


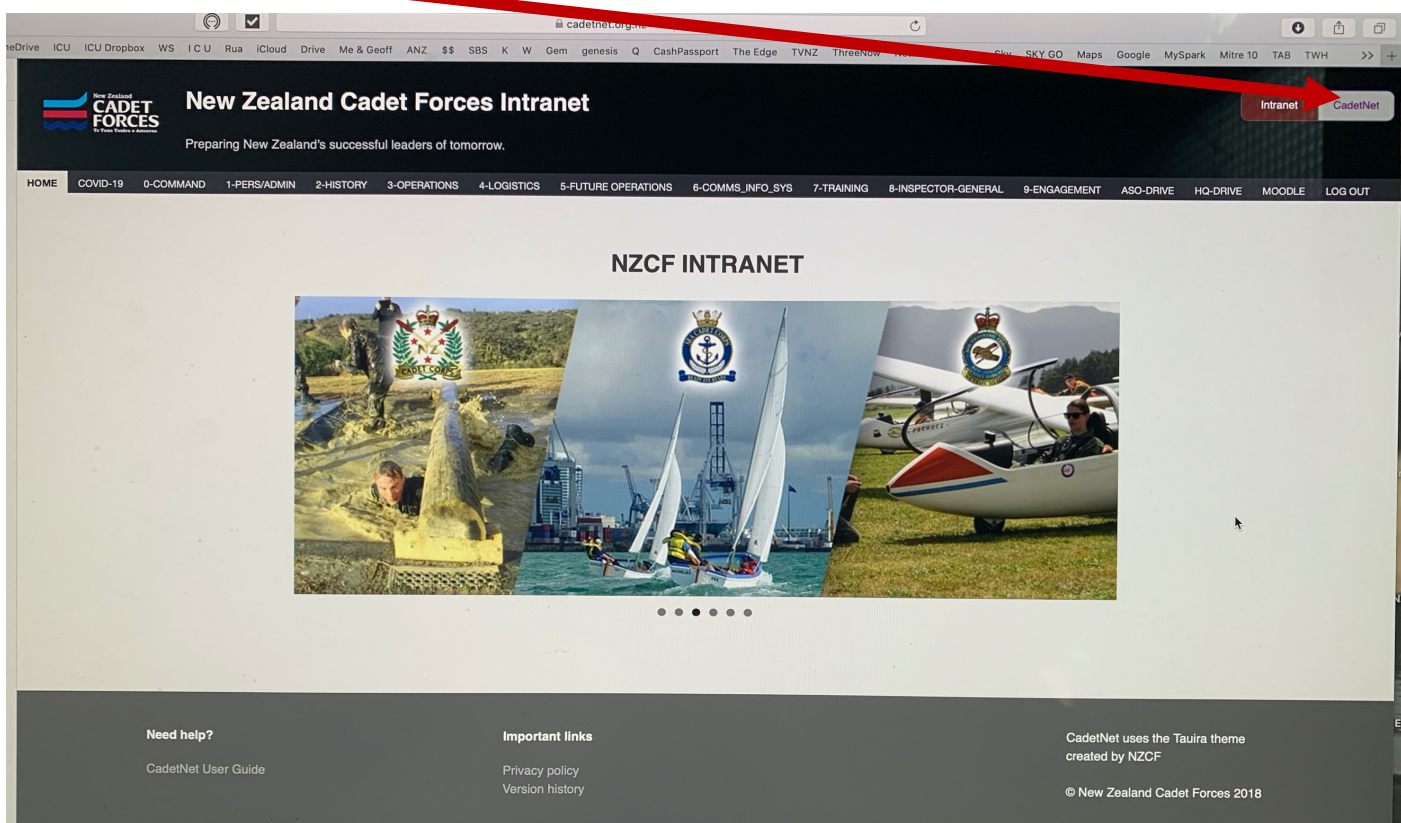
CADETNET ICU ACTIVITY APPLICATION

Visit **cadetnet.org.nz** using  Chrome and click the “**Log In**” menu item in the navigation bar.

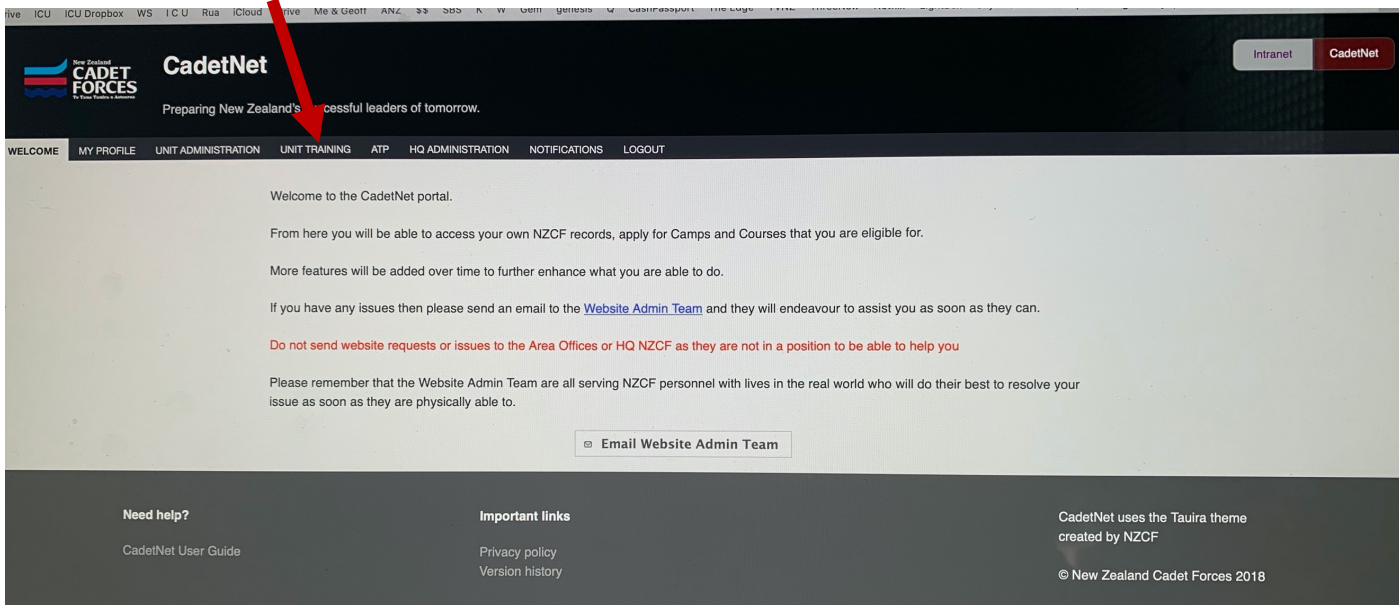
Log in using your email address and password.



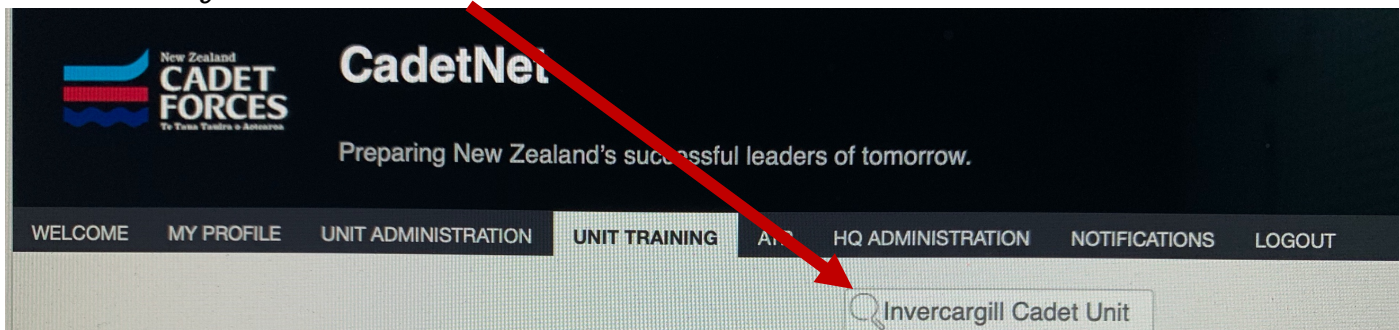
Click on **CADETNET** at the top right to access the CadetNet Menu items.



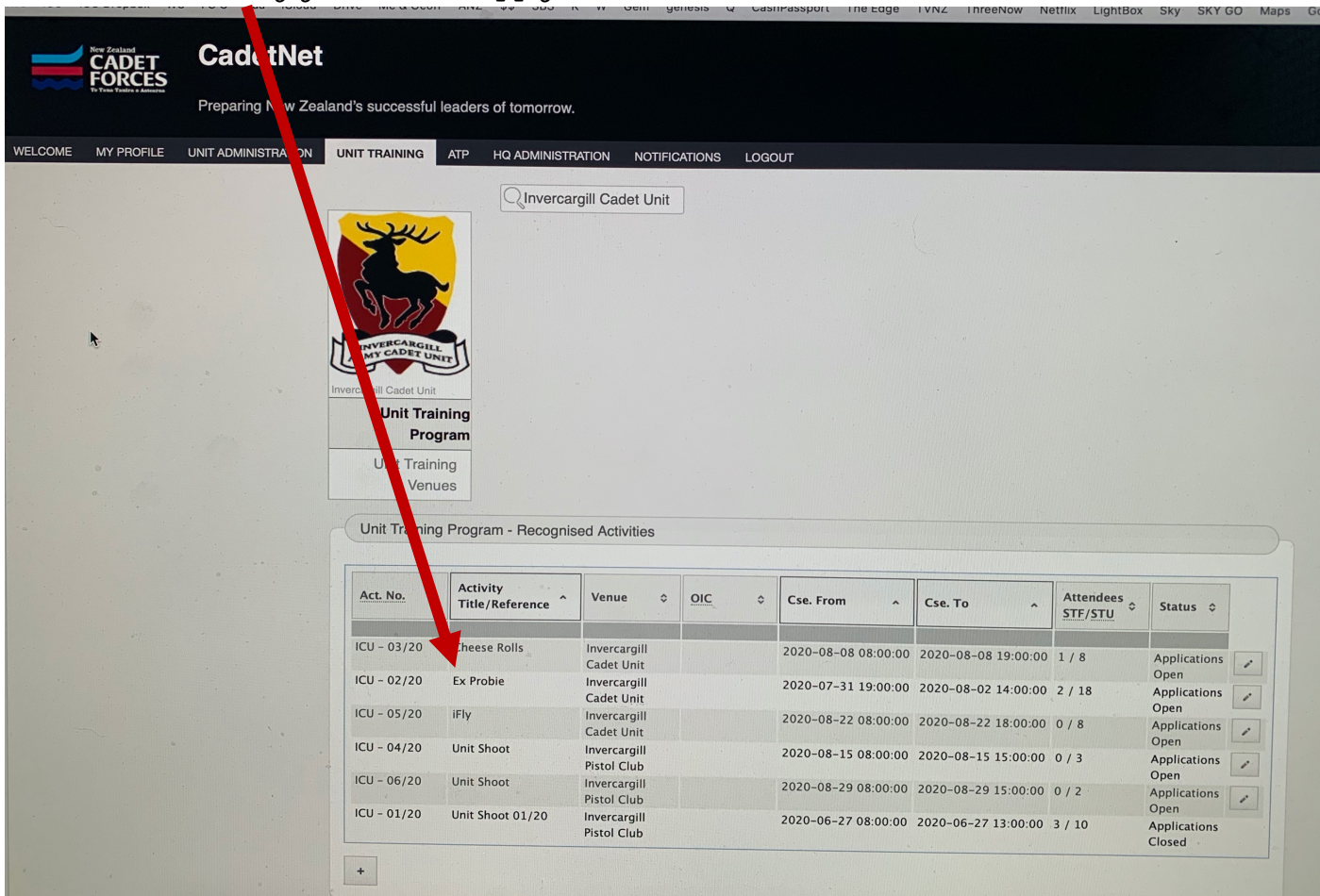
Click on **“UNIT TRAINING”** in the horizontal menu



Next ensure you write **INVERCARGILL CADET UNIT** in the search bar



Click on the activity you want to apply for in the list.



A box should pop up with a button to **APPLY to attend the Activity as a STUDENT**
Click it!

(**DON'T CLICK 'Apply to staff the activity'** or you will be applying as an **OFFICER!**)

The screenshot shows the RCES CadetNet interface. At the top, there's a navigation bar with 'UNIT TRAINING' selected. Below it is a search bar containing 'Invercargill Cadet Unit' and the unit's crest. The main content area is titled 'Attendee details' and contains two sections: 'Staff' and 'Student'. Each section has a table with columns for Name, Unit, Position, Gender, Over 18, Parade Nights, and Status. Below the 'Staff' table is a button 'Apply to staff the activity'. Below the 'Student' table is a button 'Apply to attend the activity as a student', which is highlighted by a red arrow. At the bottom of the window, there's a 'Close' button and a summary table for the activity.

Name	Unit	Position	Gender	Over 18	Parade Nights	Status
Attending staff count (M/F/NMF/Total):						0 / 0 / 0 / 0

Name	Unit	Position	Gender	Over 18	Parade Nights	Status
Under 18 attending student count (M/F/NMF/Total):						0 / 0 / 0 / 0
Over 18 attending student count (M/F/NMF/Total):						0 / 0 / 0 / 0

ICU - 01/20	Unit Shoot 01/20	Club	2020-06-27 08:00:00	2020-06-27 13:00:00	3 / 10	Open Applications Closed
		Invercargill Pistol Club				

That is all you, as a Cadet, need to do


That process should send an email to your **NEXT OF KIN** who needs to give you permission to go on the activity.

You need to be **LOGGED OUT** of CadetNet for your NOK to continue.

NEXT OF KIN needs to check their email inbox for an email from do.not.reply@cadetforces.org.nz and to click the green **'AGREE'** button in the email.



Your Next of Kin will be taken to a browser window.

Make sure it's Google Chrome  and that you are not still logged in from before.

Get them to enter your **DATE OF BIRTH** and click the button to confirm.

Read through the page with your details but at this stage don't change anything. If something is not correct, tell your Unit

NOK is to Scroll down to click to accept the two statements at the bottom and click the Confirm application button to accept.



Great! You have now applied for an ICU Activity.