

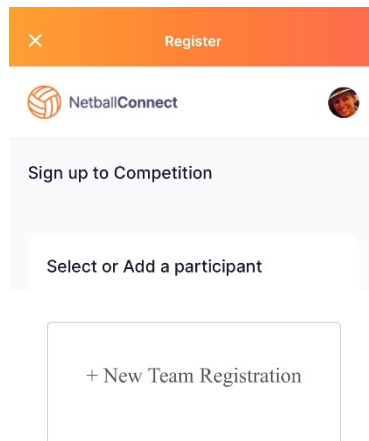
# HOW TO COMPLETE A TEAM REGISTRATION HDNA JUNIOR TWILIGHT COMPETITION

A team manager, coach or a player from an independent team can register their team by following these instructions. (If you belong to a club or school, they will register your team.)

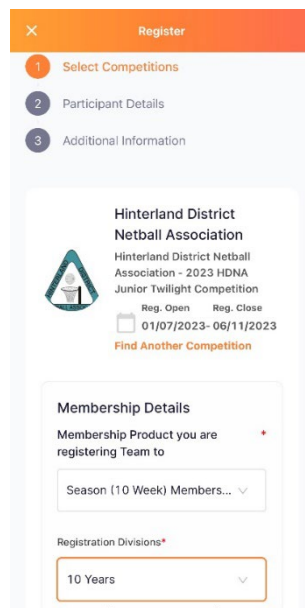
1. Use this link to access the correct competition in NetballConnect:

<https://bit.ly/3YUpqC5>

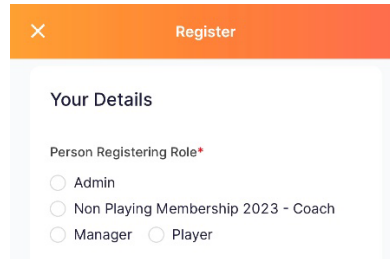
2. Scroll to the bottom under **select or add a participant** and select **+ new team registration**.



3. The 2023 HDNA Junior Twilight Competition will appear. The **membership product** (Season 10 Week Membership) should already be filled in. Select your team's age group under **registration divisions**.



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



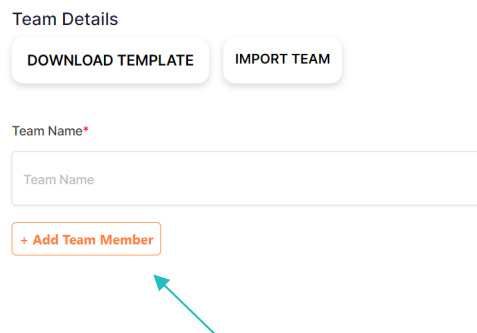
The screenshot shows a modal window titled 'Register' with a close button (X) in the top left corner. Below the title is a section labeled 'Your Details'. Underneath, there is a field for 'Person Registering Role\*' with four radio button options: 'Admin', 'Non Playing Membership 2023 - Coach', 'Manager', and 'Player'.

6. Fill in your details, or confirm if they're already recorded in NetballConnect.
7. 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

8. Enter your **team name**.
9. 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 text input field labeled 'Team Name\*' with the placeholder text 'Team Name'. Underneath the input field is a button labeled '+ Add Team Member'. A blue arrow points to this button.

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

**PLEASE NOTE:** You must use the same name and email address as each player's existing record in NetballConnect or they may be forced to pay additional Netball Queensland membership fees!

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

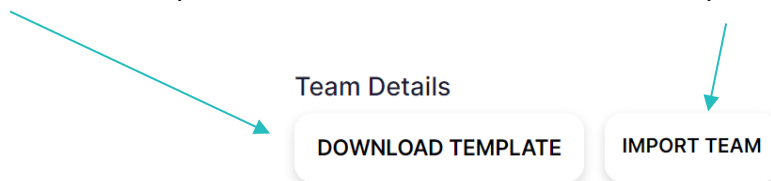
Email

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. You'll find a link to this form on our website at [hdna.net.au/nominate](http://hdna.net.au/nominate). (See Step 3.)

### 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.