

# How to register for an event and access the discounted rate for entitlement note holders:

Go to the relevant events page of the website: <https://nzsti.org/NZSTI-online-events/19617/>

The screenshot shows the NZSTI website's 'Professional Development' section. The 'PROFESSIONAL DEVELOPMENT' menu item is circled in red. Below it, the 'NZSTI online events' sub-menu is also circled in red. The main content area displays 'NZSTI online events' with a message: 'You must be logged in to access discounted prices.' Two event listings are shown: 'NAATI CPI Test Preparation Workshop' (ID 10326) on Friday, 3 Jun 2022 at 10:00 AM, and another 'NAATI CPI Test Preparation Workshop' (ID 10328) on Saturday, 25 Jun 2022 at 10:00 AM. Each listing includes logos for NAATI, NZSTI, and the New Zealand Coat of Arms, and a 'BOOK NOW' button.

Click on the event you want, which will take you to the event page with its full description:

The screenshot shows the full event page for the 'NAATI CPI Test Preparation Workshop'. The 'NZSTI online events' sub-menu is highlighted. The event title is 'NAATI CPI Test Preparation Workshop' (ID 10325) with a price of '\$0.00 Entitlement Note'. A 'BOOK NOW' button is visible. Below the event listing, the 'Event Detail' section provides the following information: 'PART 1: Friday, 3 June 2022, 10 am to 2 pm' and 'PART 2: Monday, 20 June 2022, 10 am to 2 pm', both 'Online via Zoom'. The website header includes navigation links for 'ABOUT', 'MEMBERSHIP', 'RESOURCES', 'PROFESSIONAL DEVELOPMENT', and 'NEWS', along with buttons for 'FIND AN INTERPRETER', 'FIND A TRANSLATOR', and 'JOIN US'.

# How to register for an event and access the discounted rate for entitlement note holders:

Click 'Book Now' to go to the registration page. If you already have an NZSTI account, ensure you have logged in and uploaded your entitlement note and entered your NAATI application number on your account before proceeding (see steps below).

If you do not already have an NZSTI account, you must create one by clicking 'Create an account'.

0 item CONTACT LOGIN

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FIND AN INTERPRETER  
FIND A TRANSLATOR

ABOUT MEMBERSHIP RESOURCES PROFESSIONAL DEVELOPMENT NEWS JOIN US

Please Login or **create an account** to be able to add yourself as attendee.

Email / Username:   
Password:

**Book for an Event / Workshop**

Name: [NAATI CPI Test Preparation Workshop](#)  
10325

Instance: 10325-10325  
ONLINE  
ONLINE  
10:00AM Fri, 03 Jun 2022 - 02:00PM Mon 20, Jun 2022

Price: **\$0.00** Entitlement Note

Attendees Being Booked

Once you have an account, log in and go to your profile by clicking the 'My NZSTI' tab and 'My details'. Select 'Entitlement note' from the drop-down box and **upload your entitlement note PDF**. Enter your **NAATI application reference number** (this can be found in the subject line of emails from NAATI regarding your eligibility to sit the test). Re-enter your password (for security) and click 'Update' to save your changes. **We recommend that you also now log out of your account and log back in to refresh the system.**

Branch: Auckland

Select if applicable (MBIE entitlement note/AUSIT member/student): **Entitlement Note**

Uploaded File:  
[test entitlement note this one is not real.pdf \(157KB\)](#)

Choose the File to Upload:

★ (Allowed Extensions: PDF; Max File Size: 4MB)

Upload a supporting file.

**NAATI Application Number:**

Password:

*For security, please re-enter your password.*

# How to register for an event and access the discounted rate for entitlement note holders:

You can now go to the event page, click **'Book now'**, and your details will be displayed. Click **'Add Attendee'** to show your details in the 'Attendees being booked' field then click **'Continue'**.

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### Book for an Event / Workshop

Name: [NAATI CPI Test Preparation Workshop](#)  
10325

Instance: 10325-10325  
ONLINE  
ONLINE  
10:00AM Fri, 03 Jun 2022 - 02:00PM Mon 20, Jun 2022

Price: **\$0.00** Entitlement Note

### Add Attendee

First Name: Mary  
Last Name: Bloggs  
Email: [Mary.bloggs@email.com](mailto:Mary.bloggs@email.com)  
Mobile: 5250000

**+ Add Attendee**

### Attendees Being Booked

No Attendees Added Yet

This will take you to the payment page. If you have an entitlement note uploaded, the price will show as \$0. Confirm your purchase by ticking the T&Cs box and clicking the button to confirm your order on the payment page.

Ensure you complete the entire booking process. You will be sent a confirmation email. If you do not receive anything, check that you have completed the booking process and the workshop is showing on your NZSTI account. If it does not show, you have not registered for the event and will need to register again. If it does show, please contact us for confirmation of your registration.

**Note that you can only book a NAATI test preparation workshop (CI or CPI) once NAATI has confirmed you are eligible to sit the test. If you do not meet that criteria, your workshop booking will be cancelled and you will receive an email informing you of this.**