

For a School; How to register for Sporting Schools

Below is a basic outline of what is required for a school to become registered with Sporting Schools however it is recommended that Teachers can visit the [sporting schools website](#) to find out more information.

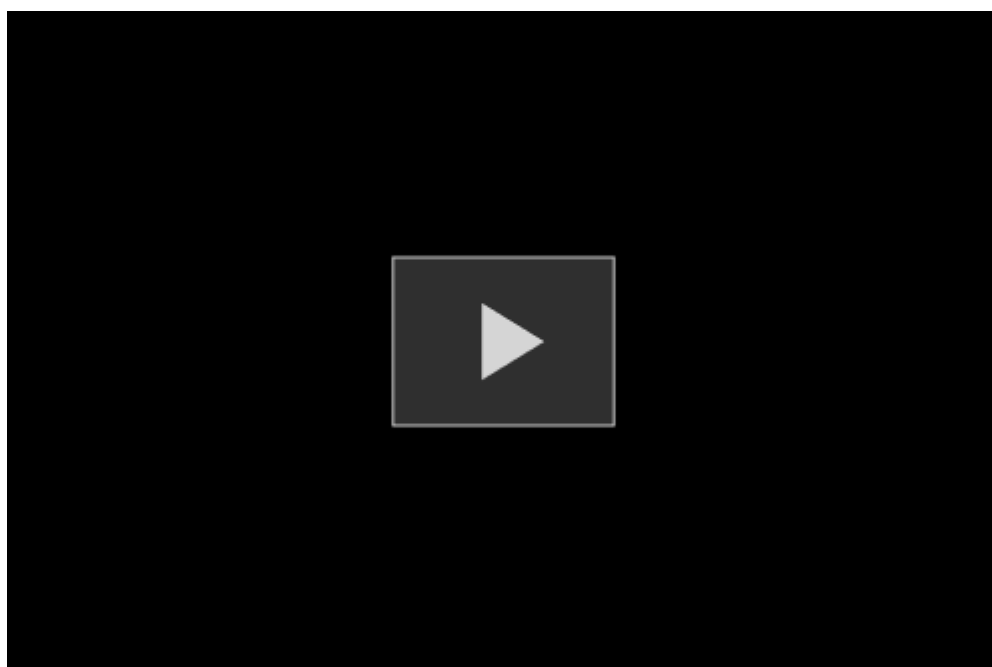
Before registering your school, register as a website user.

If you are already a registered user, go directly to Step 1 - Register a School.

To register a new user refer to '[How to register as a website user](#)' for a detailed video and step by step process.

Video: Registering a School

If you have registered as a user and then follow the steps in this video or the instructions below to register a school.



Step 1 - Register a School

A registered website user can:

- **Open** a web browser window and navigate to sportingschools.gov.au
- **Click 'School Login'** and **select 'School User Login'**.
- Log in using your email address and password.

Click on the **'My School'** tab and **Select 'Register a School'**

Step 2 - Find your School

- **Enter** the schools postcode and **click** the Search icon to bring up a list of schools.
- **Click** on your school name, **click 'Select'** and then **click 'Register this School'**.

NOTE: A message will appear on the screen if the school you selected is already registered

Please enter the Postcode where your school is located

A list of available schools can be viewed by selecting the search button below. If your school is not listed then please contact Sporting Schools on 1300 785 707 or info@sportingschools.gov.au to discuss further. *

Register this School

Step 3 - School Details

- **Check** the pre-populated information and ensure the details entered are correct. If not please amend accordingly.

Step 4 - School Contacts

- **Add** a Principal, Finance Contact and Sporting Schools Coordinator (primary schools) or Secondary Schools Coordinator (secondary schools) by clicking on the blue buttons.

Information! You need to specify a Sporting Schools Contact, Finance Contact and Principal to this account to continue.

Add Principal

Add Finance Contact

Add Sporting Schools Coordinator

Name

Associated as ↑

There are no records to display.

NOTE: Combined schools can have up to four different contacts as they have the option to have a Sporting Schools Coordinator for primary school programs and a Secondary Schools Coordinator for secondary school programs.

- **Enter** name, email address and phone number, and then **click 'Submit'**.
- **Repeat** for each contact until all three roles have been added.
- **Click 'Continue'**.

Step 5 - Summary

- **Review** all information entered.
- **Read** declaration, **select 'I Agree'** and then **click 'Submit'** to complete registration.

Step 6 - Principal Confirmation

To complete your school's registration, your Principal is required to agree to the Sporting Schools [terms and conditions](#). The Principal will receive an email notification to confirm their access to your schools account.

Step 7 – Bank Details

Finally, you need to update the schools bank details.

- **Log in** using your email address and password
- **Select 'My School'** and **click 'Manage School'**
- Scroll down to **'Bank Details'** and **click 'Add Bank Account Details'**
- Enter bank name, BSB Code, Account number
- **Click**

Once complete, and if [eligible](#), your school can apply for funding.

For further information on providing or updating bank details [click here](#).