



Group Registration - Instructions

Please note a WWCC check in your home stage or National Police Clearance is required to be provided at time of booking (please check with your diocesan or schools safeguarding office for your state requirements). Please ensure you have this documentation close at hand in order to upload during the registration process.

Every adult supervising under 18's (coordinator or leader) or engaging with under 18's via presentations, performances, exhibitions or operation at ACYF must submit their Working with Children Check as required by their state / territory legislation. Those who are exempt from a WWCC are required to supply a National Police Certificate.

- 1** Download the excel group import template (note you can complete this when you set up your initial account and register or upload at a later date when you have your group finalised)
- 2** Create a new user account from the Group Registration Site
- 3** Once your account has been created, you will be requested to provide the contact details and information for the Group Coordinator and secondary Group Coordinators. This is also when you will need to upload your WWC or National Police Clearance. **IMPORTANT:** The Group Coordinator must be registered and attending ACYF19
- 4** Once the Group Coordinator has registered, proceed to the group details tab
- 5** If you are ready to register your group, download the template as per step 1 or import your contacts as per the template. Do not adjust the cells within the template. Alternatively, Group Coordinators can manually add each attendee, however you will be required to complete the full registration process per attendee.
- 6** Please ensure as the Group Coordinator you read the terms and conditions, that you accept responsibility for, particularly for under 18 participants.
- 7** **Personal Declaration:** Every attendee must respond to the personal declaration regarding any pending or previous convictions as requested in the registration process. *Do you have any prosecutions pending or have you ever been charged or convicted of a criminal offence that relates to a child protection matter? (Yes / No)*