

# How to register for an event using your entitlement note:

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

The screenshot shows the NZSTI website's navigation menu with 'PROFESSIONAL DEVELOPMENT' highlighted. A sidebar on the left lists event categories, with 'NZSTI online events' selected. The main content area displays 'NZSTI online events' with a login requirement. Two 'NAATI CPI Test Preparation Workshop' events are listed, one on Friday, 3 Jun 2022 (ID 10326) and one on Saturday, 25 Jun 2022 (ID 10328). Each event includes a 'BOOK NOW' button and logos for NAATI, NZSTI, and the New Zealand Coat of Arms.

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 event ID is 10325 and the price is \$0.00, with a note that an entitlement note is required. A 'BOOK NOW' button is visible. Below the event title, the 'Event Detail' section provides the following information: PART 1: Friday, 3 June 2022, 10 am to 2 pm; PART 2: Monday, 20 June 2022, 10 am to 2 pm; and Online via Zoom. The page also features the same navigation and sidebar as the previous screenshot.

# How to register for an event using your entitlement note:

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 test date on your profile 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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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 test date (if you have one already – if not, leave this blank and enter the date once you have booked your 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.**

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My details  
My language pairs  
Member resources  
Forum  
My CPD  
My events  
Account details

Contact Info Address Subscriptions Image Membership profile Forum settings

Personal Details

Website ID:

Title:

First Name:

Last Name:

Email / Username:

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

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 test date:

## How to register for an event using your entitlement note:

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 your test date and you have entered that date in your profile.**