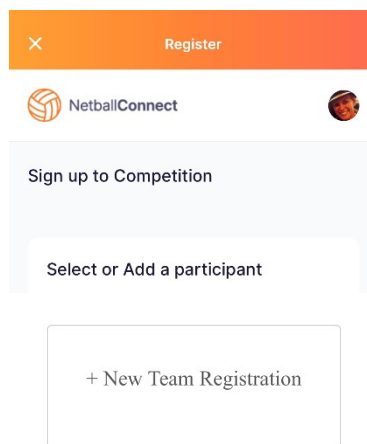


HOW TO COMPLETE A TEAM REGISTRATION HDNA MONDAY LADIES & MIXED COMPETITIONS

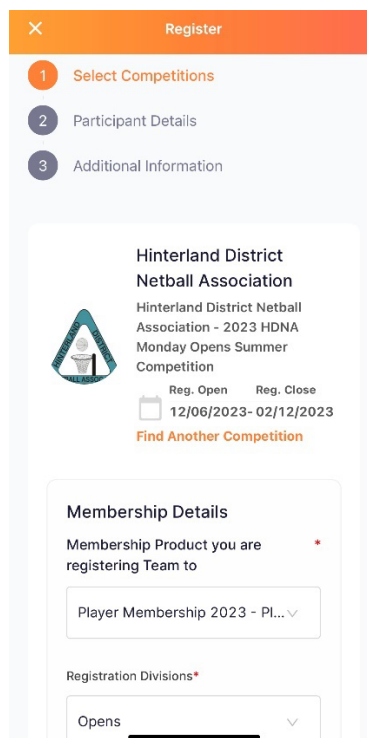
A team manager/coach or a player from an independent team can register their team by following these instructions. Club/school teams will be registered by their club.

1. Click the registration link for the 2024 summer competition sent by HDNA. Enter your NetballConnect login details if required.
2. Scroll to the bottom under **select or add a participant** and select **+ new team registration**.



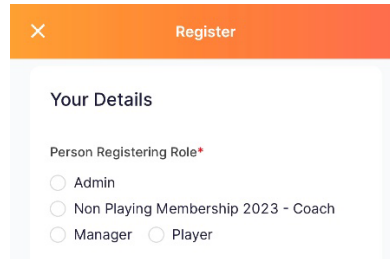
The screenshot shows a mobile application interface for NetballConnect. At the top, there is an orange header with a close button (X) and the word 'Register'. Below the header is the NetballConnect logo and a profile picture icon. The main content area is titled 'Sign up to Competition' and contains a section labeled 'Select or Add a participant'. At the bottom of this section is a button labeled '+ New Team Registration'.

3. The appropriate HDNA Monday competition (ladies or mixed) will appear. The **membership product** and **registration division** should already be filled in.



The screenshot shows the same mobile application interface, but now displaying the details of a selected competition. The header remains the same. Below the header is a progress indicator with three steps: '1 Select Competitions' (highlighted in orange), '2 Participant Details', and '3 Additional Information'. The main content area shows the competition details for 'Hinterland District Netball Association', including the association name, the specific competition ('Hinterland District Netball Association - 2023 HDNA Monday Opens Summer Competition'), and the registration dates ('Reg. Open 12/06/2023 - 02/12/2023'). Below this is a 'Find Another Competition' link. The 'Membership Details' section is partially visible, showing a dropdown menu for 'Membership Product you are registering Team to' with 'Player Membership 2023 - Pl...' selected, and another dropdown menu for 'Registration Divisions*' with 'Opens' selected.

4. Click **sign up to competition**.
5. Indicate whether you are a player, 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.



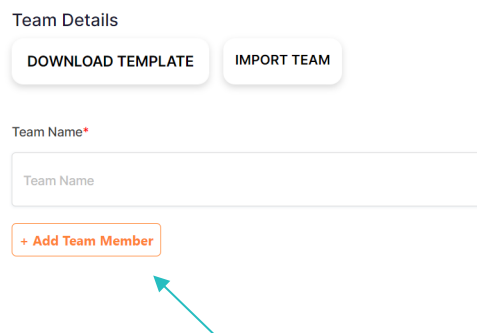
The screenshot shows a 'Register' modal window with a close button (X) in the top left. The title is 'Register'. Below the title is the section 'Your Details'. Underneath, there is a label 'Person Registering Role*' followed by four radio button options: 'Admin', 'Non Playing Membership 2023 - Coach', '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 (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 can 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).



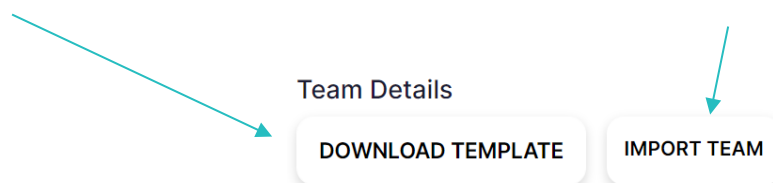
The screenshot shows the 'Team Details' section of a form. At the top, there are two buttons: 'DOWNLOAD TEMPLATE' and 'IMPORT TEAM'. Below these is a label 'Team Name*' followed by a text input field containing the placeholder text 'Team Name'. Below the input field is a button labeled '+ Add Team Member'. A blue arrow points from the bottom of the page towards 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 the team members you added will receive an email or text from NetballConnect with a personal link to complete their player 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.