**Procedures for processing CABLE registration**

1. On receiving the email with attached form, check the submitted registration form and save it into the ‘CABLE registration’ folder on your PC or laptop.
2. Wait a few minutes or hours for the NCI email notification. When that did not come, email back to the applicant to go on to steps 2 or 3 according to the CableRegistration page on our wiki.
3. Click the link in the NCI email notification, login and read the approval page for joining the cable group. Main thing to check is their category (e.g. ‘other internation’ for foreign collaborators). Click ‘approve’ when satisfied. In case someone ask to join wd9 group, click ‘reject’ and email back to say they don’t need that as the cable group membership already allowed them to access the wd9 area. The wd9 area is for us and UNSW people to write new datasets for other CABLE users to access.
4. Find out the new user name on the NCI mancini page by refreshing the page that appeared after approval.
5. Open a UNIX terminal. Use ‘svn mkdir https:/trac…..’ to add a new branch with the new user name.
6. Open a new tab on your browser window and log into the CABLE trac page.
   1. Click on ‘Browse Source’ and navigate to ‘branches/Users’. Click on the ‘Admin’ button at the right-most of the top menu. Choose ‘Subversion Access’ from the left menu. Find the ‘Add path’ rectangle on the right-hand side and type in the new branch (e.g. /branch/Users/xxx###). Click the ‘Add’ button. The new path would be found amongst the big list of existing paths, sorted in alphabetical order.
   2. Go to the top of the middle column with title ‘Manage Subversion Access Rights’ and then sub-heading ‘Subversion Groups’. Click on ‘cable’ so that it list all the ‘Group Members’ according to their joining dates. On the right column, a new rectangle ‘Add Group Member to cable’ appears. Type in the first letter of the new NCI user and scroll down to find the matching one. Click the ‘Add’ button. The new member should appear at the bottom of the list.
   3. Under sub-heading ‘Subversion Paths’ in the middle column, find the new path created in (a) and click on it. In the new rectangle on the right-hand side saying ‘Add Path Member to’, scroll down to find the new user name, then select both ‘Read’ and ‘Write’ follow by clicking the ‘Add’ button.
7. Send standard email reply to applicant.
8. Add new member to the Excel spreadsheet Registered\_users\_CABLE.xlsx and update the statistics at the bottom of the spreadsheet.
9. Open a new tab on your browser window and log into the lists.csiro.au page for cable-users. Click ‘Cable-users administrative interface’ near the bottom of the page. Choose ‘Membership Management’ then ‘Mass Subscription’. Add the email address of the new applicant, then click ‘submit your changes’.