



## How do I register someone else?

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Once you have logged in you are taken to the first page of the registration process.

If you have registered for other people previously, select their name from the list. If you have not, select Someone else.

**Lets add your other basic details**  
  
Who are you registering?

Enter the required information.

**NOTE:** the next time you login to register, you will be able to select the person you are registering now. When you select their name, all of their information will auto-fill.

### Lets add your other basic details

Who are you registering?

Someone else

First Name

Minnie

Last Name

Mouse

Birthdate

04 / 08 / 2004

Gender

Female

Email

blondie11@apartky.com

Mobile Number

0444555667

Which member types are you registering as?

Participant

Next

Click **Next**.

On the Select your registration options page, you should only see registration fees applicable to the person you are registering based on their age.

**NOTE:** Some fees are mandatory and entered at the national or state level.

### Select your registration options

National fee - under 18 Fee for participants under 18	\$100.00	<input checked="" type="checkbox"/>
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Next

The products you see will depend on what is on the form.

Click **Next**.

On the **Just a few more details** page, complete the information requested.

**Just a few more details**

☒ Allergies? *(optional)*

Allergies Notes *(optional)*

cats

☒ Allow Medical Treatment? *(optional)*

Are you from Aboriginal and/or Torres Strait Islander origin? *(optional)*

No

Emergency Contact Name *(optional)*

Emergency Contact Number *(optional)*

Emergency Contact Relationship *(optional)*

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Next

Click **Next**.

The Summary page shows what you are registering for and how much it costs.

**Summary**

**Mickey Mouse**

National fee - under 18

[Remove](#)

[Remove Mickey Mouse](#)

**Minnie Mouse**

National fee - under 18

[Remove](#)

[Remove Minnie Mouse](#)

[Register another person](#)

Subtotal

\$200.00

**Total**

**\$200.00**

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Proceed to payment

If all the details are correct, click Proceed to payment.

Enter your credit card details and click **Pay Now** or click the link to **Pay with PayPal**.

**Pay by Credit Card or PayPal**  
Total due \$ 187.00  
Card Number  
1234567890123456  
Expiration Date 12/18 CVV 123  
**Pay Now**  
or  
Pay with PayPal

You will receive a confirmation with an order number.

**Thanks for registering**  
  
Your Order Number is 181041  
You will receive an email confirmation at 1234567890123456@domain.com

The person who logged in will receive an email confirmation of the registrations as well as an invoice email.

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