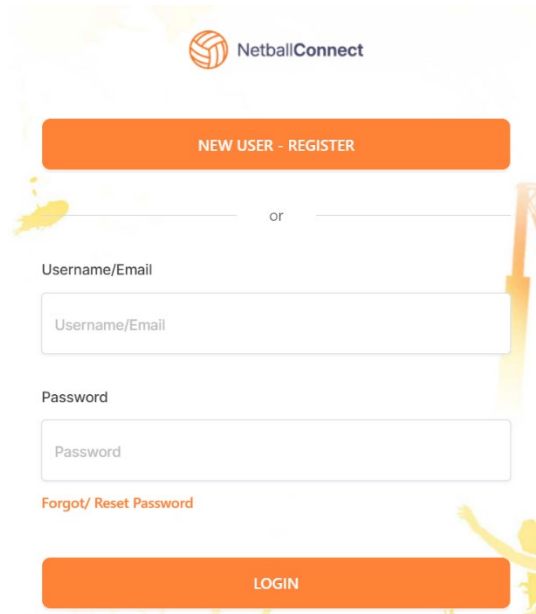


HOW TO COMPLETE A TEAM REGISTRATION – USER

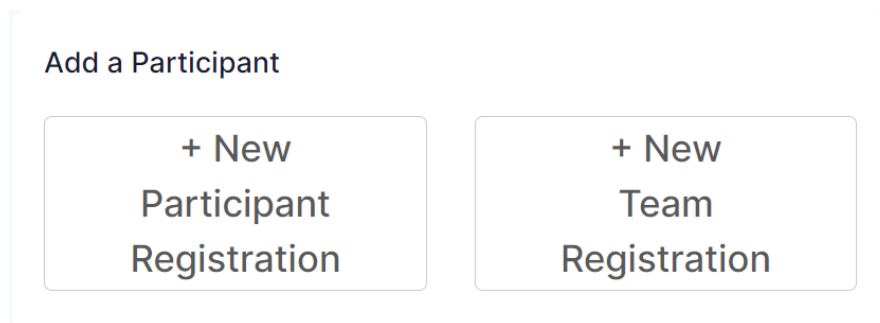
A Manager or a player of a team can register their team by following the below instructions.

- Use the link for the competition to start the registration or log on through your NetballConnect app by selecting the Association you wish to register to and selecting the correct competition.



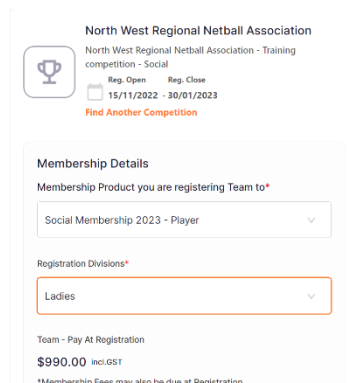
The image shows the NetballConnect user interface. At the top, there is the NetballConnect logo. Below it is a large orange button labeled "NEW USER - REGISTER". Underneath this button is the word "or" flanked by horizontal lines. Below that are two input fields: "Username/Email" and "Password". Below the password field is a link that says "Forgot/ Reset Password". At the bottom of the form is another large orange button labeled "LOGIN".

- Once you have logged in, select + New Team Registration




The image shows a screen titled "Add a Participant". There are two large buttons side-by-side. The left button is labeled "+ New Participant Registration" and the right button is labeled "+ New Team Registration".

- Select the correct division that you want to register you team into



The image shows the "Membership Details" screen for the North West Regional Netball Association. At the top, there is a trophy icon and the text "North West Regional Netball Association". Below that, it says "North West Regional Netball Association - Training competition - Social". There are two dates: "Reg. Open 15/11/2022" and "Reg. Close 30/01/2023". Below the dates is a link that says "Find Another Competition". The "Membership Details" section has a dropdown menu for "Membership Product you are registering Team to*" with "Social Membership 2023 - Player" selected. Below that is another dropdown menu for "Registration Divisions*" with "Ladies" selected. At the bottom, it says "Team - Pay At Registration" and "\$990.00 inc.GST". A small note at the very bottom says "*Membership Fees may also be due at Registration".

- click 
- Select either Player, Manager or Admin

Your Details

Person Registering Role*

Admin Manager Player

If choosing player, the system will charge you the registration component, if registering as a manager or Admin the system won't charge the registration component when finalizing the registration.

- Fill in your details or confirm, if already logged in
- Select if you are a player of the team

Are you registering as a Player in this Team?*

Yes
 No

- Enter in your emergency contact
- Enter your team name
- Next you can either enter in team members details or import team list

Team Details

[DOWNLOAD TEMPLATE](#)

[IMPORT TEAM](#)

Team Name*

Team Name

[+ Add Team Member](#)

To enter team members click . Then manually add the team's details as below.

Team Member ✖

I am paying all fees for this member

Type*

Social Membership 2023 - Player

First/Preferred Name*

Last Name

Mobile Number

Continue entering all team members until complete. If importing the team list you will need to download the CSV file and fill in the details and then import the team list.

Team Details

DOWNLOAD TEMPLATE

IMPORT TEAM

Then select **NEXT**.

- Click **SIGN UP TO COMPETITION**
- Choose the option on what you would like to pay for



Training competition - Social
North West Regional Netball Association

You are paying Competition and Nomination Fees (if applicable) for the team.

You have invited the following user(s) to register to your team:

Player (Jenny Olufemi, Jolanthe Ionut, Vidya Rangi, Nooa Edu, Bozena Najib, Nunzia Karen, Storm Ennae, Donaldal Slavtrix, Ljubo Loher, Fotis Ksenija)

Please note, your Team Members may be required to login and complete their registration by paying their Membership (if applicable) fees. Some team members may have already paid their membership fees.

Please log in to your Profile, click on Registrations, then click on your Team's name to see which team members have completed their Registration.

What would you like to pay for?

Full Competition - Upfront

- Click **CONTINUE**
- The final step is to confirm the payment.
- Once the team has been submitted those that were named in the team members will receive an email with a link to register to the team.
- To add teams after the teams have been nominated. The manager can go into the NetballConnect App. Into their Profile and click on My Full profile and scroll down to the team registration. It should give you the ability to add Team member. Enter details and like the other the team member will receive an email with a link to register.