT: Team Coordinators must use the 'Email Registration Link' function in the Team Registration Portal to invite team members to register,** as this will append each team member to the correct Team Name and Team Coordinator. Please do not send any form links to team members directly as their registration will not attach to a Team.

### 2.3. Participant Registration Form

Team Members that are emailed the registration link via the Team Registration Portal may then complete their own event registration. The registration form will populate with the basic information provided by the Team Coordinator, including

Team Name. Once the registration form is submitted, a confirmation email is sent to the registered email address including a summary of registration details.

## 2.4. Registration Changes

The registration confirmation email will include links for team members to update their registration.

Team Coordinators can perform the following team changes in the Team Portal:

- a. Team Coordinators may remove a team member (before they have fully registered) by selecting “**Remove Contact**” next to the Team Members name.



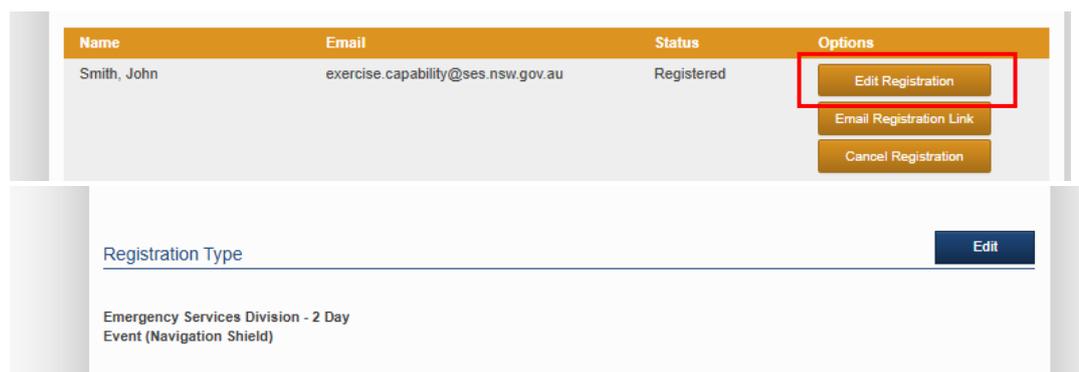
Name	Email	Status	Options
Smith, John	exercise.capability@ses.nsw.gov.au	Not Registered	<a href="#">Register</a> <a href="#">Email Registration Link</a> <a href="#">Remove Contact</a>

- b. Once Team Members are registered, you can cancel a registration by selecting “**Cancel Registration**” next to participant’s name.



Name	Email	Status	Options
Smith, John	exercise.capability@ses.nsw.gov.au	Registered	<a href="#">Edit Registration</a> <a href="#">Email Registration Link</a> <a href="#">Cancel Registration</a>

- c. If you wish to change Divisions/1-2 Day events, **each team member must update their registration**. This can be done via the Team Portal “Edit Registration” button, or instruct your team members to update their registration type by following the link in their registration confirmation email.



Name	Email	Status	Options
Smith, John	exercise.capability@ses.nsw.gov.au	Registered	<a href="#">Edit Registration</a> <a href="#">Email Registration Link</a> <a href="#">Cancel Registration</a>

Registration Type [Edit](#)

Emergency Services Division - 2 Day Event (Navigation Shield)

- d. To add a new team member follow the same process above. No further changes can be made in the Team Portal or registration divisions after registrations close on the **2<sup>nd</sup> August**.
- e. If you require additional support with your registration changes, Team Coordinators can follow the ‘**Team Change Request**’ link in their registration confirmation email.

Once changes are actioned, an updated registration confirmation will be emailed to participants.

Navshield Organisers will be monitoring team registrations and changes to ensure teams meet eligibility requirements, and will be in contact with Team Coordinators for any amendments needed.

### **3. Registration Payment**

Billing details and instructions will be emailed to participants at the prior to the close of registrations on 2<sup>nd</sup> August, once any team changes are finalised.

Registration for all Emergency Service personnel and is free.

All other participants will be charged \$75 for the 1-Day event, and \$100 for the 2-Day event.

### **4. Event Official Registration**

Event Officials are to register via the following registration link:

[Event Official Registration](#)

Registration for Event Officials is free and all meals are included.

### **5. Troubleshooting and Registration Support**

For assistance with the registration process please contact Navshield Event organisers via email: [navshield@ses.nsw.gov.au](mailto:navshield@ses.nsw.gov.au)