


NEXT OF KIN ACTIVITY PERMISSION: CHEAT SHEET

1. Make sure that  Google Chrome is your default browser before you start.
2. If anyone else has used the same computer to access CadetNet, make sure they have logged out before you start.
3. In Google Chrome, navigate to your email provider online webmail (e.g. outlook.com, gmail.com, mail.yahoo.com etc.) and log in to view your inbox inside of Google Chrome browser.

TIP: If you are reading this on a screen you can [click here for the instructions for setting your default browser.](#)

4. Locate and open the email from **do.not.reply@cadetforces.org.nz** (the subject line should say

Approval required for course application as student). Make sure the email opens inside the Google Chrome browser or it may not display properly.

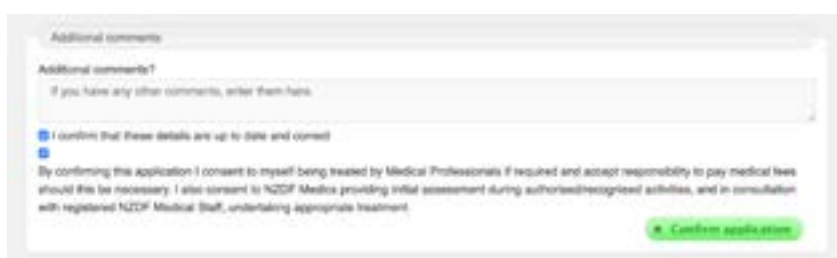


5. Find the green **Approve** button at the bottom of the email and click it. The email should look a bit like the picture on the left.

6. You should be taken to a new tab inside of Google Chrome showing a page of CadetNet.
7. Enter the **date of birth** of the cadet who has applied to attend the activity, and click the button to confirm. This will take you to a new page with all the details of the cadet.



8. Check **all the details** that appear on the page. If anything is out of date or incorrect, please **correct it now** (by editing the information on the page) to ensure the activity organiser has the right information so that the cadet is safe on the activity.
9. Click the **tick boxes** to accept the two statements at the bottom of the page. You can enter additional comments in the text box if you wish.



10. Click on the green **Confirm application** button to give your permission for the cadet to attend the activity.