



2023 HOW TO MANUAL

**This Manual contains quick step by step instructions and is to accompany the main
Netball connect Manual**

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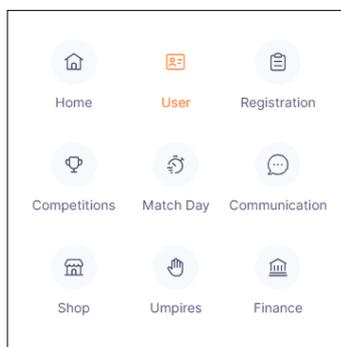
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- All names, email and mobile numbers used in this manual are purely fictional.

HOW TO ADD, EDIT OR DELETE AN ADMIN USER

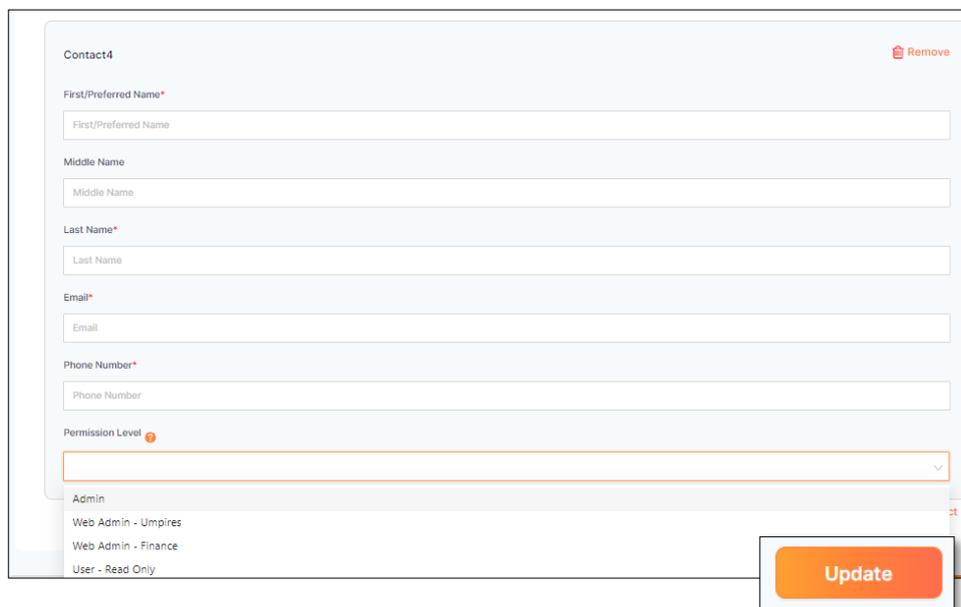
- Select the user module



- Select Administrators, Our Organisation



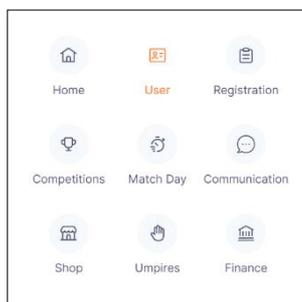
- To edit or add a contact
 - Update or add details for Admin (when adding a new Admin fill in required details and select permission level – Admin, Umpires Only or Web Admin – Finance)
 - Select update

A screenshot of the 'Contact4' form. The form has fields for First/Preferred Name, Middle Name, Last Name, Email, and Phone Number. The 'Permission Level' dropdown menu is open, showing options: Admin, Web Admin - Umpires, Web Admin - Finance, and User - Read Only. An orange 'Update' button is highlighted at the bottom right of the form.

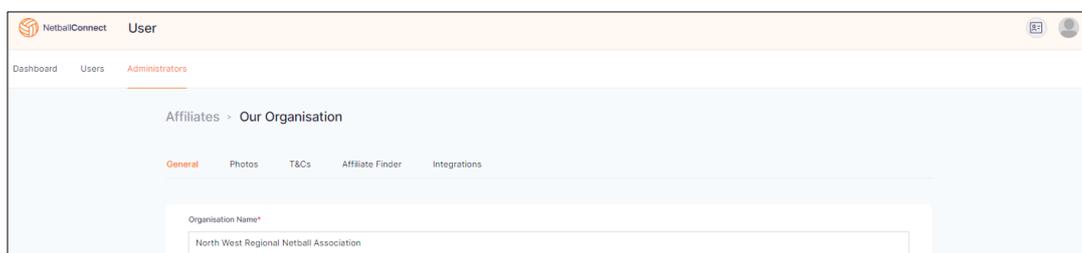
- To delete a contact
 - Select remove
 - Select OK

HOW TO EDIT OR UPDATE YOUR ORGANISATIONS DETAILS

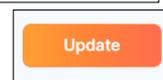
- Select the user module



- Select administrators, our organisation

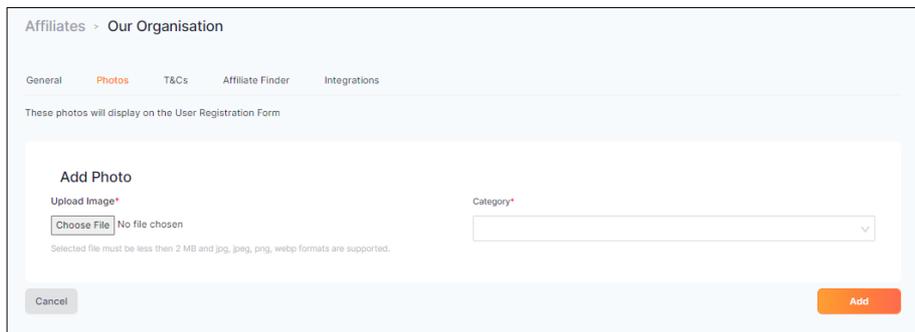
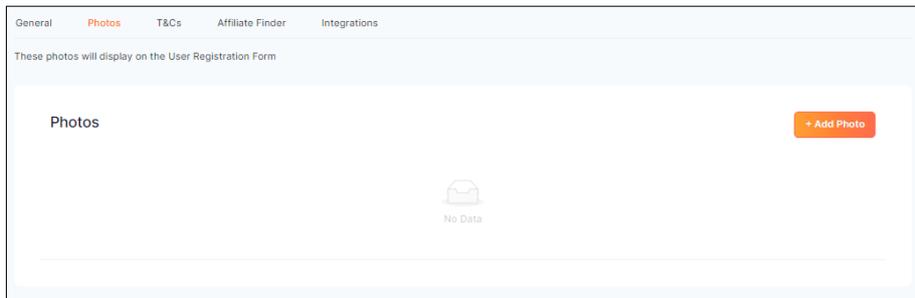


- General
 - Edit any details
 - Select update

A screenshot of the 'Our Organisation' form. The form has several fields: 'Organisation Name*' (text input with 'North West Regional Netball Association'), 'Organisation Logo*' (image upload area with a plus sign and a 'Save as Default' checkbox), 'Organisation Type' (radio buttons for 'Association/ League' and 'Shawns State Body'), 'Affiliated To' (text input with '2948 Bruce Hwy, Kuttabul, QLD, Australia'), 'Phone Number*' (text input with '0734623457'), and 'Email*' (text input with 'nwra.ayr@netballassociation.com'). At the bottom, there are radio buttons for 'Who will pay the Transaction Fees': 'Registering Participant' (selected) and 'Our Organisation'.

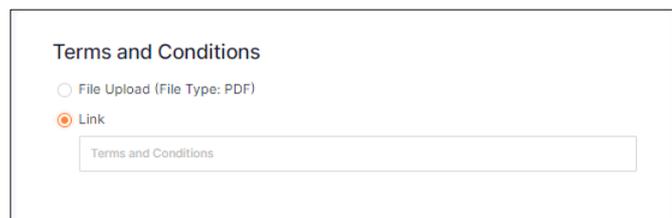
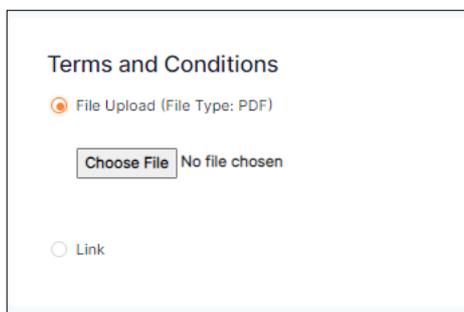
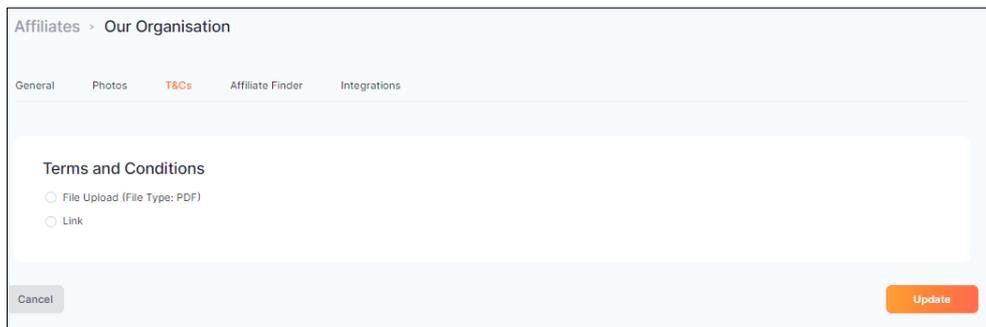
- Photos

- Select + add photo
- Select an image from the file directory
- Select the category
- Select add



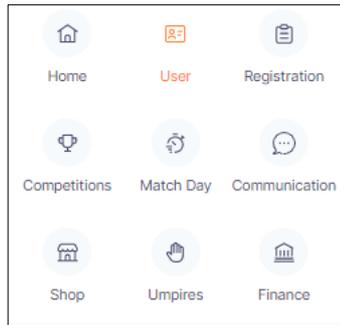
- T&Cs

- Select either
 - File Upload
 - Link
- Select Update

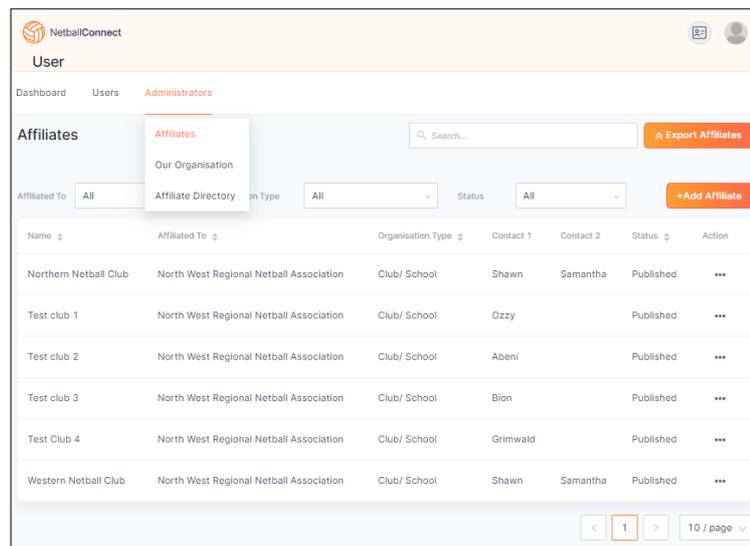


HOW TO ADD/EDIT AN AFFILIATES DETAILS

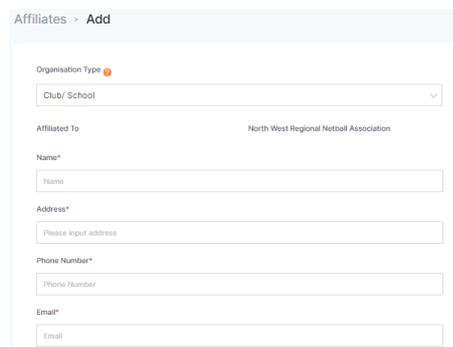
- Select the User Module



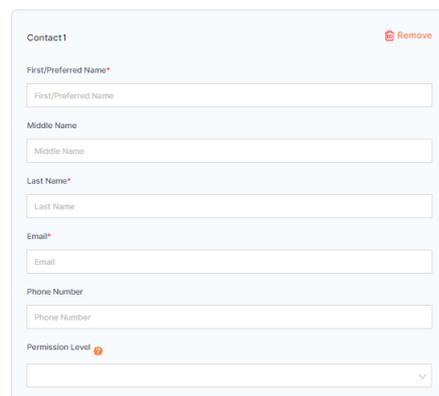
- Select Administrators, Affiliates



- To add another affiliate
 - Select **+Add Affiliate** on the right-hand side
 - Complete the affiliates details
 - Add at least one contact
 - Select **Add Affiliate**



Contacts



- To edit an affiliate

- Select the  under actions on the right-hand side
 - Edit any details
 - Select 

Test club 1	North West Regional Netball Association	Club/ School	Ozzy	Published 
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Edit

Affiliates > Edit

Organisation Type

Affiliated To*

Name*

Address*

Phone Number*

Email*

Contacts

Contact1

First/Preferred Name*

Middle Name

Last Name*

Email*

Phone Number

Permission Level

+ Add Contact

Terms and Conditions

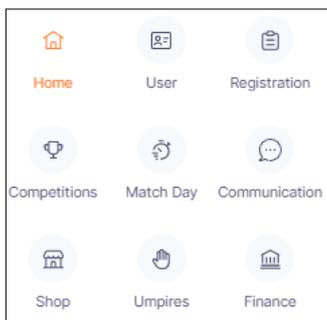
File Upload (File Type: PDF)

Link

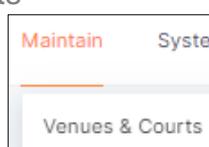
Cancel


HOW TO ADD AND EDIT VENUE AND COURT DETAILS

- Select the home module



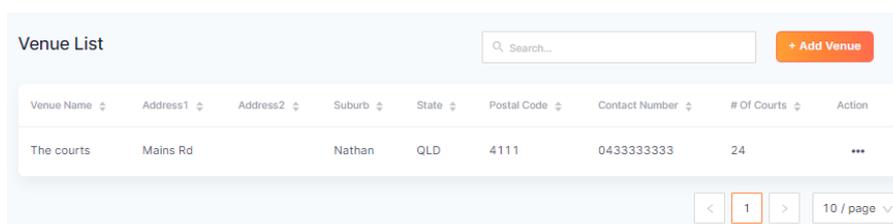
- Select Maintain venues & courts



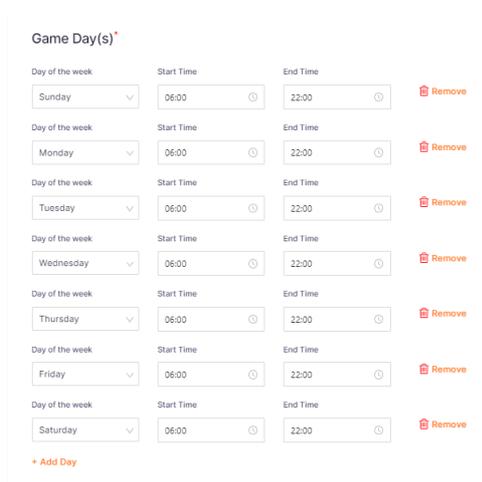
- Enter the name of the venue into the search bar



- Select Edit from the **...** action column



- Check the details for venue are correct
- Edit/Add/Remove Game Day details



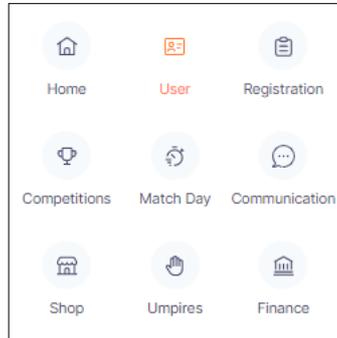
- Edit/Add/Delete Court details

Courts*

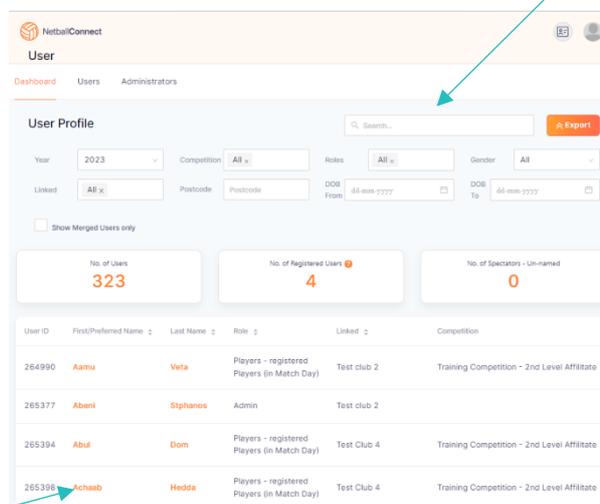
Court Numbers	Court Name	Latitude	Longitude	Override Venue Timeslots?
1	Court 1	153.0	-27.559	<input type="checkbox"/>
2	Court 2	153.0	-27.559	<input type="checkbox"/>
3	Court 3	153.0	-27.560	<input type="checkbox"/>
4	Court 4	153.0	-27.560	<input type="checkbox"/>
5	Court 5	153.0	-27.560	<input type="checkbox"/>

HOW TO VIEW PLAYER PROFILES

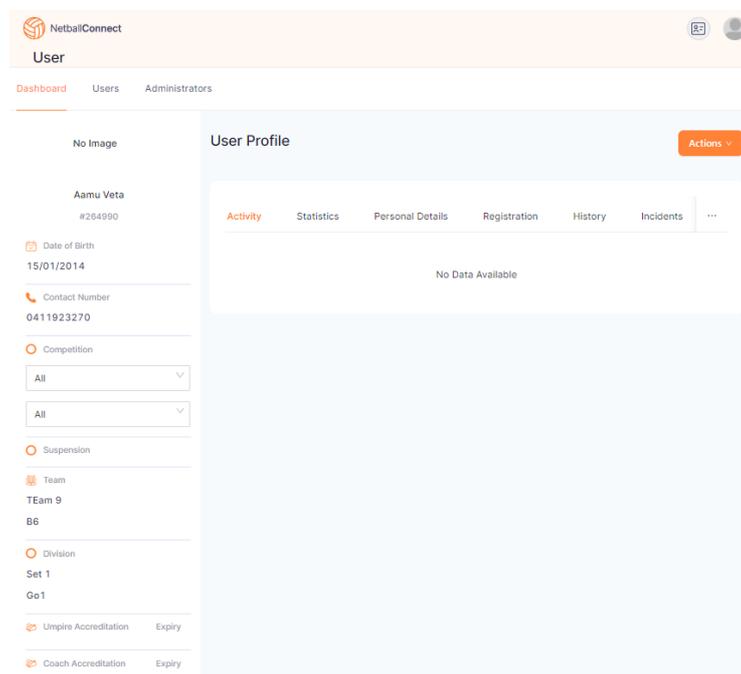
- Select the User Module



- Enter players names/profile number or email address in the search box

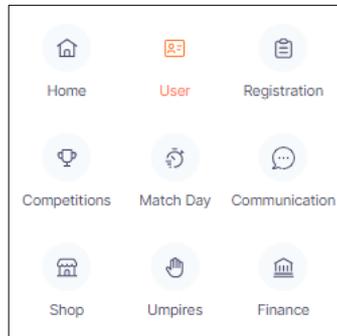


- Players will populate on the bottom half of the screen. Click on the correct player profile.
- Once in the players profile you can see their personal details, registrations, history, medical information.

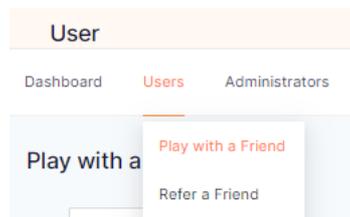


HOW TO FIND THE LIST OF PLAY WITH FRIENDS REQUEST

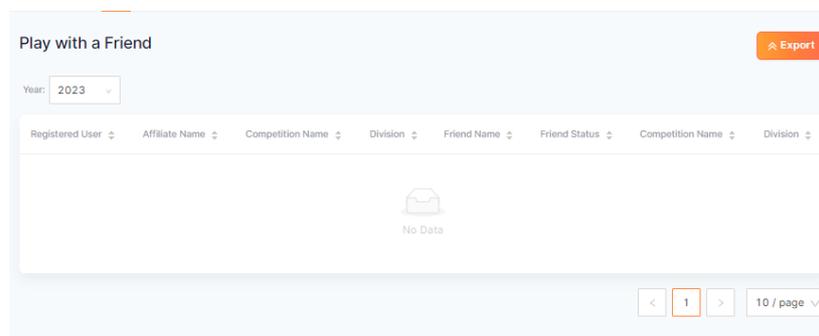
- Select the User Module



- Select Users, player with a friend

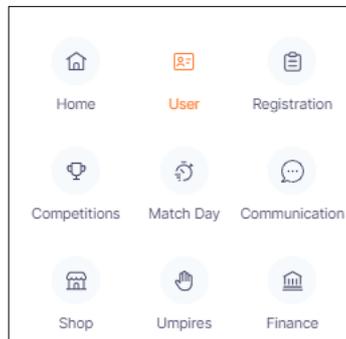


- View request on screen or export into Excel spreadsheet

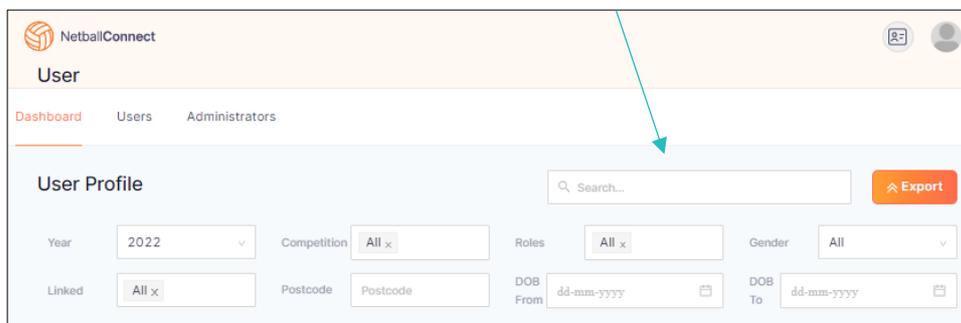


HOW TO FIND A MEMBER'S REGISTRATION

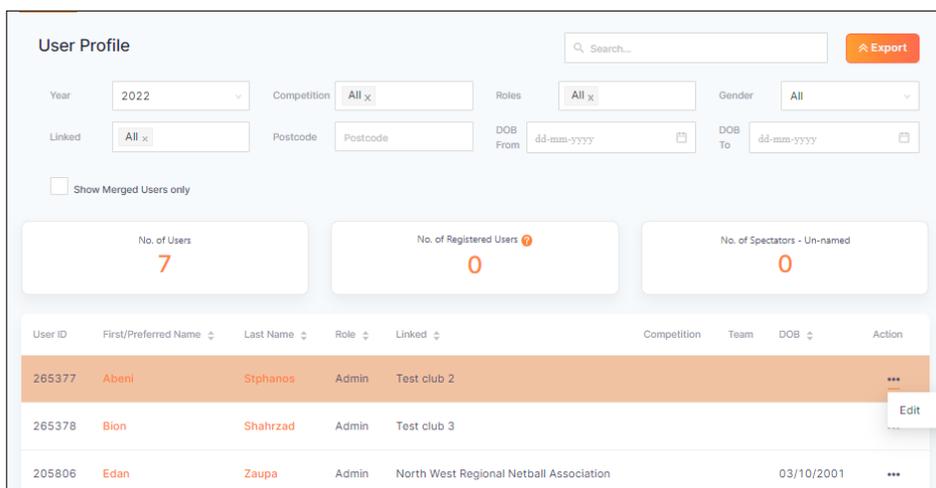
- Select the User Module



- Dashboard
 - Search for the Member using the search bar



- Once the member has been found select either
 - The Members name
 - The ******* on the right-hand side under action
 - Edit



- Registration
 - Any registrations the member has with your organisation

The screenshot displays the 'User Profile' page for Keiko Anica in the NetballConnect system. The page is divided into a left sidebar with user details and a main content area with tabs for different profile sections.

User Profile Details:

- Name: Keiko Anica
- ID: #293480
- Date of Birth: 10/11/2015
- Contact Number: 222222222
- Competition: All
- Suspension: None
- Team: None
- Division: None
- Umpire Accreditation: Expiry
- Coach Accreditation: Expiry

User Profile Tabs: Activity, Statistics, Personal Details, Medical, **Registration**, History, Incidents, Purchases

Own Registration Table:

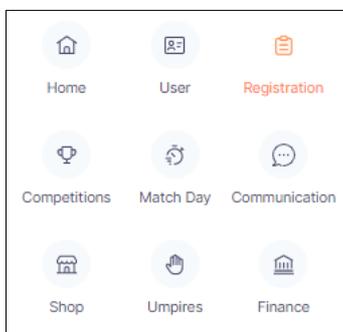
Affiliate	Competition	Membership Valid Until	Comp Fees Paid	Membership Product	Membership Type	Division	Paid by	Status	Action
Western Netball Club	Training Competition - 2nd Level Affiliate		Offline	Player NetSetGo (Pack Eligible) 2023	Player - NetSetGo	Net	Samantha Douglas	Pending Transfer	...

Memberships Table:

Year	Membership Product	Type	Expiry	Amount	Status	Action
2023	Player NetSetGo (Pack Eligible) 2023	Player - NetSetGo	31/12/2023	\$90.90	Inactive	...

HOW TO CREATE A 2ND LEVEL AFFILIATE COMPETITION REGISTRATION

- Select the Registration Module



- Select **+ New Competition Registration** on the right-hand side
- Complete the following details:
 - Competition Name
 - Competition Logo
 - Description
 - Venue

- Type of competition
- Competition Format
- Competition Start date
- Competition End date
- Number of Round
- Time between Rounds
- Registration close date
- Non-playing dates
- Players in teams

- Options on when to push players to Match Day

- Select the Registration Invitees
 - 2nd Level affiliates – Club/School
 - Any Organisation
 - Association/Leagues

Competition Fees

Details Membership Registration Divisions Fees Payments Discounts

Year* 2022

Competition Name*
Competition Name

Competition Logo*
Selected file must be less than 2 MB and jpg, jpeg, png, webp formats are supported.

Here Image for Registration Form
Selected file must be less than 2 MB and jpg, jpeg, png, webp formats are supported. Approximate Dimension: Width: 1200px Height: 400px

Description
Write a brief description of the Competition.

Venue*
Select Venue

+ Add Venue

Type of Competition*
 Weekly Competition
 Tournament

Competition Format*
 Knock Out
 Round Robin
 Double Round Robin
 Enhanced Round Robin

Competition Start Date* dd-mm-yyyy

Competition End Date* dd-mm-yyyy

Time between Rounds
 Days: days Hours: hours Minutes: mins

Registrations Close* dd-mm-yyyy

Non-Playing Dates
+ Add Another Non Playing Date

Players in each team
 Minimum Number: Maximum Number:

Players to appear in Match Day:
 Only when the Competition Organiser publishes the Players to Match Day or Publishes the Draw
 Automatically when a player is placed into a team and the team has already been published to Match Day

Registration Invitees*
 Affiliates
 2nd level Affiliates - Club/ School
 None
 Any organisation
 Association/ Leagues
 Clubs/ Schools
 None
 Direct

Save as Draft Next

- Select Next
- Select the Membership product
 - Non-Playing Membership 2023
 - Umpire
 - Coach
 - Committee Member
 - Volunteer
 - Player Membership 2023
 - Player NetSetGo (Pack Eligible)

Competition Fees

Details
Membership
Registration Divisions
Fees
Payments
Discounts

Membership Product*

- Non Playing Membership 2023
- Player Membership 2023
- Social Membership 2023
- Player NetSetGO! (Pack Eligible) 2023
- Season (10 Week) Membership 2023
- Carnival Player Membership 2023
- Team Nomination 2023
- Event / Rep Trials - 2023 Season

Membership Type

Non Playing Membership 2023

- Coach
- Umpire
- Volunteer
- Committee / Life Member

Player Membership 2023

- Player

Player NetSetGO! (Pack Eligible) 2023

- Player - NetSetGo

- Select Next
- Add Registration division(s) as required
- Add any of the below if required:
 - Gender Restrictions
 - Age Restrictions
 - DOB ranges

Player Membership 2023*

Division Name	Gender Restriction	Age Restrictions	DOB From	DOB To
Division	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>
Go	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>
Set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>

+ Add Registration Divisions

Player NetSetGO! (Pack Eligible) 2023*

Division Name	Gender Restriction	Age Restrictions	DOB From	DOB To
Net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="dd-mm-yyyy"/>	<input type="text" value="dd-mm-yyyy"/>

+ Add Registration Divisions

- Choose Competition Registration
- Select Next

Competition Registration

- Single competition registration only
- Multiple registrations to the same competition (different divisions only)
- Multiple registrations to the same division

Delete
Save as Draft
Next

- Select all divisions
 - All divisions allow affiliates to add a different fee to each division. If the organisation doesn't then each affiliate can only set one fee per membership type.
 - Select the Individual User Registrations
 - Select the individual user seasonal fee if applicable
 - Enter the organisations amount in the competition fee columns
 - Registered for GST – Competition fee is excl GST, the GST column will populate automatically
 - Not registered for GST – Competition fee is excl GST, enter the full amount in and enter 0 in the GST Column
 - Select Next
-
- Select payment methods
 - Direct Debit
 - Credit/Direct Debt
 - Cash is only available when using single game fees
-
- Select nomination fee to be at point of registration
 - Select the individual user seasonal fee options required
 - Pay full amount
 - instalments
 - Membership fee must be paid at the time of registration
 - Offline Payment
 - Only School-based clubs that can't create a Stripe account can use it.
 - Select Next

Competition Fees

Details Membership Registration Divisions **Fees** Payments Discounts

Fees *

Non Playing Membership 2023

All Divisions Per Division

Individual User Registrations

Individual User Seasonal Fee

Membership Type	Division	Membership Fees (excl. GST)	GST	Nomination Fees (excl. GST)	GST	Competition Fees (excl. GST)	GST
Coach	N/A	\$ 0	\$ 0	N/A	N/A	\$ 0	\$ 0
Umpire	N/A	\$ 0	\$ 0	N/A	N/A	\$ 0	\$ 0
Volunteer	N/A	\$ 0	\$ 0	N/A	N/A	\$ 0	\$ 0
Committee	N/A	\$ 0	\$ 0	N/A	N/A	\$ 0	\$ 0

Individual User Single Game Fee

Team Registration

Player Membership 2023

All Divisions Per Division

Individual User Registrations

Individual User Seasonal Fee

Membership Type	Division	Membership Fees (excl. GST)	GST	Nomination Fees (excl. GST)	GST	Competition Fees (excl. GST)	GST
Player	N/A	\$ 95.45	\$ 9.55	\$ 0	\$ 0	\$ 100	\$ 10

Individual User Single Game Fee

Team Registration

Player NetSetGO! (Pack Eligible) 2023

All Divisions Per Division

Individual User Registrations

Individual User Seasonal Fee

Membership Type	Division	Membership Fees (excl. GST)	GST	Nomination Fees (excl. GST)	GST	Competition Fees (excl. GST)	GST
Player - Net	N/A	\$ 90.9	\$ 9.1	\$ 0	\$ 0	\$ 80	\$ 8

Individual User Single Game Fee

Competition Fees

Details Membership Registration Divisions Fees **Payments** Discounts

Payment Methods

Direct Debit (not applicable for team registrations with at match fees enabled)

Credit / Debit Card

Cash (only applicable for per match competition fees)

Payment Options

Nomination Fee

At point of Registration

Individual User Seasonal Fee

Pay Full Amount

Instalments

Offline Payment

Registration Code

Single Use Discount - No Fee Charged

- Select Discounts if applicable
 - Complete the following details:
 - Discount type
 - Membership products
 - Membership types
 - Code
 - Percentage off or fixed amount
 - Description
 - Available from
 - Available to

- Select Government vouchers
 - Needs to be selected or else affiliates cannot offer Government vouchers to their members
- Select Save

Discounts ●

Note: Discounts will only apply to individual season registrations.

Discount Type: [Dropdown] Membership Product: [Dropdown] Remove

Discount Code: [Dropdown]

Membership Types: [Dropdown]

Discount Type: [Dropdown] (Percentage off (this ONLY applies to your organisation's fees))

Code: [Text Input]

Percentage off or Fixed Amount: [Text Input] % Description: [Text Input]

Available From: [Date Picker] Available To: [Date Picker]

+ Add Discount

Government Vouchers

Note: Government Vouchers apply to individual season registrations only.

NSW Active Kids

NT Sports Voucher Scheme

Queensland Fair Play

SA Sports Voucher

Victoria Get Active

Buttons: Delete, Save as Draft, Save

If the competition organiser needs to create a registration form as well as the 2nd level affiliates, follow the rest of the process.

- Follow these tabs to get to the registration form
 - Competition Tab
 - Registration Form
 - "" Under Action column to edit

- Complete the details below:
 - Registration Open
 - Registration Close
 - Membership product
 - Tick all registration types offered on this registration form
 - Lock registration immediately
 - registration cap

Registration Form

Training Competition - 2nd Level Affiliate

Competition Registrations close on 18-01-2023

Registration Open: [Date Picker] Registrations Close: [Date Picker]

Membership Product*

Non Playing Membership 2023 x Player Membership 2023 x

Player NetSetGO! (Pack Eligible) 2023 x

Non Playing Membership 2023

Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately	Registration Cap
<input type="checkbox"/> Coach	Individual		<input type="checkbox"/>	[Text Input]
<input type="checkbox"/> Umpire	Individual		<input type="checkbox"/>	[Text Input]
<input type="checkbox"/> Volunteer	Individual		<input type="checkbox"/>	[Text Input]
<input type="checkbox"/> Committee / Life Member	Individual		<input type="checkbox"/>	[Text Input]

Player Membership 2023

Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately	Registration Cap
<input type="checkbox"/> Player	Individual	Division	<input type="checkbox"/>	[Text Input]
<input type="checkbox"/> Player	Individual	Go	<input type="checkbox"/>	[Text Input]
<input type="checkbox"/> Player	Individual	Set	<input type="checkbox"/>	[Text Input]

Player NetSetGO! (Pack Eligible) 2023

Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately	Registration Cap
<input type="checkbox"/> Player - NetSetGo	Individual	Net	<input type="checkbox"/>	[Text Input]

- Complete the details below:
 - Training
 - Training days and times
 - Training Venues
 - Special Notes
 - Photo's
 - Photos are added under user in your organisation

Training ?

Special Note ?

Write a brief description of the Competition..

Photos ?

No photos available

Reply to contact details ?

Name

Role

Email

Phone

- Complete the details below:
 - Reply contact details
 - Name
 - Role
 - Email
 - Phone

- Tick any additional questions required for this competition

- Tick shop if the organisation requires to offer merchandise at the time of registration
 - Shop items must be paid at the checkout. Not included in any voucher/discount codes or instalments.
- Choose to send invites or not to send
 - An external URL is created once registrations are open to email, post on Facebook etc.
 - If single use discount were selected in the payments tab they appear.

Additional Questions ?

Registration Questions

Other Affiliate Questions

- Please Indicate two preferred playing positions
- Enable Play with a Friend
- Your Support is important for the continued success of our organisation. Are you interested?
- Which School do you/does your child attend?
- What school grade are you/is your child in?
- Have you participated in the Sporting School Program?
- Enable Refer a Friend

Advanced Settings

Shop

Send invites to

Invite

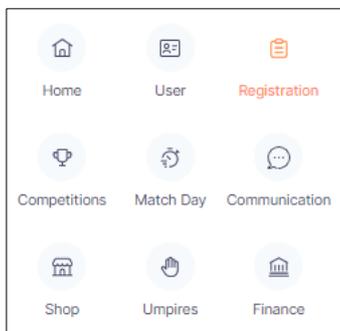
- Send
- No Send

Save as Draft Preview Open Registrations

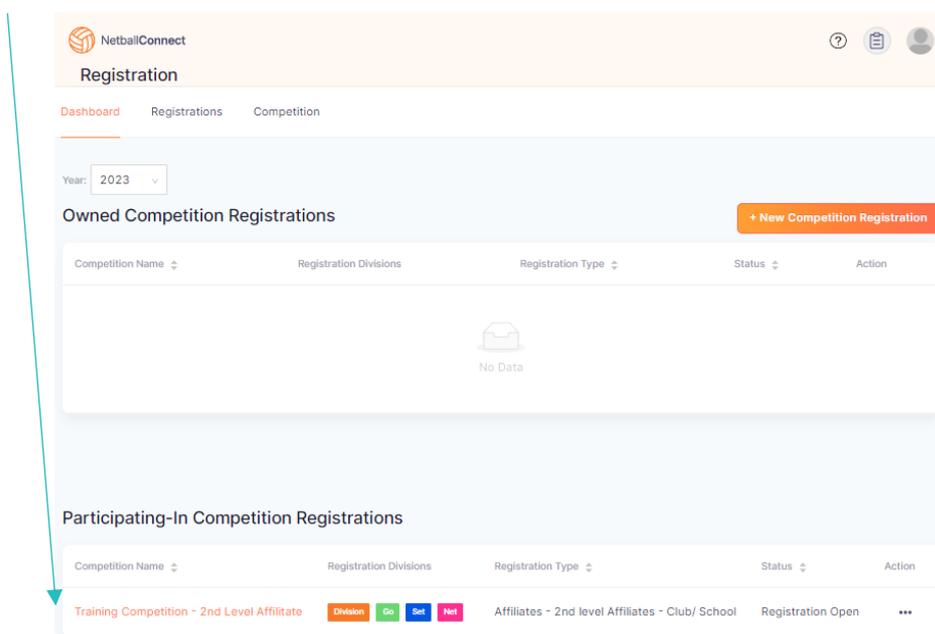
- Select to:
 - Open Registrations
 - Save as Draft
 - Preview

HOW TO CREATE A COMPETITION REGISTRATION AS A CLUB

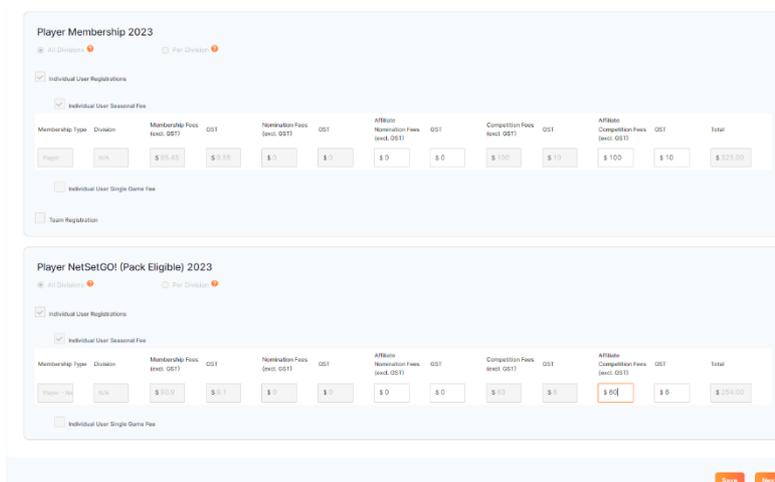
- Select the registration module



- Look under Participating-In competition registrations
- Select the competition name



- Enter the organisation's amount in the affiliate fee columns
 - Do not use affiliate nomination fee columns only affiliate competition fee columns
 - Registered for GST
 - Affiliate fee is excl GST, the GST column will populate automatically
 - Not registered for GST
 - Affiliate fee is excl GST, enter the full amount and enter 0 in the GST Column
- Select Next



- Select discounts if applicable
 - Complete the following details:
 - Discount Type
 - Membership product
 - Membership types
 - Discount type
 - code
 - Percentage off or fixed amount
 - Description
 - Available from
 - Available to

Discounts

Note: Discounts will only apply to individual season registrations.

Discount Type
Membership Product 

Membership Types

Discount Type

Code

Percentage off or Fixed Amount
 %

Description

Available From

Available To

[+ Add Discount](#)

- Select Government vouchers if applicable
 - The competition organiser needed to have selected when creating the competition registration

Government Vouchers

Note: Government Vouchers apply to individual season registrations only.

NSW Active Kids
 NT Sports Voucher Scheme
 Queensland Fair Play
 SA Sports Voucher
 Victoria Get Active

[Save](#) [Next](#)

Select Next

- Complete the details below:
 - Registration Open
 - Registration close
 - Membership product
 - Tick all registration types offered on this registration form
 - Lock registrations
 - Registrations cap

Training Competition - 2nd Level Affiliate

Competition Registrations close on 18-01-2023

Registration Open 

Registrations Close 

Membership Product*

Non Playing Membership 2023

Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately 	Registration Cap
<input checked="" type="checkbox"/> Coach	Individual		<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Umpire	Individual		<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Volunteer	Individual		<input type="checkbox"/>	<input type="text"/>

Player Membership 2023

Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately 	Registration Cap
<input checked="" type="checkbox"/> Player	Individual	Division	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Player	Individual	Go	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Player	Individual	Set	<input type="checkbox"/>	<input type="text"/>

Player NetSetGO! (Pack Eligible) 2023

Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately 	Registration Cap
<input checked="" type="checkbox"/> Player - NetSetGo	Individual	Net	<input type="checkbox"/>	<input type="text"/>

Training 

Special Note 

Write a brief description of the Competition...

Photos 
No photos available

- Complete the details below:
 - Training
 - Training days and times
 - Training venue
 - Special Notes
 - Photos
 - Photos are added under user in your registrations

- Complete the details below:

- Reply contact details

- Name
 - Role
 - Email
 - Phone

- Tick any additional questions required for this competition

- Tick shop if the organisation requires to offer merchandise at the time of registration
 - Shop items must be paid at the checkout. Not included in any voucher/discount codes or instalments
- Choose to send invites or not to send
 - An external URL is created once registrations are open to email, post on Facebook etc
- If single use discounts were selected in the payments tab they will appear here.

- Select to

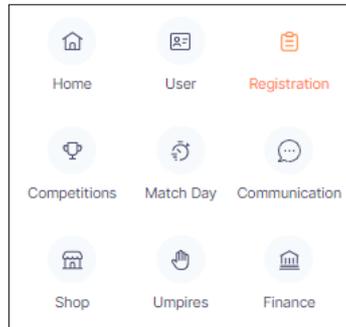
- Open registrations
 - Save as Draft
 - Preview

The screenshot displays a registration form with the following sections:

- Reply to contact details** (checked):
 - Name
 - Role
 - Email
 - Phone
- Additional Questions** (help icon):
 - Registration Questions**
 - Please Indicate two preferred playing positions
 - Enable Play with a Friend
 - Your Support is important for the continued success of our organisation. Are you interested?
 - Which School do you/does your child attend?
 - What school grade are you/is your child in?
 - Have you participated in the Sporting School Program?
 - Enable Refer a Friend
- Advanced Settings**
 - Shop
- Send invites to**
 - Invite
 - Send
 - No Send
- Buttons: Save as Draft, Preview, Update

HOW TO CREATE A DIRECT COMPETITION REGISTRATION

- Select the Registration Module



- Select **+ New Competition Registration** on the right-hand side

- Complete the following details
 - Competition Name

- Competition Logo
- Hero Logo

- Description

- Venue

- Type of Competition

- Competition format

- Competition start and end date

- Number of rounds (if enhanced round robin is selected)

- Time between rounds

- Registration Close date

- Non-playing dates

- Players in teams

- Option of when to push players to Match day

A screenshot of the 'Competition Fees' form. The form is titled 'Competition Fees' and has tabs for 'Details', 'Membership', 'Registration Divisions', 'Fees', 'Payments', and 'Discounts'. The 'Details' tab is active. The form contains the following fields and options:

- Year***: 2023
- Competition Name***: Training Competition - Direct
- Competition Logo***: A circular logo with the text 'netball' and a purple and black design.
- Hero Image for Registration Form**: A placeholder for an image with a plus sign in the center. Below it, it says 'Approximate Dimension: Width: 1200px Height: 400px'.
- Description**: For training use only
- Venue***: The courts x
- + Add Venue**: A button to add a new venue.
- Type of Competition***:
 - Weekly Competition
 - Tournament
- Competition Format***:
 - Knock Out
 - Round Robin
 - Double Round Robin
 - Enhanced Round Robin
- Competition Start Date***: 04-02-2023
- Competition End Date***: 13-05-2023
- Number of Rounds***: 15
- Time between Rounds**:
 - Days**: 7
 - Hours**: hours
 - Minutes**: mins
- Registrations Close***: 18-01-2023
- Non-Playing Dates**: A section with a button '+ Add Another Non Playing Date'.
- Players in each team**:
 - Minimum Number**: [input field]
 - Maximum Number**: [input field]
- Players to appear in Match Day:**
 - Only when the Competition Organiser publishes the Players to Match Day or Publishes the Draw
 - Automatically when a player is placed into a team and the team has already been published to Match Day

- Select the Registration invitees
 - Direct
- Select Next

Registration Invitees*

Affiliates

- 2nd level Affiliates - Club/ School
- None

Any organisation

- Associations/ Leagues
- Clubs/ Schools
- None
- Direct

Buttons: Delete, Save as Draft, Next

- Select the Membership product
 - Player Membership 2023
 - Player NetSetGo (Pack Eligible) Membership 2023
 - Non-Player Membership 2023

Competition Fees

Details | **Membership** | Registration Divisions | Fees | Payments | Discounts

Membership Product*

- Non Playing Membership 2023
- Player Membership 2023
- Social Membership 2023
- Player NetSetGO! (Pack Eligible) 2023
- Season (10 Week) Membership 2023
- Carnival Player Membership 2023

- Select the Membership types required for this competition
 - Player
 - Coach
 - Umpire
 - Volunteer
 - Committee Member

Membership Type

Non Playing Membership 2023

- Coach
- Umpire
- Volunteer
- Committee / Life Member

Player Membership 2023

- Player

Player NetSetGO! (Pack Eligible) 2023

- Player - NetSetGo

Buttons: Delete, Save as Draft, Next

- Add Registration division(s) as required
- Add any of the below if required:
 - Gender restrictions
 - Age Restrictions
 - DOB ranges

Player Membership 2023*

Division Name	Gender Restriction	Age Restrictions	DOB From	DOB To
Div	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy
Go	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy
Set	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy

+ Add Registration Divisions

Player NetSetGO! (Pack Eligible) 2023*

Division Name	Gender Restriction	Age Restrictions	DOB From	DOB To
Net	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy

+ Add Registration Divisions

- Choose competition registration

Competition Registration

- Single competition registration only
- Multiple registrations to the same competition (different divisions only)
- Multiple registrations to the same division

Buttons: Delete, Save as Draft, Next

Select Next

- Select either all divisions or per division
- Select the individual user registrations
- Select the individual user seasonal fee
- Enter the Organisations amount in the competition fee columns
 - Registered for GST
 - Competition fee is excl GST, the GST column will populate automatically
 - Not registered for GST
 - Competition fee is excl GST, enter the full amount and enter 0 in the GST column

Select Next

- Select payment methods
 - Direct Debit
 - Credit/Direct Debt
 - Cash is only available when using single game fees
- Select nomination fee to be at point of registration
- Select the individual user seasonal fee options required
 - Pay full amount
 - Membership fee must be paid at the time of registration
 - Instalments
 - Offline payment
 - Only school-based clubs that can't create a Stripe account can use it
 - Single use discount – No fee charged

Select Next

Player Membership 2023

All Division [?]
 Per Division [?]

Individual User Registrations

Individual User Seasonal Fee

Membership Type	Division	Membership Fees (excl. GST)	GST	Nomination Fees (excl. GST)	GST	Competition Fees (excl. GST)	GST	Total
Player	N/A	\$ 95.45	\$ 9.55	\$ 0	\$ 0	\$ 100	\$ 10	\$ 215.00

Individual User Single Game Fee

Team Registration

Player NetSetGO! (Pack Eligible) 2023

All Division [?]
 Per Division [?]

Individual User Registrations

Individual User Seasonal Fee

Membership Type	Division	Membership Fees (excl. GST)	GST	Nomination Fees (excl. GST)	GST	Competition Fees (excl. GST)	GST	Total
Player - Net	N/A	\$ 90.9	\$ 9.1	\$ 0	\$ 0	\$ 80	\$ 8	\$ 188.00

Individual User Single Game Fee

Payment Methods

- Direct Debit (not applicable for team registrations with at match fees enabled)
- Credit / Debit Card
- Cash (only applicable for per match competition fees)

Payment Options

Nomination Fee

- At point of Registration

Individual User Seasonal Fee [?]

- Pay Full Amount
- Instalments
- Offline Payment

Registration Code

test

- Single Use Discount - No Fee Charged

- Select discounts if applicable
 - Complete the following details
 - Discount type
 - Membership product
 - Membership types
 - Discount code
 - Percentage off or fixed amount
 - Description
 - Available from
 - Available to
- Select Government vouchers if applicable

Competition Fees

Details Membership Registration Divisions Fees Payments **Discounts**

Discounts

Note: Discounts will only apply to individual season registrations.

[Remove](#)

Discount Type: Membership Product:

Membership Types:

[+ Add Discount](#)

Government Vouchers

Note: Government Vouchers apply to individual season registrations only.

NSW Active Kids

NT Sports Voucher Scheme

Queensland Fair Play

SA Sports Voucher

Victoria Get Active

Select Next

- Complete the details below:
 - Registration open
 - Registration close
 - Membership product
 - Tick all registration types offered on this registration form
 - Lock registration immediately
 - Registration cap

Training Competition - Direct

Competition Registrations close on 18-01-2023

Registration Open: Registrations Close:

Membership Product*

Non Playing Membership 2023

Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately	Registration Cap
<input checked="" type="checkbox"/> Coach	Individual		<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Umpire	Individual		<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Volunteer	Individual		<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Committee / Life Member	Individual		<input type="checkbox"/>	<input type="text"/>

Player Membership 2023

Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately	Registration Cap
<input checked="" type="checkbox"/> Player	Individual	Div	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Player	Individual	Go	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Player	Individual	Set	<input type="checkbox"/>	<input type="text"/>

Player NetSetGO! (Pack Eligible) 2023

Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately	Registration Cap
<input checked="" type="checkbox"/> Player - NetSetGo	Individual	Net	<input type="checkbox"/>	<input type="text"/>

- Complete the details below:
 - Training
 - Training days and times
 - Training venues
 - Special notes
 - Photos – photos are added under user in your organisations
- Complete the details below:
 - Reply contact details
 - Name
 - Role
 - Email
 - Phone

Training ⓘ

Special Note ⓘ

This is for training purposes only

Photos ⓘ

No photos available

Reply to contact details ⓘ

Name

Role

Email

Phone

Additional Questions ⓘ

Registration Questions

▼ Other Affiliate Questions

Please Indicate two preferred playing positions

Enable Play with a Friend

Your Support is important for the continued success of our organisation. Are you interested?

Which School do you/does your child attend?

What school grade are you/is your child in?

Have you participated in the Sporting School Program?

Enable Refer a Friend

- Tick any additional questions required for this competition

Advanced Settings

Shop

- Tick shop if the organisation requires to offer merchandise at the time of registrations
 - Shop items must be paid at the checkout. Not included in any voucher/discount codes or instalments.
- Choose to send invites or not to send
 - An external URL is created once registration is open to email, post on Facebook etc.
- If single use discounts were selected in the payments tab they appear.

Send invites to

Invite

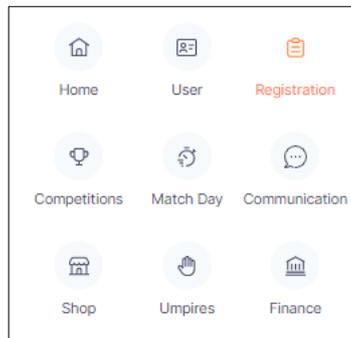
Send

No Send

- Select to:
 - Open Registration
 - Save as draft
 - Preview

HOW TO CREATE TEAM NOMINATION COMPETITION REGISTRATION

- Select the Registration Module



- Select **+ New Competition Registration** on the right-hand side

Competition Fees

Details Membership Registration Divisions Fees Payments Discounts

Year*
2023

Competition Name*
Training competition - Social

Competition Logo*

Selected file must be less than 2 MB and jpg, jpeg, png, webp formats are supported.

Hero Image for Registration Form

Approximate Dimension: Width: 1200px Height: 400px
Selected file must be less than 2 MB and jpg, jpeg, png, webp formats are supported.

Description
For Training purposes only

Venue*
The courts x

+ Add Venue

Type of Competition*
 Weekly Competition
 Tournament

Competition Format*
 Knock Out
 Round Robin
 Double Round Robin
 Enhanced Round Robin

Competition Start Date*
04-02-2023

Competition End Date*
13-05-2023

Number of Rounds*
15

Time between Rounds

Days
7

Hours
hours

Minutes
mins

Registrations Close*
31-01-2023

- Complete the following details
 - Competition Name
 - Competition logo
 - Hero Log
 - Description
 - Venue
 - Type of Competition
 - Competition Format
 - Competition Start and End date
 - Number of rounds (if enhanced round robin is selected in competition format)
 - Time between rounds
 - Registration close dates

- Complete the following details
 - Non-playing dates
 - Players in teams
 - Options of when to push players to match day.

Non-Playing Dates

[+ Add Another Non Playing Date](#)

Players in each team

Minimum Number Maximum Number

Players to appear in Match Day:

Only when the Competition Organiser publishes the Players to Match Day or Publishes the Draw

Automatically when a player is placed into a team and the team has already been published to Match Day

- Select the registration invitees
 - Direct

Registration Invitees* [?](#)

Affiliates [?](#)

2nd level Affiliates - Club/ School

None

Any organisation [?](#)

Associations/ Leagues

Clubs/ Schools

None

Direct [?](#)

Select Next

- Select the Membership product
 - Social Membership, Player Membership 2023 or Season (10 week) membership 2023

Competition Fees

Details **Membership** Registration Divisions Fees Payments Discounts

Membership Product*

Non Playing Membership 2023

Player Membership 2023

Social Membership 2023

Player NetSetGOI (Pack Eligible) 2023

Season (10 Week) Membership 2023

Carnival Player Membership 2023

Team Nomination 2023

Event / Rep Trials - 2023 Season

- Select the Membership type required for this competition
 - Player

Membership Type

Social Membership 2023

Player

Select Next

- Add registrations division(s) as required
- Add any of the below as required
 - Gender Restrictions
 - Age Restrictions
 - DOB Range

Competition Fees

Details Membership **Registration Divisions** Fees Payments Discounts

Registration Divisions

Membership Product Name: Social Membership 2023

Membership Type Name: Player DOB From: 1920-01-01 DOB To: 2016-12-31

Social Membership 2023*

Division Name	Gender Restriction ?	Age Restrictions ?	DOB From	DOB To
Ladies	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy
Mixed	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy

[+ Add Registration Divisions](#)

Competition Registration

Single competition registration only

Multiple registrations to the same competition (different divisions only)

Multiple registrations to the same division

- Choose competition registration

Select Next

- Select either all divisions or per divisions
- Select the team registrations
 - Select either
 - Charge all fees at registration
 - Charged per Game played (Competition fees only. Membership and Nomination fees are charged at Registration)
- Enter the organisation amount in the competition fee columns
 - Registered for GST
 - Competition fee is excl GST, the GST column will populate automatically
 - Not registered for GST
 - Competition fee is excl GST, enter the full amount and enter 0 in the GST column

Select Next

Fees

Social Membership 2023

All Divisions Per Division

Individual User Registrations

Individual User Seasonal Fee

Membership Type	Division	Membership Fees (excl. GST)	GST	Nomination Fees (excl. GST)	GST	Competition Fees (excl. GST)	GST	Total
Player	N/A	\$ 31.82	\$ 3.18	\$ 0	\$ 0	\$ 30	\$ 3	\$ 68.00

Individual User Single Game Fee

Team Registration

Individual Fee (charged per player)

Team Fee (charged for whole team)

Charged for Full Season Charged Per Game

Membership Type	Division	Membership Fees (excl. GST)	GST	Nomination Fees (excl. GST)	GST	Competition Fees (excl. GST)	GST	Total
Player	N/A	\$ 31.82	\$ 3.18	\$ 0	\$ 0	\$ 900	\$ 90	\$ 1021.00

- Select Payment methods
 - Direct Debit
 - Credit/Direct Debt
 - Cash is only available when using single game fees
- Select nomination fee to be at point of registration
- Select the team seasonal fee options required
 - Pay full amount
 - Instalments – Membership fee must be paid at the time of registration
 - Offline payment – Only school-based clubs that can't create a Stripe account can use it.
 - Single use discount – No fee charged

Select Next

Competition Fees

Details Membership Registration Divisions Fees **Payments** Discounts

Payment Methods

Direct Debit (not applicable for team registrations with at match fees enabled)

Credit / Debit Card

Cash (only applicable for per match competition fees)

Payment Options

Nomination Fee

At point of Registration

Individual User Seasonal Fee

Pay Full Amount

Instalments

Offline Payment

Registration Code

Test

Single Use Discount - No Fee Charged

- Select discounts if applicable
 - Complete the following details
 - Discount type
 - Membership product
 - Membership type
 - Discount type
 - Code
 - Percentage off or fixed amount
 - Description
 - Available from and to
- Select Government vouchers if applicable

Discounts ⓘ

Note: Discounts will only apply to individual season registrations.

Discount Type Remove

Membership Product

Membership Types

+ Add Discount

Government Vouchers

Note: Government Vouchers apply to individual season registrations only.

NSW Active Kids

NT Sports Voucher Scheme

Queensland Fair Play

SA Sports Voucher

Victoria Get Active

Deletes Save as Draft Save Next

Select Next

- Complete the details below to create the registration form
 - Registration Open
 - Registration close
 - Membership product
 - Tick all registration types offered on this registration form
 - Lock Registration Immediately
 - Registration Cap
- Complete the details below
 - Training
 - Training dates and times
 - Training venues
- Special notes
- Photos – Photos are added under user in your organisation.

Training competition - Social

Competition Registrations close on 31-01-2023

Registration Open ⓘ Registrations Close ⓘ

15-11-2022 30-01-2023

Membership Product*

Social Membership 2023 x

Social Membership 2023

Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately ⓘ	Registration Cap
<input checked="" type="checkbox"/> Player	Individual	Ladies	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Player	Team	Ladies	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Player	Individual	Mixed	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Player	Team	Mixed	<input type="checkbox"/>	<input type="text"/>

Training ⓘ

Special Note ⓘ

Write a brief description of the Competition.

Photos ⓘ

No photos available

- Complete the details below:
 - Reply contact details
 - Name
 - Role
 - Email
 - Phone

Reply to contact details ⓘ

Name

Role

Email

Phone

- Tick any additional questions required for this competition
- Tick Shop if the organisation requires to offer merchandise at the time of registration
- Choose to send invites or not to send
 - An external URL is created once registration are open to email, post on Facebook etc
- If single use discounts were selected in the payments tab they will appear here.
- Select to
 - Open registrations
 - Save as draft
 - Preview

Additional Questions ?

Registration Questions

Other Affiliate Questions

- Please Indicate two preferred playing positions
- Enable Play with a Friend
- Your Support is important for the continued success of our organisation. Are you interested?
- Which School do you/does your child attend?
- What school grade are you/is your child in?
- Have you participated in the Sporting School Program?
- Enable Refer a Friend

Advanced Settings

Shop

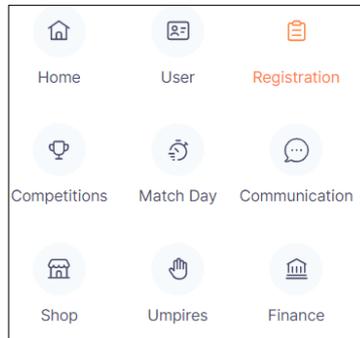
Send invites to

Invite

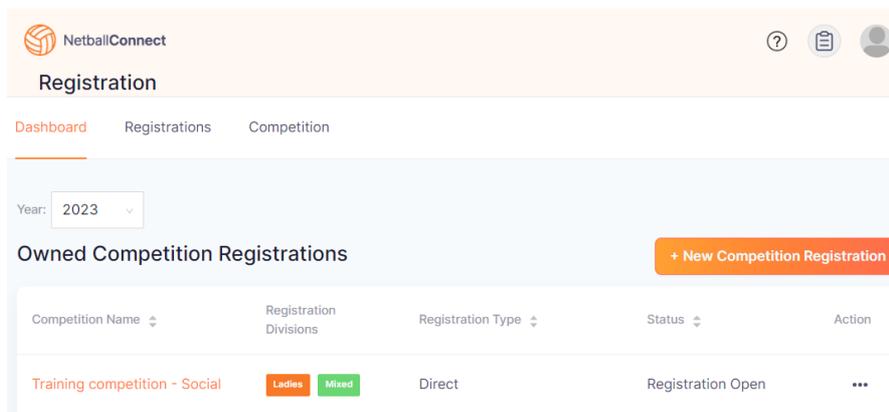
- Send
- No Send

HOW TO CHANGE FEES FOR A COMPETITION REGISTRATION

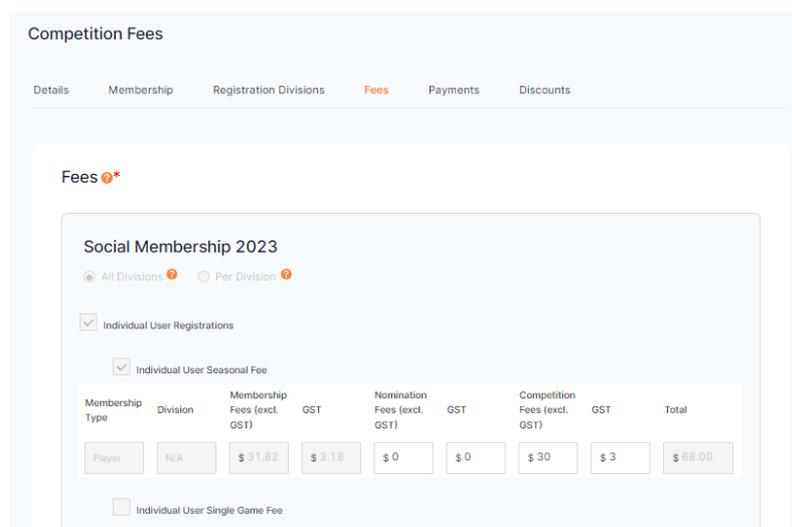
- Select the Registration Module



- Select the Competition name on the Dashboard



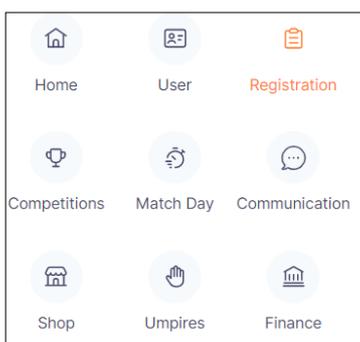
- Select the fees tab



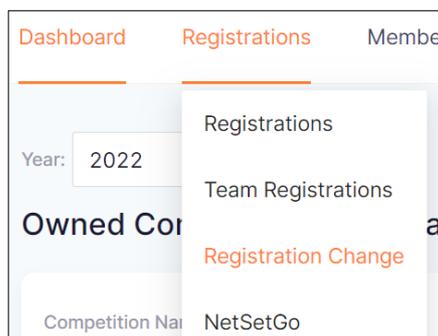
- Change or update the fees for your organisation
 - You can't make any changes to other organisation fees
 - Select next
 - Fees will be updated automatically for this competition registration

HOW TO COMPLETE A REGISTRATION CHANGE REQUEST

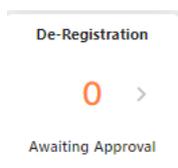
- The process is below:
 - Participant can request a de-registration in their user profile on web or in the app
 - Admin User can request on behalf of the participant in the participants user profile.
- To complete a de-registration once the request has been made follow the steps below:
- Select the registration module



- Select registrations registration change



Or select de-registration from the dashboard on the Home page



- Select the request using the **...** under the actions tab
 - The P means that the request needs to be processed
 - The requests have to be completed in a particular order unless an N/A is visible
 - Affiliate
 - Competition Organiser
 - State
 - If an organisation before yours hasn't completed their request first, you can't process at your level.

Membership Type	Paid	Type	Affiliate	Competition Organiser	State	Linked State	Action
Player	\$0.00	De-register	P	P	P	N/A	...

- Select approve or decline
- Select to provide a full, partial or no refund

Refund ✕

Refund full amount

Refund partial payment

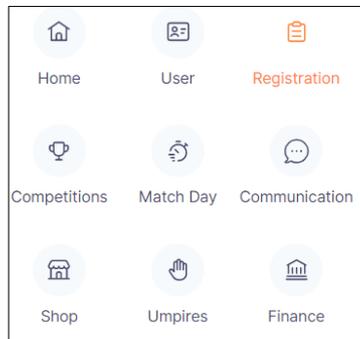
Paid Amount	Fee Type	Payment Type	Date	Refund Amount
██████	membership	Credit Card	██████	██████

Enter reason for partial refund

- Select Save

HOW TO COMPLETE A TRANSFER REQUEST

- A participant can request a transfer to another club or association through their app. Or an Admin person can process the request on their behalf.
- For an Admin to process a transfer request. Select the User Module



- Dashboard
 - Search for the member using the search bar
 - Once the member has been found select either
 - The Members name
 - Or the ******* on the right-hand side under action. Select Edit.

NetballConnect Registration

Dashboard Registrations Competition

Registrations

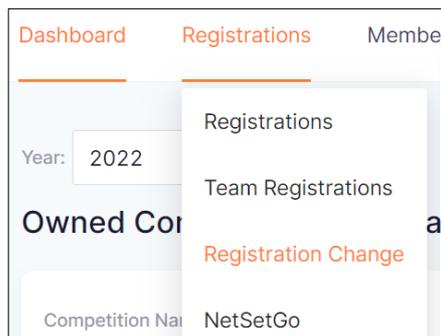
Year: 2023, Competition: All x, Product: All x, Type: All x

No. of Registrations: 3, Unique Registered Users: 2, Value of Registrations: \$579.00

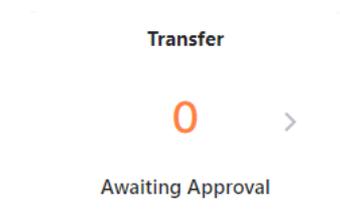
User ID	First/Preferred Name	Last Name	Registration Date	Affiliate	Competition	Registration Divisions	DOB	Paid by	Paid Fee (incl. GST)	Pending Fee (incl. GST)	Due per Match	Due per Instalment	Status	Action
265460	Keiko	Anica	10/11/2022	Western Netball Club	Training Competition - 2nd Level Affiliate	Net	10/11/2015	Samantha Douglas	\$0.00	\$254.00	\$0.00	\$0.00	Registered	*** Registration Change

- Select registration
 - Select the ******* on the right-hand side under action
 - Select Registration Change
- Select Transfer
 - Complete Questions
 - Select confirm

- For an Admin to approve the transfer, go into Registration, Registration change



Or Select Transfer on the Home Dashboard



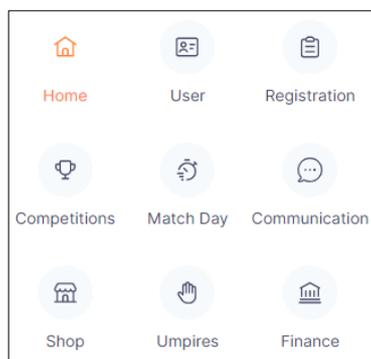
- Only those involved in the transfer need to approve. For example, if a player is moving from one club to another then both clubs and the Association need to approve the transfer.

Approvals					
Type	Affiliate	Competition Organiser	State	Linked State	Action
Transfer	\$0.00 ✓	P	N/A	N/A	...

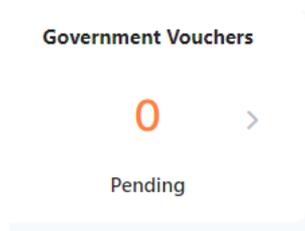
- The club/association that the player is leaving from will need to decide if they will refund any money. Only the Netball Queensland component is capped and stays with the player.
- Once all parties have approved the transfer the player will need to re-register with the new club/association to complete the transfer. Please be aware that the player will be charged everything but the Netball Queensland Component when they re-register.

HOW TO REDEEM GOVERNMENT VOUCHERS

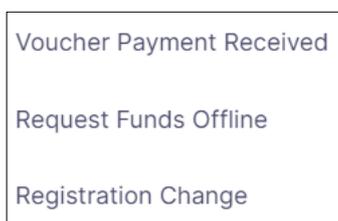
- Ensure that your organisation has redeemed the Government voucher through the government's portal and received the funds into the organisations bank account.
- Select the Home module



- On the Dashboard, select Government vouchers tile



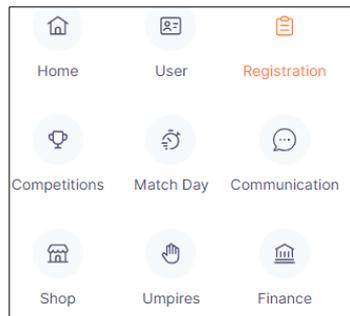
- There will be a list of registrations that have used vouchers for their registration. On the right-hand side use the  and select voucher payment received.



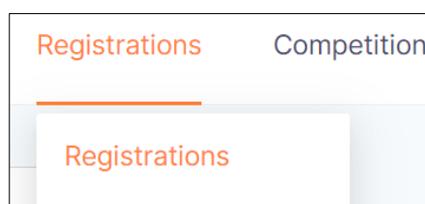
- Stripe will initiate an internal transfer to process any funds still owing up to either the Associations or Netball Queensland
- Once the funds are settled the participants records will show as registered not pending.

HOW TO MARK AN OFFLINE PAYMENT AS PAID

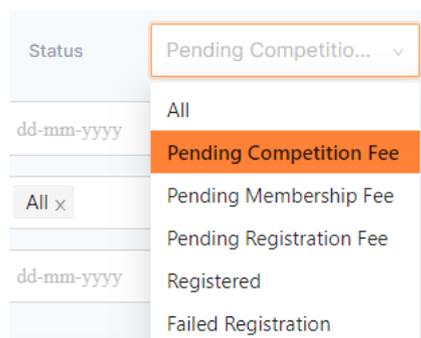
- Select the Registration Module



- Select Registrations, registrations



- Select filter status – Pending competition fee



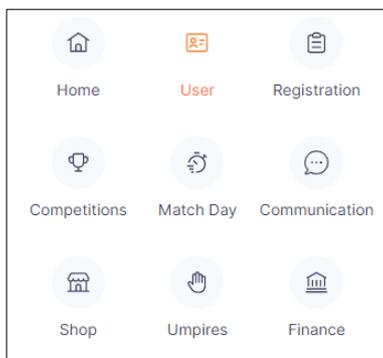
- All Participants that have a pending competition fee will appear
- Select the  on the right-hand side under action and select mark as paid registration



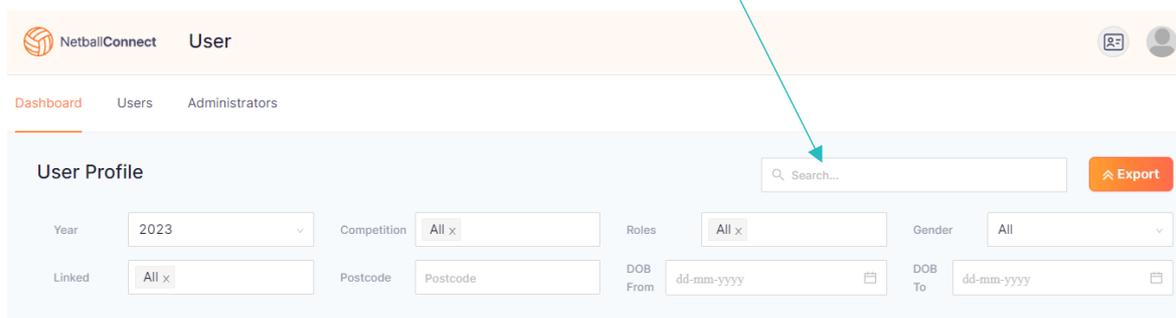
- The registration status will update from pending to registered.

HOW TO RE-TRY A FAILED REGISTRATION ON BEHALF OF A MEMBER

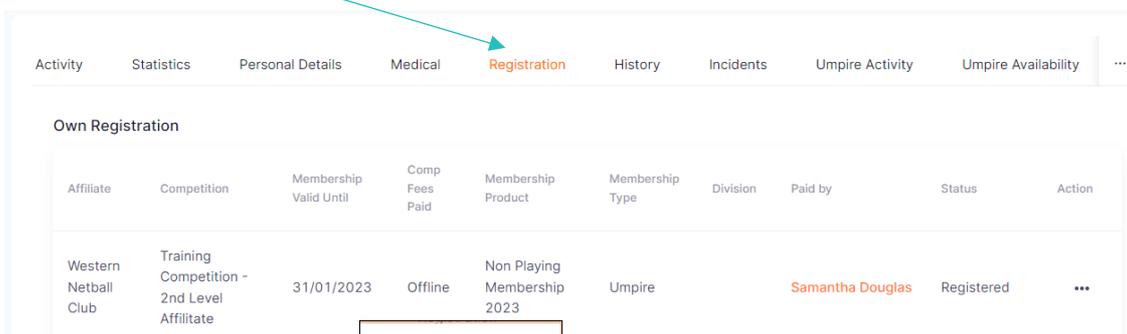
- The participant registration status displays as failed in NetballConnect and no organisations have received any funds for the participant.
- Select the User Module



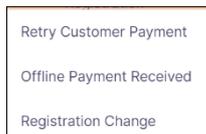
- On the Dashboard search for member using the search bar.



- Once the Member has been found select either
 - The Members name
 - Or the **...** on the right-hand side under action, select edit
- Select Registration



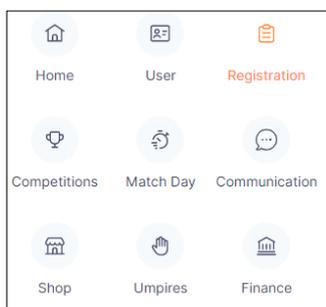
- Select Re-try payment



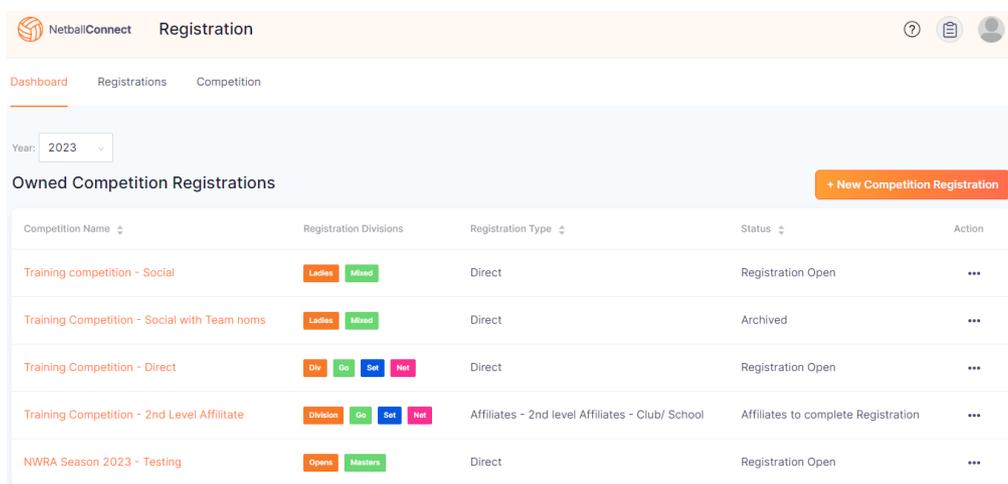
- Once the participant's payment has been successful, the participants record will show as registered status instead of a failed status.

HOW TO CHANGE PAYMENT OPTIONS IN A COMPETITION REGISTRATION

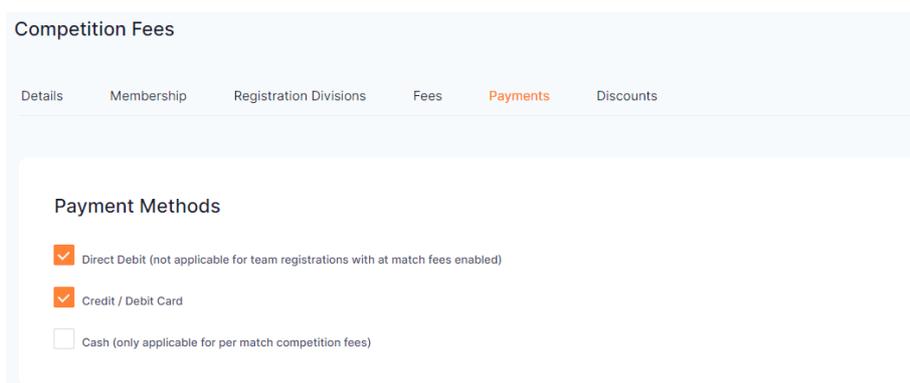
- Select the Registration Module



- Select the competition name on the Dashboard



- Select the payment tab



- Select payment methods
 - Direct Debit
 - Credit/Direct debt
 - Cash is only available when using single game fees

- Select nomination fee to be at point of registration

Payment Options

Nomination Fee

At point of Registration

Individual User Seasonal Fee ⓘ

Pay Full Amount

Instalments

Offline Payment

Registration Code

test

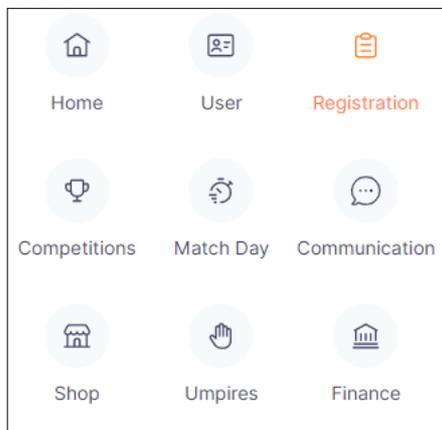
Single Use Discount - No Fee Charged

Delete Save as Draft Next

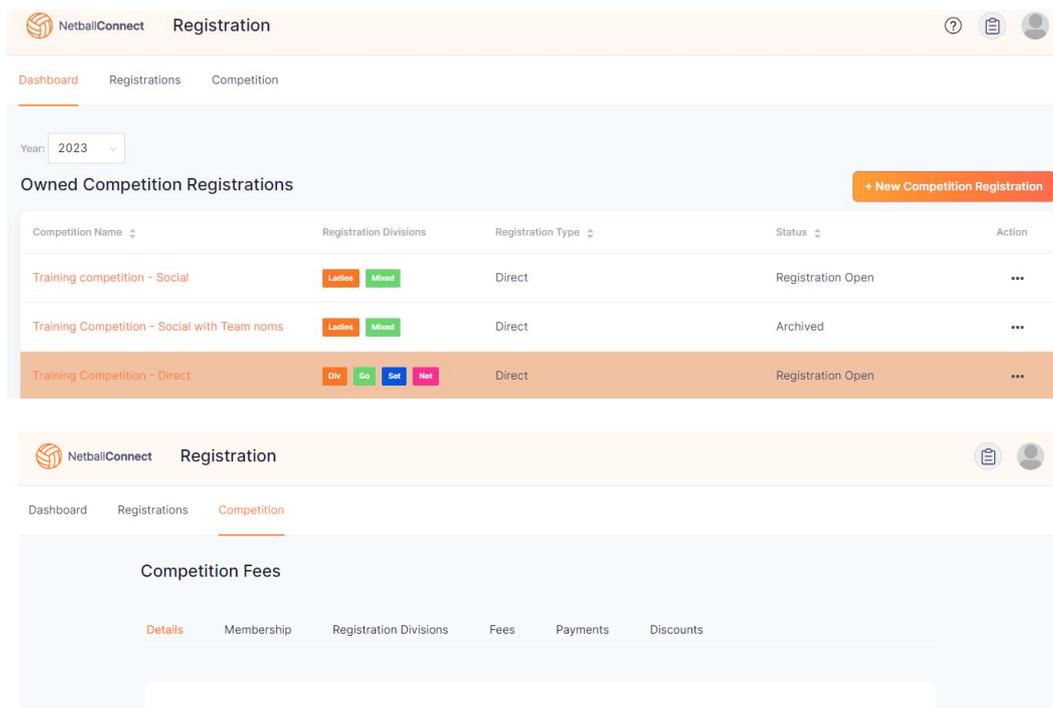
- Select the individual user seasonal fee options required
 - Pay full amount
 - Instalments
 - Membership fee must be paid at the time of registration
 - Offline Payment
 - Only school-based clubs that can't create a Stripe account can use it
 - Single use discount – No fee charge to the participant at the time of registration
- Select Next

HOW TO CHANGE THE CLOSING DATE ON A COMPETITION REGISTRATION

- Select the Registration Module



- Select the Competition Name



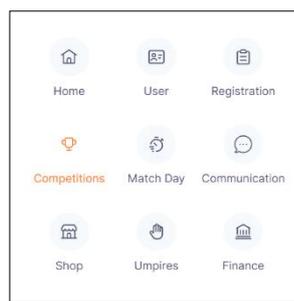
- Scroll down to the bottom and select Registration Close



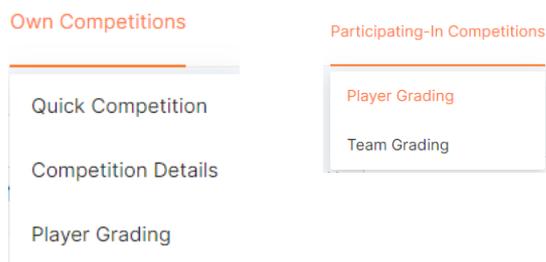
- Select Next
- The closing date also needs to be updated on any registration form for this competition.

HOW TO ADD A TEAM TO A COMPETITION

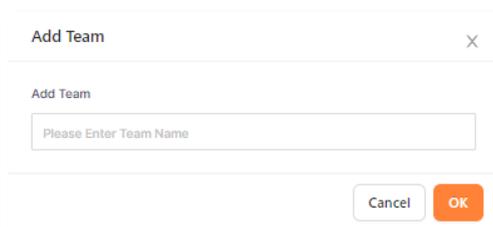
- Select the Competition Module



- Select Competition either in Own Competition or Participating in competition
- Select Player Grading



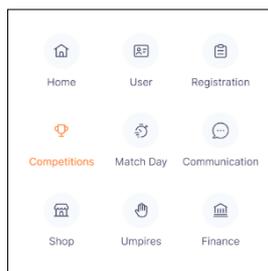
- Select **+ Create Team**
- Add team name, select Ok



- Drag and drop any players from the Unassigned list into the team
- Select Next

HOW TO COMPLETE PLAYER GRADING AS A CLUB

- Select the Competition Module



- Select Competition in Participating In competition

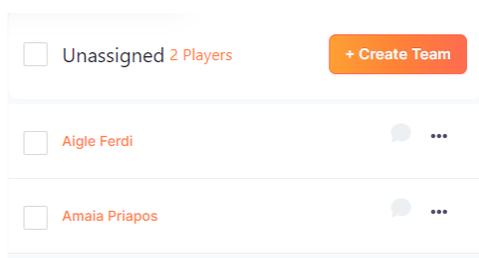
Participating-In Competitions ?					
Name	Divisions	Teams	Players	Status	
Training Competition - 2nd Level Affiliate	Division Go Set Net	10	77	Regrade	

- Select Player grading under the Participating In Competition tab



- Select + Create Team. Ensure to check which division is visible before adding teams, change if required.
- Add team name, select ok

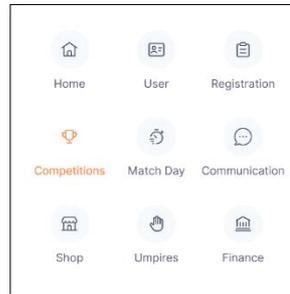
- Drag and drop any/all players into the team from the Unassigned list. Only players registered to that division will show in the unassigned list.



- Select next
- If a player has registered into a different division – select the player (tick the box next to their name), select action, change division. Then add the player into the team in the correct division.
- Select Next

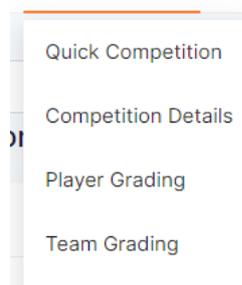
HOW TO COMPLETE TEAM GRADING FOR A COMPETITION

- Select the Competition Module



- Select either Own Competition or Participating In competition
- Select Team Grading

Own Competitions



Participating-In Competitions



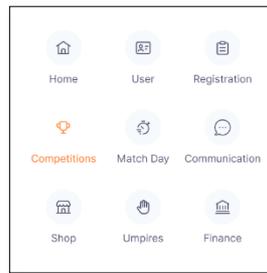
- Enter in a proposed grade for each team in each division

A screenshot of a table used for team grading. The table has columns for Team, Team Name, History, Proposed Grade, Final Grade, Comments, and Action. Two rows are visible: one for 'West 1' with a proposed grade of 'B/2' and a final grade of '2', and another for 'West 2' with a proposed grade of 'C/3' and a final grade of '3'. Below the table are 'Back', 'Save', and 'Submit' buttons. Two blue arrows point from the text above to the 'Proposed Grade' and 'Comments' columns.

- Select the comment on the right-hand side to leave the competition organiser a comment about the team.
- To change a division, select the  under actions and select change divisions.
- Select Submit and repeat for all divisions.

HOW TO RE-GRADE TEAMS IN A COMPETITION

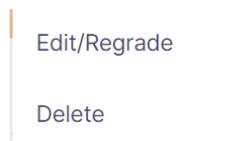
- Select the Competition Module



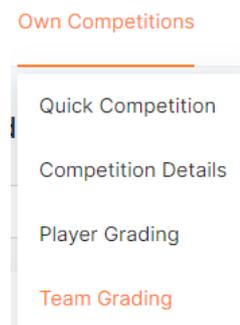
- Select the competition name

Owned Competitions [?]							+ Fixture Grid	+ Full Competition	+ Replicate Competition
Name	Divisions	Teams	Players	Status	Registration Type	Action			
NWRA Season 2023 - Testing	Opens Masters	0	1	Draft	Direct	...			
Training Competition - 2nd Level Affiliate	Division Go Set Not	48	0	Regrade	Affiliates - 2nd level Affiliates - Club/ School	...			
Training Competition - Direct	Div Go Set Net	0	0	Draft	Direct	...			
Training competition - Social	Ladies Mixed	11	0	Draft	Direct	...			

- Select the  and select edit/regrade



- Select Owned competition, team grading



- To regrade the teams, click on the number of the team in the grade

Divisions	Status
Division	3/3graded
	1 2 3
	8 7 6

A blue arrow points from the text above to the number '8' in the table.

- Change the final grade for the teams by selecting an option in the drop-down box under final grade.

Team	Team Name	Affiliate Name	History	Proposed Grade	Final Grade	Comments
1	1	Test club 1		A/1	1	
2	North 1	Northern Netball Club		A/1	1	

- If the team needs to be moved from one division to another, select  under actions and select change divisions
- Ensure that the team ranking are in numerical order in each grade
- Select submit once finished
- Repeat for all divisions
- Select next
- The pop-up message below will appear

Publish - Final Grading X

Do you want to publish teams and players to Match Day so managers and coaches can communicate with their teams (prior to the draw being finalised)?

- Choose either yes or no, depending on your requirements.
- Update any required changes to time slots and courts
- Regenerate the draw. Ensure that you choose part of draw and select the round that you are up to and the divisions that are affected.

Draws Regeneration X

What do you want to Regenerate?

Part of Draw
 By Division/Grade
 By Round
 Entire Draw

Regenerate the Draw and:

Use Team Rankings
 Retain Manual Draw Edits

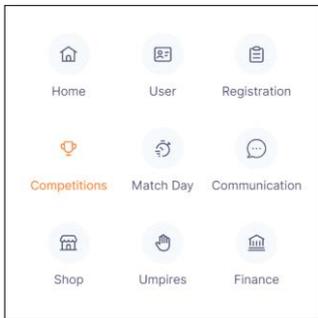
Override and Delete Past Matches?

No
 Yes

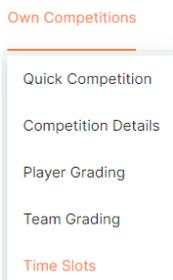
- Once published the draw is available for all members to see on the NetballConnect app, affiliates and the Competition organiser can view the draw in Match Day Module.

HOW TO CHANGE TIME SLOTS FOR A COMPETITION

- Select the Competition Module



- Select Own Competition, time slots



- Select the time slot options required for the draw
 - No preference – the organisation has no preference on time slots for either divisions or grades
 - Even rotation – the organisation wants to evenly rotate either divisions or grades through the times slots
 - Allocate to the same time slots – the organisation wants to allocate time slots to divisions or grades
- Time slots can be allocated based on match duration or the organisation can manually add time slots

Do you have any timeslot preferences for divisions or grades?

- No preference ?
- Even rotation ?
- Allocate to same timeslots ?
 - Divisions
 - Grades

Timeslot allocation based on match duration ?

Manually add timeslots ?

- Apply to all venues
- Apply settings to individual venues

Day of the week	Start Time	Grades
Satur... ▾	09:00 ⌚ ×	Set - 2 x Net - 1 x

- Select Next

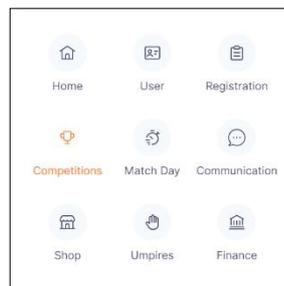
HOW TO CHANGE VENUES FOR A COMPETITION

NOTE: If you have already published your draw, the competition will be locked. You need to set the competition to edit/regrade mode by:

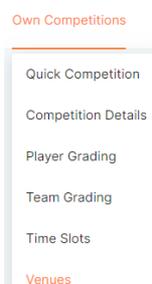
- Select the Competition module
- Select the competition you want to edit
- Select  and select Edit/Regrade

If you have set up your competition for a particular venue but need to change or add a different venue, follow the below steps

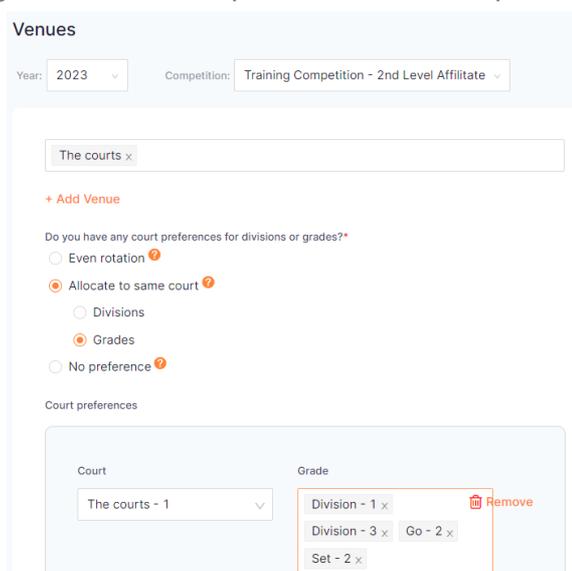
- Select the Competition Module



- Select Owned Competition, Venues



- Add/remove the venue required for the draw
- Select Court Preferences:
 - Even rotation – the organisation wants to evenly rotate either divisions or grades through the courts
 - Allocate to the same court – the organisation wants to allocate the divisions or grades to the same courts
 - No Preference – the organisation has no preference on court placement for either divisions or grades

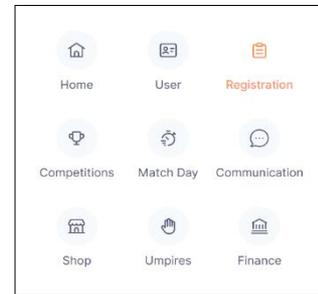
A screenshot of the 'Venues' configuration page in a web application. At the top, there are dropdown menus for 'Year' (set to 2023) and 'Competition' (set to 'Training Competition - 2nd Level Affiliate'). Below this is a search bar containing 'The courts x'. There is a '+ Add Venue' button. A section titled 'Do you have any court preferences for divisions or grades?*' contains three radio button options: 'Even rotation', 'Allocate to same court' (which is selected), and 'No preference'. Under 'Allocate to same court', there are sub-options for 'Divisions' and 'Grades' (which is selected). Below this is a 'Court preferences' section with a table-like structure. It has a 'Court' column with a dropdown menu set to 'The courts - 1' and a 'Grade' column. The 'Grade' column contains three items: 'Division - 1 x', 'Division - 3 x', and 'Set - 2 x'. A 'Remove' button is next to the 'Division - 1 x' item. There is also a 'Go - 2 x' item in the 'Grade' column.

- Select either Home and Away or Centralized Venue competition
- Select next

HOW TO CREATE A CARNIVAL COMPETITION

CREATE REGISTRATION

- Select the Registration Module
- Select **+ New Competition Registration**
- Enter Competition Name, Competition details and Venue
- Enter type of Competition – Tournament



Type of Competition*

- Weekly Competition
- Tournament

- Enter competition format
 - Knock out – teams are eliminated progressively. Each winner plays another winner in the next round until the final two teams meet
 - Round Robin – Teams play each other once. Finals are optional
 - Double Round Robin – Teams play each other twice. Finals are optional
 - Enhanced Round Robin – Teams play each other as many times as required in the number of rounds specified. Finals are optional.
- Enter competition Start and end date
- Enter time between rounds – This can be adjusted after nominations have been completed
- Enter Registration close date
- Select Registration invitees (Generally Direct)

Registration Invitees* ?

- Affiliates ?
- 1st level Affiliates - Association/ League
 - 2nd level Affiliates - Club/ School
 - None
- Any organisation ?
- Associations/ Leagues
 - Clubs/ Schools
 - None
 - Direct ?

- Select Next
- Select Membership product – Player Membership 2023
- Select Membership type – Player
-

Membership Product*

- Non Playing Membership 2023
- Player Membership 2023
- Social Membership 2023
-

Membership Type

Player Membership 2023

- Player

- Enter Registration Division – enter new division by selecting **+ Add Registration Divisions**

Player Membership 2023*

Division Name	Gender Restriction	Age Restrictions	DOB From	DOB To
12	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy
14	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy
16	<input type="checkbox"/>	<input type="checkbox"/>	dd-mm-yyyy	dd-mm-yyyy

- Choose competition registration. Choose Multiple allows people to register more than one team to the same divisions.

Competition Registration

Single competition registration only
 Multiple registrations to the same competition (different divisions only)
 Multiple registrations to the same division

- Select Next
- Enter fees (either all divisions or per division if the cost is different).
- Select Team Registration – Team Fee (charged for whole team), Charged for full season

Fees ?*

Player Membership 2023

All Divisions Per Division ?

Individual User Registrations

Team Registration

Individual Fee (charged per player)
 Team Fee (charged for whole team)

Charged for Full Season Charged Per Game

Membership Type	Division	Membership Fees (excl. GST)	GST	Nomination Fees (excl. GST)	GST	Competition Fees (excl. GST)
Player	N/A	\$ 95.45	\$ 9.55	\$ 0	\$ 0	\$ 0

- Select Next
- Payments – select preferred method of payment (Credit Card, Direct Debit)
- Select type of payment – Pay full amount
- Select Next
- Discount codes – Add any discounts that you might want to offer. Government Vouchers are not eligible to be used for Team Registrations.
- Select Next

- The system will now prompt you to create a registration form
- Complete the details below
 - Registration open and close
 - Membership product
 - Tick all registration types offered on this registration form (add capping if want to limit the number of teams per division)

Registration Form

Training - Carnival

Competition Registrations close on 31-01-2023

Registration Open ?

Registrations Close ?

Membership Product*

Player Membership 2023

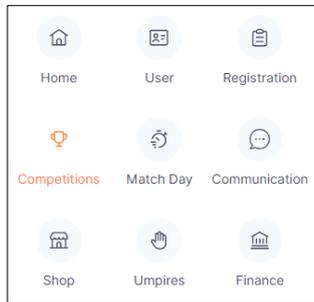
Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately ?	Registration Cap
<input checked="" type="checkbox"/> Player	Team	12	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Player	Team	14	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Player	Team	16	<input type="checkbox"/>	<input type="text"/>

- Training (if required)
- Special notes
- Reply contact details
- Choose to send invites or not – an external URL is created once registrations are open to email or post on Face Book etc
- Select to
 - Open Registration
 - Save as draft
 - Preview

Once you have received all or most of the nominations for your carnival you can start to create the competition and draw

CREATE COMPETITION

- Select competition



- Select the Competition Name
- Check competition details
- Select Grades or Pools
- Select Next
- Player grading – as you have no players registering directly to you there is nothing to do on this pay) scroll to the bottom and select next.
- Team Grading – click on the ungraded number in orange

The screenshot shows the 'Team Grading Summary' page for the 'Training - Carnival' competition in 2023. It features a table with columns for 'Divisions', 'Status', and 'Ungraded'. The 'Ungraded' column shows '0/1graded' for each division, with an orange 'e' icon next to it. A blue arrow points from the 'Ungraded' text in the first row to the 'e' icon. Buttons for 'Export Teams', 'Export Players', 'Back', 'Save', and 'Next' are visible.

Divisions	Status	Ungraded
12	0/1graded	Ungraded e
14	0/1graded	Ungraded e
16	0/1graded	Ungraded e

- Select Final grade drop down box and select relevant division. If you need to change divisions, select **...** at the end of the line and select change divisions. Choose the correct division. Then go into the division and select final grade to complete grading.

The screenshot shows a table of teams with columns for 'Team', 'Team Name', 'Affiliate Name', 'History', 'Proposed Grade', 'Final Grade', and 'Comments'. The first row is highlighted in orange. A dropdown menu is open for the 'Final Grade' column of the first row, showing options from A/1 to H/8.

Team	Team Name	Affiliate Name	History	Proposed Grade	Final Grade	Comments
1	NOrth				A/1 B/2 C/3 D/4 E/5 F/6 G/7 H/8	
2	South					
3	West					
4	East					
5	NW					

- Once all teams have been placed in a grade, save and repeat for all divisions
- To change division name, click on division name and enter in the required name

- Once each division have been graded, check the team rankings are in numerical order. Click on the division to see the team rank. To change the team ranking click on the drop-down box and click on the correct number.

- Once all divisions have been graded and team rankings corrected select next.
- The system will ask if you want this visible to teams and managers. Choose yes

- Time slots – choose one of the following options
 - No Preference
 - Even Rotation – teams are equally rotated through the timeslots
 - Allocate to same timeslots – Division/Grades can be allocated to a time slot, if using this option, you will need to choose between Division and Grade. Division being the division they registered to, Grade what you put them in when doing team grading.

- Select from the following options
 - Timeslot allocation based on match duration – timeslots are determined base on the match duration
 - Manually add timeslots – manually create timeslots. You can apply these timeslots to all or individual venues. When manually adding timeslots, you need to ensure that you have enough timeslots for each division to play the number of rounds required. Also ensure that your venue is open on the times that you want to run your competition. You can check the venues opening times and days by going into Home, Maintain, Venue and courts.

Do you have any timeslot preferences for divisions or grades?

No preference [?]
 Even rotation [?]
 Allocate to same timeslots [?]

- Divisions
- Grades

Timeslot allocation based on match duration [?]
 Manually add timeslots [?]

- Apply to all venues
- Apply settings to individual venues

Day of the week: Sunday | Start Time: 08:00 | Divisions: 12 x

[+ Add Timeslot](#)

[+Add Day](#)

- Select Next
- Venues – ensure correct venue is named. Select one of the following
 - Even Rotation
 - Allocate to same court
 - No preference

The courts x

[+ Add Venue](#)

Do you have any court preferences for divisions or grades?*

Even rotation [?]

- Divisions
- Grades

 Allocate to same court [?]
 No preference [?]

Competition Venue allocation:*

Home and Away Venue Competition
 Centralised Venue Competition [?]

- If choosing to allocate to same courts, select relevant courts from drop down box and then allocate divisions/grades to the courts. Ensure that you have allocated enough courts for the number of games need for each division.
- Select either home and away or centralised venue
- Select Next

- Competition format – check the type of format you wish to use (Knock out, round robin, double round robin and enhanced round robin)
- Select Match type

The screenshot shows a form with two sections. The first section, 'Competition Format', has four radio button options: 'Knock Out', 'Round Robin' (which is selected), 'Double Round Robin', and 'Enhanced Round Robin'. The second section, 'Match Type', features a dropdown menu currently showing 'Halves'. Below the dropdown, the options 'Halves' and 'Quarters' are visible, with 'Halves' highlighted in orange. At the bottom of the form, there is a label 'Time between Rounds'.

- Confirm time between rounds. Remember that this is time between when the division plays. For example, if Div 1 plays at 9am and then 10am then time between rounds would be 1 hour.
- Enter in match duration and breaks
- Save and Create Draft Draw

This image shows two orange buttons side-by-side. The left button is labeled 'Save' and the right button is labeled 'Create Draft Draw'.

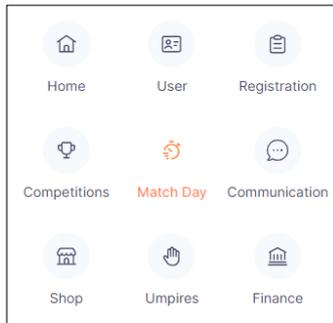
- Once draft draw has been created you can check to ensure that all games have been allocated a time and court.
- Any corrections can be completed in this area by dragging and dropping games
- Once the draw looks right publish draw

The screenshot shows a 'Publish' dialog box with a close button (X) in the top right corner. The main content area is titled 'What do you want to Publish?' and contains three radio button options: 'Part of Draw' (selected), 'By Division/Grade' (with an unchecked checkbox), and 'By Round' (with an unchecked checkbox). Below these options is a radio button for 'Entire Draw'. At the bottom of the dialog, there are two buttons: 'Cancel' on the left and 'Publish' on the right.

- Select Entire Draw and publish
- The draw is now available to be seen on Match day and the app for everyone to see

HOW TO ADD MANAGERS TO A TEAM

- Select the Match Day Module



- Select the competition name on the dashboard

Name	Division/Age	Teams	Players	Status	Action
Training Competition - 2nd Level Affiliata	Division Go Net Set	48	334	Active	...

- Select competition details tab, managers
- Add a manager at a time or import a list of mangers

A screenshot of the 'Manager List' page. At the top right, there is a 'Competition Details' sidebar with tabs for 'Matches', 'Teams', and 'Managers' (which is selected). Below the sidebar are three buttons: '+ Add Manager', '^ Export', and 'v Import'. A search bar is located below the buttons. Below the search bar is a table with columns: First/Preferred Name, Last Name, Email, Contact No, Team / Organisation, Organisation, and Action. One row is visible with the name 'Liviu' and email 'luu@wuupr.com'. Arrows from the text above point to the '+ Add Manager' and 'Import' buttons.

- Adding a manager one by one, select **+ Add Manager**. Enter details in exactly as the manager has in their NetballConnect user profile.
 - New – a member that is not already a manager of this competition
 - Existing – a member that is already a manger in this competition
- Save
- Repeat for all Mangers

A screenshot of the 'Add Manager' form. At the top, there are two radio buttons: 'New' (selected) and 'Existing'. Below are four input fields: 'First/Preferred Name*', 'Last Name*', 'Email Address*', and 'Contact No*'. Below these is a 'Team' dropdown menu with 'Select Team' as the option. At the bottom, there are 'Cancel' and 'Save' buttons.

- If importing managers names, select 

Import Manager

File Input

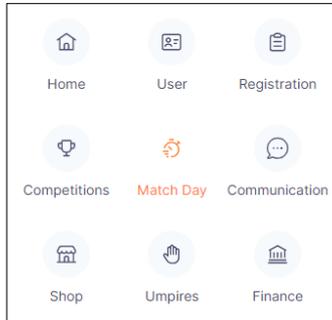
No file chosen

- Select download template
- Once completed, upload

Managers can view the teams matches on their schedule (home page) on the NetballConnect app.

HOW TO ADD UMPIRES TO THE COMPETITION

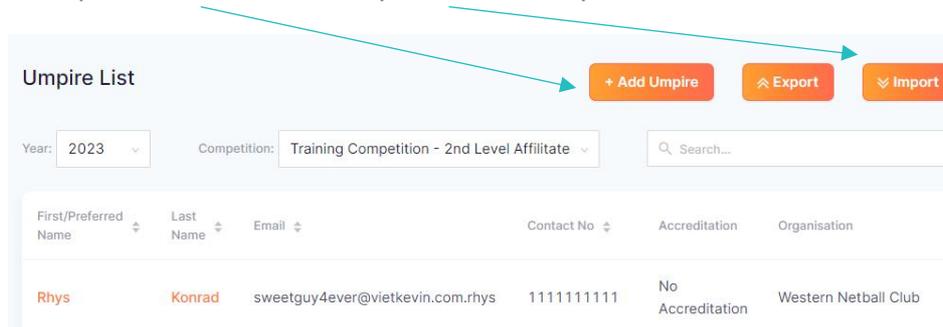
- Select the Match Day Module



- Select the competition name on the dashboard

Name	Division/Age	Teams	Players	Status	Action
Training Competition - 2nd Level Affiliate	Division Go Net Set	48	334	Active	...

- Select competition details tab, umpires
- Select the Umpires tab
- Add an Umpire one at a time or import a list of umpires



- Adding an umpire one by one
 - Select **+ Add Umpire**
 - New – a member that is not already an umpire of this competition
 - Existing – a member that is already an umpire in this competition
 - Enter details in exactly as the umpire has in their NetballConnect user profile
 - Tick Umpire – Umpire only
 - Tick Umpire coach – Coaching other umpires
- Save
- Repeat for all Umpires

Umpire New Existing

First/Preferred Name* Last Name*

Email Address* Contact no*

Organisation*

Umpire Umpire Coach

- If importing umpire names
- Select 

Import Umpire

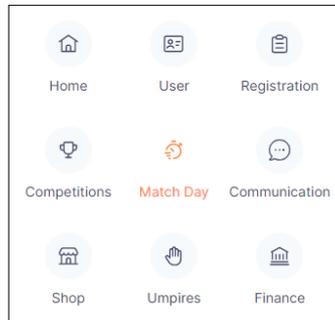
File Input

No file chosen

- Select Download template
- Once completed – Upload

HOW TO CHANGE MATCH INFORMATION

- Select the Match Day Module



- Select the competition name on the dashboard

Name	Division/Age	Teams	Players	Status	Action
Training Competition - 2nd Level Affilliate	Division Go Net Set	48	334	Active	...

- Select Competition detail, Matches
- Search for the match using the options below
 - Divisions
 - Rounds
 - Search bar
- Select the match id

97879	Round 1	04/02/2023 09:00	West 7	North 10	Cour - Court 4	Net1	0 : 0
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- Select **+ Edit**
- Edit any match information required

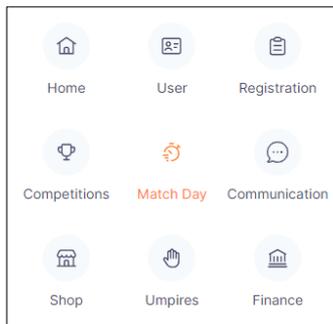
Edit Match

Date*	Start Time	
04-02-2023	09:00	
Division*	Type*	
Net1	Quarters	
Competition	mnbMatchid	
Training Competition - 2nd Level Affilliate	0	
Home Team*	Away Team*	
West 7	North 10	
Venue*	Round*	
The courts-4	Round 1	
+ Add New Round		
Match Duration* 40	Main Break* 3	Qtr Break* 2

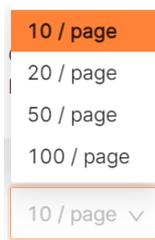
- Save

HOW TO UPLOAD SCORES MANUALLY

- Select the Match Day Module



- Select the competition name on the dashboard
- Select the competition details tab
- Select matches
- Before selecting the bulk scores upload, scroll to the bottom of the page and extend the number of lines shown to 100



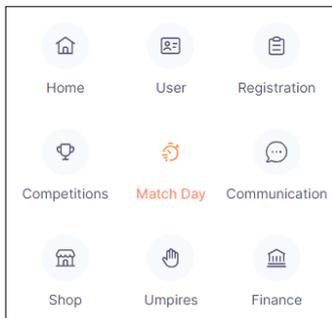
- Select **Bulk Scores Upload**
- Enter scores

97879	Round 1	04/02/2023 09:00	West 7	North 10	Cour - Court 4	Net1	0	:	0
97883	Round 1	04/02/2023 09:00	B9	C7	Cour - Court 2	Set2	0	:	0

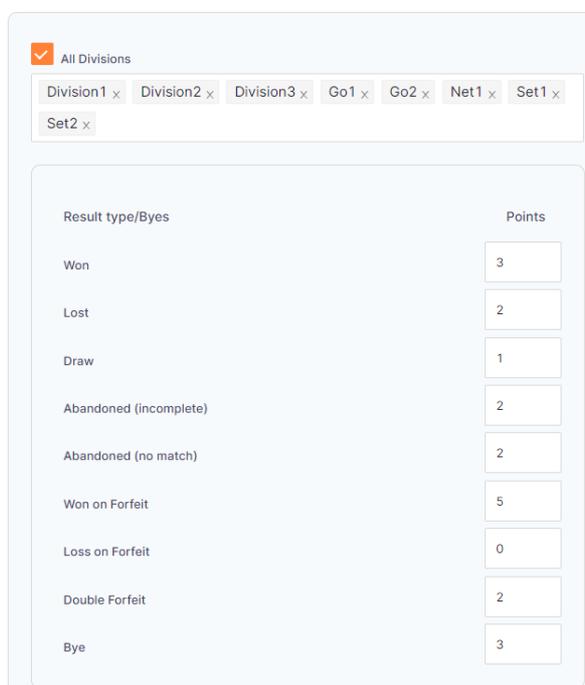
- Select Save

HOW TO ASSIGN LADDER POINTS TO THE COMPETITION

- Select the Match Day module



- Select the competition name on the dashboard
- Select Settings tab, Ladders/Draws
- All divisions
 - Tick all divisions if all divisions use the same ladder points scheme
 - Untick all divisions if not all divisions use the same ladder points scheme
 - Select the division that use the same ladder points scheme, after entering the first ladder points scheme, select the next group of divisions that use the same ladder points scheme

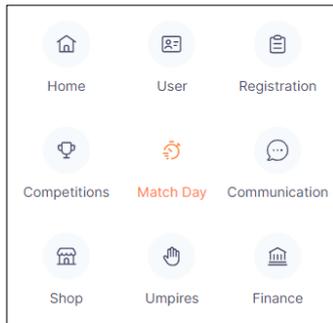
A screenshot of a web form for setting ladder points. At the top, there is a checked checkbox labeled 'All Divisions'. Below it are several tabs: 'Division1 x', 'Division2 x', 'Division3 x', 'Go1 x', 'Go2 x', 'Net1 x', 'Set1 x', and 'Set2 x'. The main area is a table with two columns: 'Result type/Byes' and 'Points'. The table contains the following rows:

Result type/Byes	Points
Won	3
Lost	2
Draw	1
Abandoned (incomplete)	2
Abandoned (no match)	2
Won on Forfeit	5
Loss on Forfeit	0
Double Forfeit	2
Bye	3

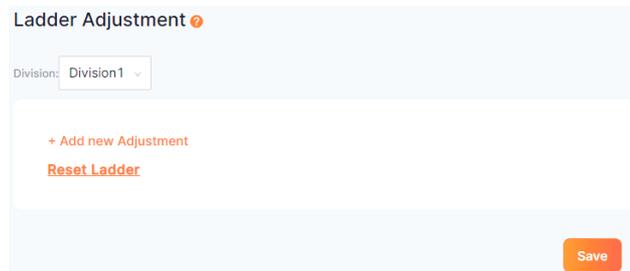
- Enter ladder points scheme
- Save

HOW TO COMPLETE A LADDER ADJUSTMENT

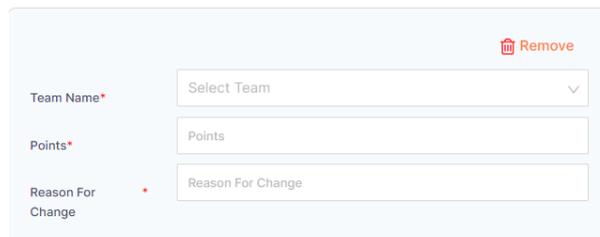
- Select the Match Day Module



- Select the competition name on the dashboard
- Select the competition details tab
- Select Ladder, division
- Select **Edit**
- Select + Add new Adjustment

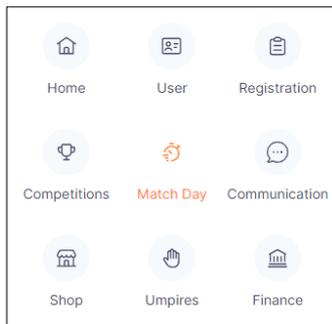


- Add details and save

A screenshot of the 'Add details and save' form. It has a 'Remove' button with a trash icon in the top right corner. The form contains three input fields: 'Team Name*' with a dropdown menu showing 'Select Team', 'Points*' with a text input field containing 'Points', and 'Reason For Change' with a text input field containing 'Reason For Change'. There is a small red asterisk next to the 'Reason For Change' label.

HOW TO ADD OR CHANGE TEAM ATTENDANCE

- Select the Match Day Module



- Select the competition name on the dashboard
- Select Competition details, matches
- Search for the match using the options below
 - Division
 - Round
 - Search bar
- Select the match id

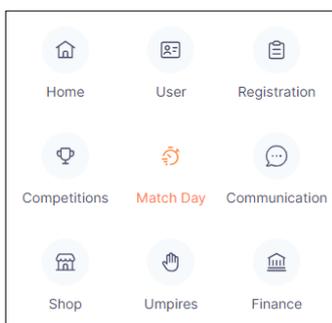
97879	Round 1	04/02/2023 09:00	West 7	North 10	Cour - Court 4	Net1	0 : 0
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- Slide the Statistics bar 
- Home team appears first
- Tick the box against each period the member played
- Add borrowed players if required
- Select save
- Repeat for all matches

Players		+ Borrow player	
Name	Status	Period 1	Per
		Played	
Keiko Anica	Registered	<input type="checkbox"/>	
Sven Bristol	Imported - Competitions	<input type="checkbox"/>	
Tarou Anastasia	Imported - Competitions	<input type="checkbox"/>	
Tavita Anka	Imported - Competitions	<input type="checkbox"/>	
Vidya Rangji	Imported - Competitions	<input checked="" type="checkbox"/>	
Yusup Innocen	Imported - Competitions	<input type="checkbox"/>	

HOW TO SEND NEWS TO THE COMPETITION PARTICIPANTS

- Select the Match Day module



- Select the Competition name on the Dashboard
- Select News and Messages
- Select **+ Add News** in the News List section
- When adding a new news or message complete the items below:
 - News Title – Subject heading that describes the news body
 - News Body – Enter the information that needs to be sent out to members

Add News

News Title*

News Body

B Normal Font T: Font [List Icons] [Link Icon] [Image Icon]

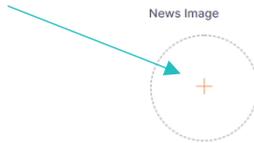
News body

Author*

Recipients

- Author – The author's name defaults to the organisations name. This can be changed if required.
- Recipients
 - All Managers – all members that have the manager role with your competition
 - All Scorers – all members that have the scorer role with your competition
 - All Managers/Scorers – All members that have the manager or scorer role with your competition
 - All users – any member that has a role (registered or not) with your competition
 - Individual Managers – search for an individual member that have the manager role with your competition
 - Individual Scorers – a search for an individual member that have the scorer role with your competition.

- News logo – click on the



- News video – click on the + to upload a video
- News expire date – enter the date that the organisation wants the news in the app to expire for members
- News expiry time – enter the time that the organisation wants the news in the app to expire for members
- News details
 - Confirm the details – News title and News Body
- Edit or delete if required
- Publish – publish the news to the app only
- Publish and notify – publish the news to app and notify users