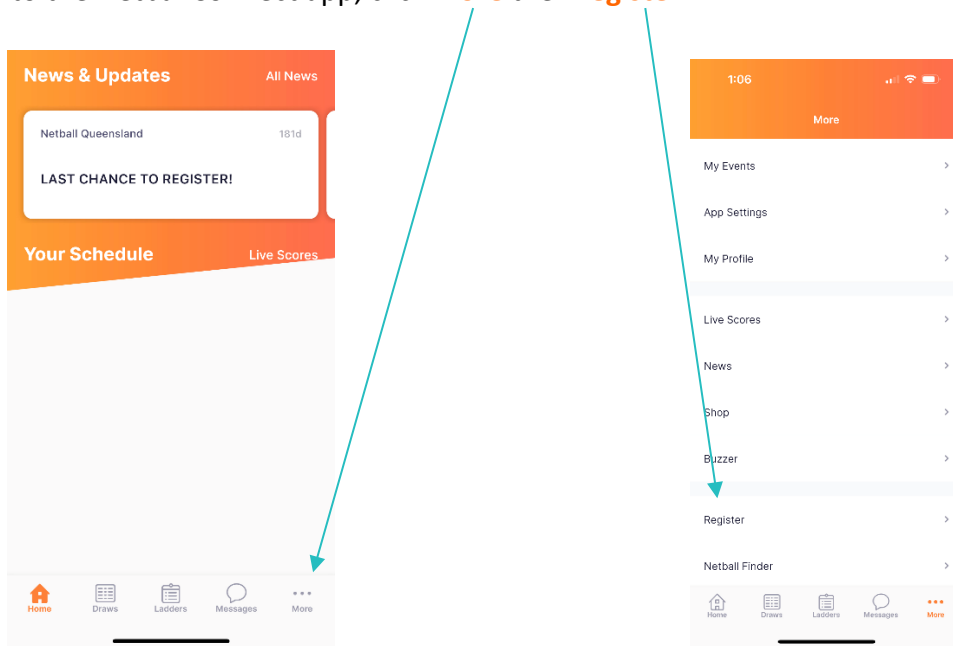


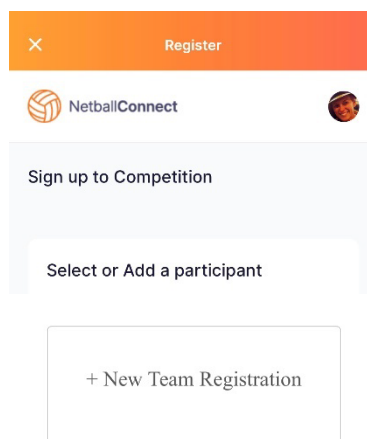
HOW TO COMPLETE A TEAM REGISTRATION HDNA MONDAY COMPETITION

A team manager/coach or a player from a team can register their team by following these instructions.

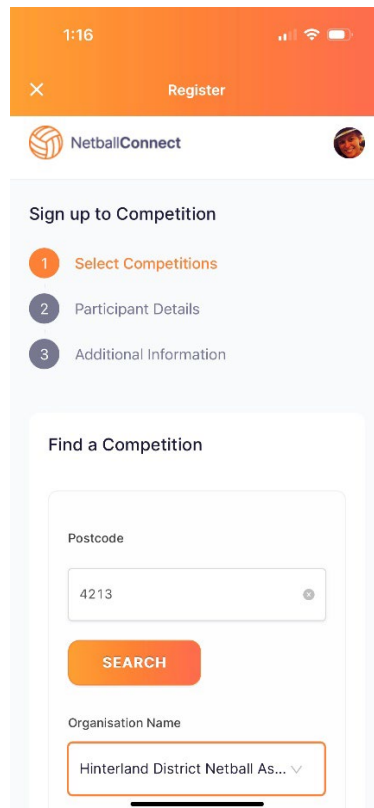
1. If you were given a registration link you can use it to skip the first few steps. Otherwise log into the NetballConnect app, click **more** then **register**.



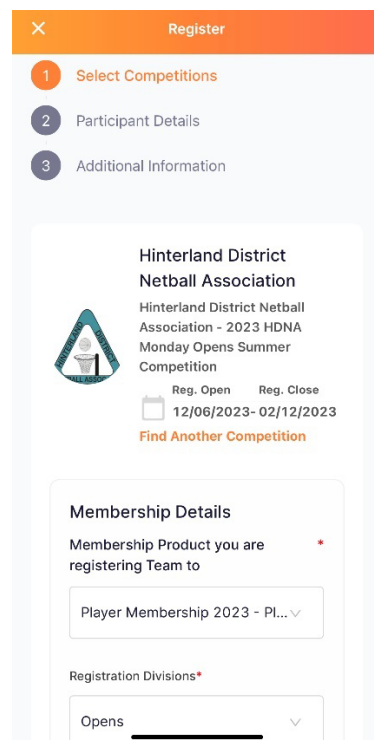
2. Scroll to the bottom under **select or add a participant** and select **+ new team registration**.



3. Search for postcode **4213** and then select **Hinterland District Netball Association** from the drop down menu.

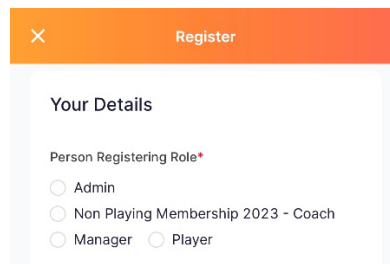


4. Click on the appropriate HDNA Monday Opens Competition. The **membership product** (player membership) and **registration division** (opens) should already be filled in.



5. Click **sign up to competition**.

- Indicate whether you are a player, manager or admin for this team. If you select player, NetballConnect will charge your registration fee for the season as part of this transaction. If you select manager or admin you won't be charged any fees.



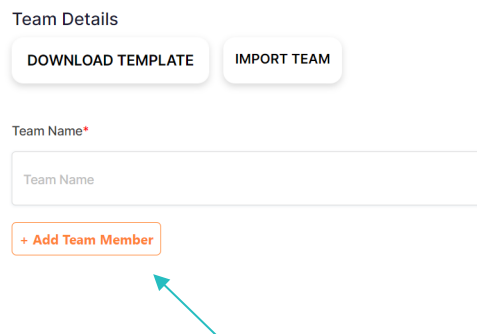
The screenshot shows a 'Register' form with a title bar containing a close button and the word 'Register'. Below the title bar is a section titled 'Your Details'. Under this section is a label 'Person Registering Role*' followed by four radio button options: 'Admin', 'Non Playing Membership 2023 - Coach', 'Manager', and 'Player'.

- Fill in your details, or confirm if they're already recorded in NetballConnect.
- Indicate whether you are a player in the team and enter your emergency contact details.

Are you registering as a Player in this Team?*

- Yes
 No

- Enter your **team name**.
- Enter your team members' details one at a time, or import a team list. Your team members will receive an email from NetballConnect with a link to complete their player registration and pay their fees. They will automatically be assigned to your team in NetballConnect once they register. You must add your team members later via your **full profile** if you don't add them now (see page 5 for more information).



The screenshot shows a 'Team Details' section with two buttons: 'DOWNLOAD TEMPLATE' and 'IMPORT TEAM'. Below these is a 'Team Name*' label and an empty text input field. Underneath the input field is a button labeled '+ Add Team Member'. A blue arrow points from the bottom right towards the '+ Add Team Member' button.

To enter team members click **+ add team member**, then manually add each person's details as below.

Register

Team Member

I am paying all fees for this member

Type*

Player Membership 2023 - Player

First/Preferred Name*

First/Preferred Name

Last Name

Last Name

Mobile Number

Mobile Number

Email

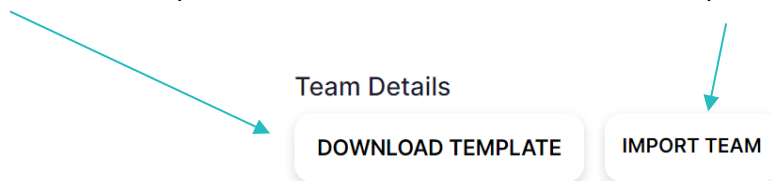
Email

Who do you want to add to the team?

New User

Ensure you enter the same email address your player uses in NetballConnect

Continue entering all team members until complete. You can import your team list instead: download the template CSV file, fill out the details, then import the file to NetballConnect.



Select **next**.

Check all your additional person information has been filled out (especially the photo consent). Click **sign up to competition**.

Review your order and click **continue**.

Click **continue** again.

Select your payment method and click **submit**.

Once the team has been submitted your team members will receive an email from NetballConnect with a link to complete their personal registration. They must use that link to register in order to be added to your team and appear on your scoresheet.

Also send us your **independent team information form** so we can decide which division to place your team in.

TO ADD NEW TEAM MEMBERS AFTER REGISTERING YOUR TEAM

1. The person who registered the team must go to the NetballConnect app.
2. Select **my profile**, then **my full profile**.
3. Scroll down until you find the team registration and click to add another team member.