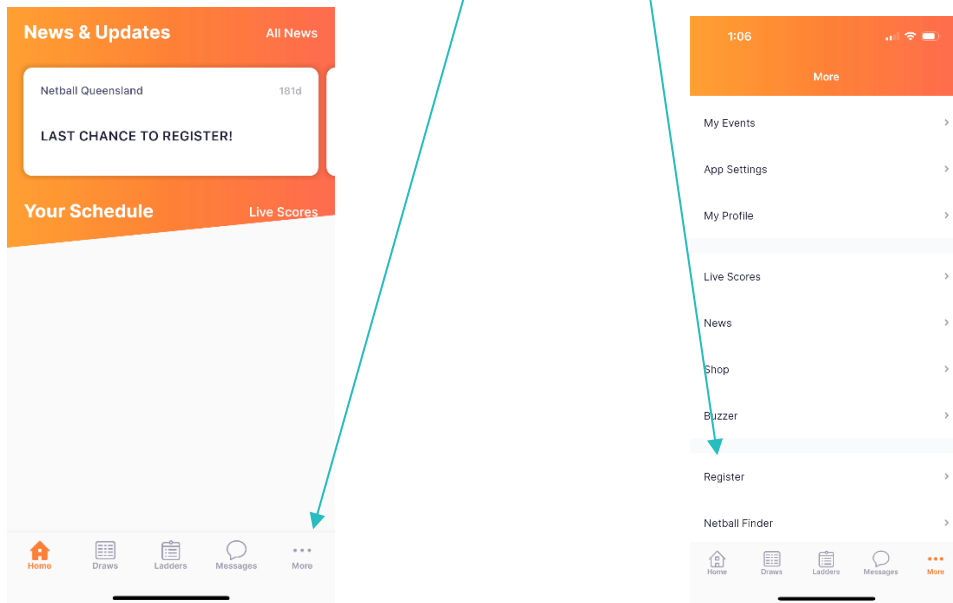


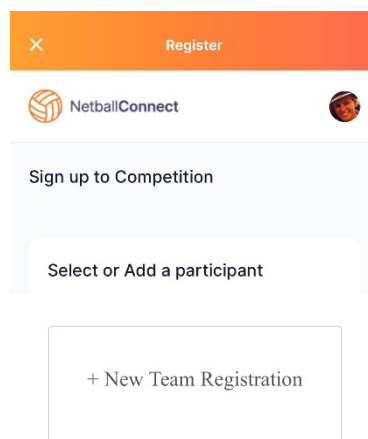
# HOW TO COMPLETE A TEAM REGISTRATION HDNA SATURDAY COMPETITION

Once approval has been sought from HDNA, the team manager or coach of an independent team can register their team by following these instructions. Club/school teams will be registered by their club.

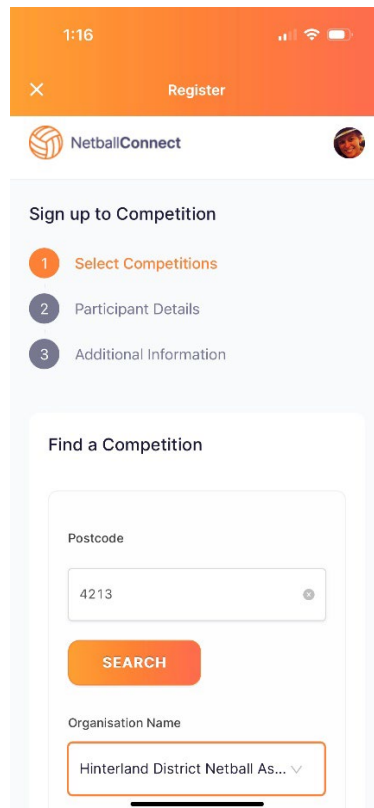
1. Log into the NetballConnect app, click **more** and then **register**.



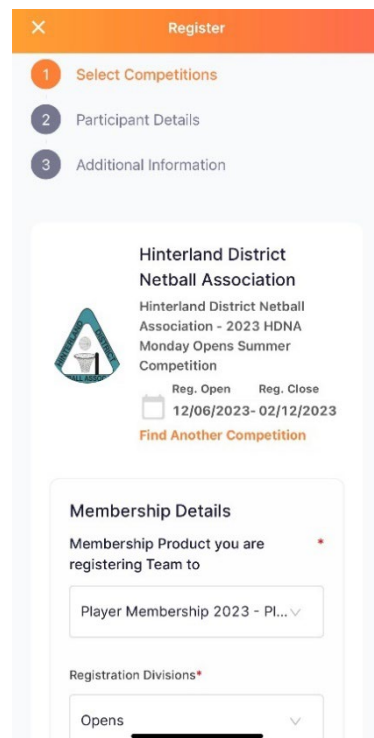
2. Scroll to the bottom under **select or add a participant** and select **+ new team registration**.



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



4. Click on the HDNA Saturday Junior Competition. The **membership product** (player membership) should already be filled in. Select your team's age group under **registration divisions**.



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

6. Indicate whether you are a coach, 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 coach, manager or admin you won't be charged any fees.



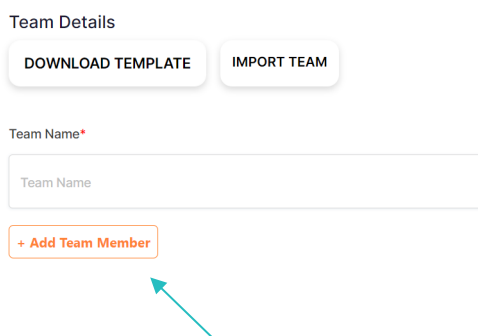
The screenshot shows a modal window titled 'Register' with a close button (X) in the top left corner. Below the title is a section labeled 'Your Details'. Underneath, there is a field for 'Person Registering Role\*' with four radio button options: 'Admin', 'Non Playing Membership 2023 - Coach', 'Manager',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

7. Fill in your details, or confirm if they're already recorded in NetballConnect.
8. 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

9. Enter your **team name**.
10. Enter your team members' details one at a time or import a team list. Your team members will receive an email (or text message if you only enter their phone number) from NetballConnect with a personal 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 the last page of this document for instructions).



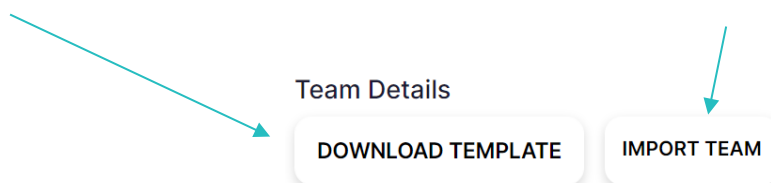
The screenshot shows a 'Team Details' section with two buttons: 'DOWNLOAD TEMPLATE' and 'IMPORT TEAM'. Below these is a text input field for 'Team Name\*' with the placeholder text 'Team Name'. Underneath the input field is a button labeled '+ Add Team Member'. A blue arrow points from the text below to this button.

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

Indicate whether you are paying the fees for this player

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

Continue entering all team members until complete. If you want to 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 or text 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.

Don't forget to send us your **independent team grading form** so we can decide which division to place your team in.

## APPENDIX: HOW TO MANAGE TEAM MEMBERS IN NETBALLCONNECT

### Add a team member:

1. The person who registered the team must go to the NetballConnect app.
2. Click **more** in the bottom right corner of the screen.
3. Select **my profile**, then **my full profile**.
4. Scroll down until you find the team registration.
5. Click the three dots ... and choose the option to **add team member**.
6. Click **player membership**, enter the player's details and click **save**.
7. The team member will receive an email from NetballConnect with their personal registration link.

### Remove a team member:

1. The person who registered the team must go to the NetballConnect app.
2. Click **more** in the bottom right corner of the screen.
3. Select **my profile**, then **my full profile**.
4. Scroll down until you find the team registration.
5. Click the three dots on the right ... and select **view** to see a list of your players.
6. Click the three dots ... to the right of the player's name and select **remove from team** in the menu.

### Check whether team members have registered:

1. The person who registered the team must go to the NetballConnect app.
2. Click **more** in the bottom right corner of the screen.
3. Select **my profile**, then **my full profile**.
4. Scroll down until you find the team registration.
5. Click the three dots on the right ... and select **view** to see a list of your players and their registration status. You can resend their registration link from here if needed.
6. Your team will lose points if your players are not registered before their second game.

### Resend the registration link to a team member:

1. The person who registered the team must go to the NetballConnect app.
2. Click **more** in the bottom right corner of the screen.
3. Select **my profile**, then **my full profile**.
4. Scroll down until you find the team registration.
5. Click the three dots on the right ... and select **view** to see a list of your players.
6. Click the three dots ... to the right of the player's name and select **send invite again** from the menu.