

Team Manager Registration Guide SENIORS



1 Go to this [link](#) and login to your netball connect account.

If you don't have an account you will need to create one.

A screenshot of the NetballConnect registration page. It features the NetballConnect logo at the top. Below the logo is an orange button labeled 'NEW USER - REGISTER'. Underneath, there are input fields for 'Username/Email' and 'Password', with a 'Forgot/ Reset Password' link. At the bottom, there is an orange button labeled 'LOGIN'.

3 Select 'senior player' membership and 'Ladies (14+ years)' then click 'sign up to competition'

2 Click '+ New Team Registration'

A screenshot of the NetballConnect participant selection page. It shows the 'Sign up to Competition' header. Below it, there's a section titled 'Select or Add a participant'. On the left, there's a card for a participant named 'Your Name' (Female, 12/08/1980) with a 'VK' icon. To the right is a '+ New Participant Registration' button. At the bottom, there is a '+ New Team Registration' button highlighted with a red dashed border.A screenshot of the NetballConnect competition sign-up page. It shows the 'Sign up to Competition' header with a progress indicator: 1 Select Competitions, 2 Participant Details, 3 Additional Information. The 'Select Competitions' step is active. It displays details for 'Surf Coast Netball Association' and 'Surf Coast Netball Association - Tuesday Ladies- Summer'. The registration period is '05/09/2022 - 06/04/2023'. Under 'Membership Details', 'Player Membership - Senior Player' and 'Ladies (14+ years)' are selected, both highlighted with red dashed borders. The total cost is '\$1531.40 incl.GST'. Under 'Competition Specifics', it shows 'Training: No information provided', 'Special Notes: No information provided', 'Competition Venue: Wurdi Baierr Stadium', and 'Contact Details: info@scna.net.au'. At the bottom right, there is a 'SIGN UP TO COMPETITION' button highlighted with a red dashed border.

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- 4** Select 'Manager'
Check your details and input your team's name. You don't need to add team members. Team players will need to be sent to info@scna.net.au **See point 8**

- 5** Answer any additional information then click 'Sign up to competition'

The screenshot shows the 'Participant Details' step of the registration process. The progress bar at the top indicates three steps: 'Select Competitions' (completed), 'Participant Details' (current step), and 'Additional Information'. The selected competition is 'Surf Coast Netball Association - Tuesday Ladies- Summer', with registration dates from 05/09/2022 to 06/04/2023. Under 'Your Details', the 'Person Registering Role' is set to 'Manager'. The 'Gender' is set to 'Female'. The 'First/Preferred Name' field is empty. The 'Mobile Number' field is empty. The 'Relationship to Participant' is set to 'Spouse'. In the 'Team Details' section, there are buttons for 'DOWNLOAD TEMPLATE' and 'IMPORT TEAM'. The 'Team Name' field contains 'Torquay Turtles'. A red dashed box highlights the 'NEXT' button at the bottom right.

The screenshot shows the 'Additional Information' step of the registration process. The progress bar at the top indicates three steps: 'Select Competitions' (completed), 'Participant Details' (completed), and 'Additional Information' (current step). The selected competition is 'Surf Coast Netball Association - Tuesday Ladies- Summer'. Below this, there is a section for 'Torquay Turtles' with 'Team, 0 Members' and a 'Wrong Team?' link. The 'Additional Personal Information' section includes a field for 'MyNetball ID', a question about Aboriginal or Torres Strait Islander origin (set to 'Not Applicable'), a question about ambulance cover (set to 'Yes'), a question about intellectual disability or physical impairment (set to 'No'), a 'Photo Consent' section (set to 'No'), a 'Public Profile' consent section (unchecked), a dropdown for 'Which Suncorp Super Netball Team do you follow?' (set to 'Melbourne Vixens'), a question about how the user heard about the competition (set to 'Facebook'), and a dropdown for 'How many years have you played Netball?' (set to '0'). A red dashed box highlights the 'SIGN UP TO COMPETITION' button at the bottom right.

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6 Follow final step, checking information relevant to you and your team, read terms and conditions and then click 'continue'.

A screenshot of the NetballConnect registration form. The page is titled 'Participants' and shows details for 'Torquay Turtles' (Team, 0 Members) and 'Tuesday Ladies- Summer' (Competition, Surf Coast Netball Association). A section titled 'Jean Cowan Bequest' offers donation options: \$2, \$5, \$10, or 'No, sorry not at the moment'. The 'Other Information' section has checkboxes for 'Coaching', 'Manager' (checked), 'Fundraising / Committee Member', and 'Other'. A 'Your order' summary shows a total payment due of \$1531.40. At the bottom, there are checkboxes for 'Terms and Conditions for Netball Victoria' and 'Terms and Conditions for Surf Coast Netball Association', both checked. A large orange 'CONTINUE' button is at the bottom, highlighted with a dashed red border.

7 Pay your team registration fee in full via credit or debit card.

A screenshot of the NetballConnect payment options page. The page is titled 'Secure Payment Options' and shows 'Credit/Debit Card' as the selected option. A card number field is visible with 'MM / YY CVC' on the right. A note states: 'A transaction fee of 2.25% + 30c is charged for domestic credit cards and 3.0% + 30c for International. For American express cards a fee of 2.7% + 30c applies.' A yellow warning box says: 'If you choose to pay by credit card, it will be your default payment method going forward. If you'd like to amend this, please go to your User Profile > Payment Methods and update your default.' A red 'SUBMIT' button is at the bottom right. Below this is a 'Your order' summary table:

Torquay Turtles - Tuesday Ladies- Summer	
Vanessa Kelly	\$1531.40
Full Competition - Upfront	Edit
Sub-total	\$1531.40
Shipping	\$0.00
GST	\$0.00
Charity Round-Up	\$0.00
Total	\$1531.40
Transaction Fee	\$0.00
Total Payment Due	\$1531.40

8 Please email **info@scna.net.au** with the following information so we can manually add players into your team and check they are insured.

- Team Name
- Competition i.e. 'Seniors'
- All players names including their Netball Victoria player ID. They will have this once they have registered as a player into the competition

If you have any problems with payment, please contact the committee on **info@scna.net.au**