



# How to Register

**Creation of teams close on Friday 15 March 2019**

**Entries Close on Friday 22 March 2019**

Some sports may accept late entries however this will be at the discretion of individual Sports Coordinators.

To register please complete the following 10 steps:

**Step 1: Click Next**

**Step 2: Click 'Start a new 2019 Registration' for the 2019 Games or 'Login with Email or Account #' to view or update my 2019 Registration.**

**Step 3: Complete your Personal Details.**

**Step 4: Select your Age Group.**

**Step 5: Answer the Service Status questions.**

**Step 6: Select the sports you wish to compete in and select the relevant events, doubles partner and/or teams.**

**Step 7: Read the Terms and Conditions and answer the questions.**

**Step 8: Review your sport selections and purchase summary, prior to payment.**

**Step 9: Complete the payment via credit/debit card (Mastercard or Visa) or PayPal.**

**Step 10: Receive your confirmation of registration via email.**

You can add to your registration at any stage by logging into your existing account using your email address or account # (you can find it in your confirmation email) and password. You can also access your information via the **VPESG PORTAL** using your email and password. The Portal is very useful for Team Managers organising teams.

## **DOUBLES PARTNER ENTRIES**

If you have a doubles partner, Click '*Invite my Partner*'. You can then search for your partner using their name or email.

If you do not have a partner, you can email the Games Office [adam.drinkwell@police.vic.gov.au](mailto:adam.drinkwell@police.vic.gov.au) with your request to enable an advert to be placed on the website.

## **TEAM ENTRIES**

The person creating the team automatically becomes the Team Captain.

### **To Create a Team**

**Step 1:** Create a Team Code (between 4 and 10 characters) each team member will use this code to register in a team.

**Step 2:** Add the Team Name

**Step 3:** If you have the email addresses of team members you can invite them by entering these addresses.

**Step 4:** Add yourself to the team as either a player or non-player. If you add other members in this section you will be required to add all of their personal information and make payment for them.

### **To Join a Team**

**Step 1:** Search the team code or team name and select the team.

**Step 2:** Select Team Role as player or non-player.

**For registration and entry please go to:** [www.emergencyservicesgames.org.au](http://www.emergencyservicesgames.org.au)

**N.B. All Competitors need to present their ID when accessing Games venues.**