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| Dear Parents/Caregivers  On behalf of the **«organisation\_title»** we would like to congratulate your child on their selection to the **«intake\_title».**  You will require the following details in order to register your child and make payments. You will be using our new system, Dash, which is a powerful consent and registration software and allows you to provide information for your children and then safely stores this information for ease of use in the future.  **Your child’s registration is due within two (2) weeks of selection.**  **«dash\_url» Ticket Number: «ticket\_code»**  **How do I Register?**   |  |  |  | | --- | --- | --- | | 1. **Add your Child** | If you haven’t already you need to add your children to your account. Once you log in you’ll be given this option from the dashboard. Follow the prompts and their details will be stored for use for applications. | | | 1. **Use your Ticket** | You can see your ticket number above. You can input your ticket number on the right hand side and select the appropriate child and follow through the steps. | | | 1. **Complete** | Final step of all applications is to complete the steps. Every application will involve a series of requirements in order to complete your application. You may be required to make payment at the end. Please make sure each step is done by the due date. | | |  | |  |   **What happens if I’m unable to complete my registration or having problems?**  For any further enquiries you must contact the **«organisation\_title»** for assistance on (02) 9707 6920 or (02) 9707 6921 or via email at johndoe@det.nsw.edu.au  What are the Levies?  You’ll be able to see levys under the Levy step when registering. Levies have been set to cover the costs of each child selected in the **«intake\_title».** This includes the fees, team photo and team excursion costs.  What Apparel is required?  During your registration on the dash you will be able to order apparel related to your child’s registration. It is important to know which sizes you require for your child. If you have any questions or concerns regarding your apparel order you may contact John Doe on (02)9707 6921 or via email at johndoe@det.nsw.edu.au.  How does my Principal provide consent?  Dash has improved functionality which allows Principals and Schools to easily consent to child registrations via email links. If your Principal says they haven’t received a link, then please contact John Doe on (02)9707 6921 or via email at johndoe@det.nsw.edu.au.  How do I pay?  The last step of the application process will allow you to pay the required levies and any required apparel. Make sure you complete this step by the due date. |

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