

# Organisation Team Management

Menu Heading	Menu Item
Teams	Organisation Team Management

Clubs or Associations can set up their Organisations teams each year as the first step in the Team Nomination Process.

The below instructions outline how to setup your Clubs (or Association Rep) teams

Once you follow the menu above you will be taken to the Participation Team Management page.

From here you can either **Add New Team** or Select a team from the list and **EDIT**.

The screenshot shows the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'TEAMS' menu item is highlighted. Below the navigation bar, there is a search bar and a list of menu items. The 'Organisation Team Management' menu item is highlighted. The main content area is titled 'Participation Team Management' and contains three buttons: 'Add New Team', 'Add Another Team', and 'Back to Team Manager'. Below these buttons is a form with the following fields: 'Team ID' (with a note '\*Denotes a mandatory field.'), 'Team Name' (with an asterisk), and 'Active' (with an asterisk and a checked checkbox). A 'Save' button is located at the bottom right of the form.

If you choose to **Add New Team** , please ensure you enter the year/club/team name and click **SAVE**

If you choose to **EDIT**, please ensure you change the **year** and click **SAVE**

## Editing Team Squad

Once you have entered your team/s, you can then click **EDIT SQUAD** to enter the players into that team.

This will bring up the Squad List Editor pop up box. All available players within your Club will then appear on the left hand column under the 'Available Player List' heading.

**Preview**

\*\*\*Please note, if no list of players appears on the LEFT, click the **Preview** button. Then the list of available players should appear. \*\*\*\*\*

MyNetball Administration

Squad List Editor

Bankstown City Team 1

Age range:  (5 - 70)

Measurement date:  No date criteria.

Role: All Roles

Include other squads:

[Display List](#)

Available Player List			
ID	Name	DOB	Add
3		15	+
3		17	+
4		17	+
4		05	+
4		15	+
3		10	+
3		19	+
4		29	+
3		24	+
3		05	+
3		03	+
3		14	+
4		14	+
4		27	+
3		08	+
3		14	+
3		30	+
4		30	+
3		30	+
3		22	+
3		09	+
4		16	+
3		14	+
4		21	+
3		14	+

76 items in 4 pages

Disable paging and show results in single view

Selected Squad List				
ID	Name	DOB	Capt	Remove
No records to display.				

[Save](#)

To add the player to their team click on the green plus arrow next to their name. This will move them to the right side column under the 'Selected Squad List' column. Once you have added in all your players click the 'Save' button and then close the window down.

NOTE: Players who have a **player role** in your organisation will be available for selection into a team, **even if they are NOT** registered for the current season. If they are **NOT** registered, they will appear with an asterisk beside their name when it comes to printing scoresheets.

### Team Nomination/ Lodge Team Setup

Menu Heading	Menu Item
Teams	Team Nomination/ Lodge Team

Team Nominations through MyNetball is an easy way for Clubs to provisionally nominate teams online prior to grading, which can later be correctly graded online by the Association.

This process allows Clubs to enter their teams with the Association and then for the Association to accurately process them into grades without the use of offline paperwork.

The below instructions outline how to setup your Clubs teams and nominate them to the Associations competition.

This process is also the same for Associations entering into teams Netball NSW competitions.

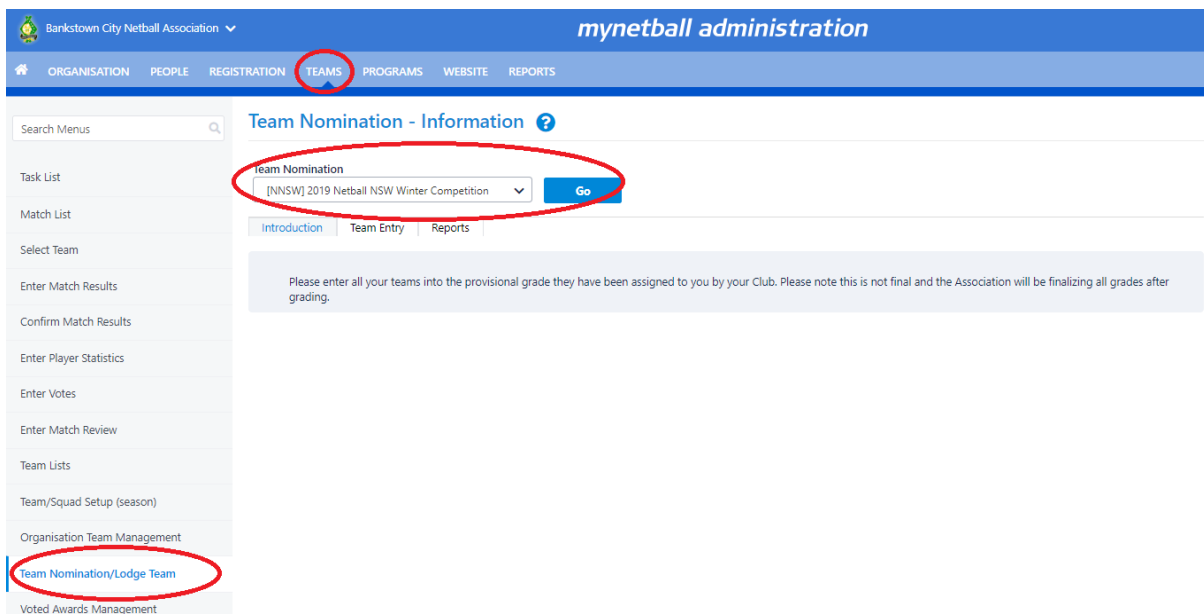
### Team Nomination Form

Once you follow the menu above you will be taken to the Team Nomination Information page.

From here click on the drop down under 'Team Nomination'. Select the relevant competition you are nominating teams for.

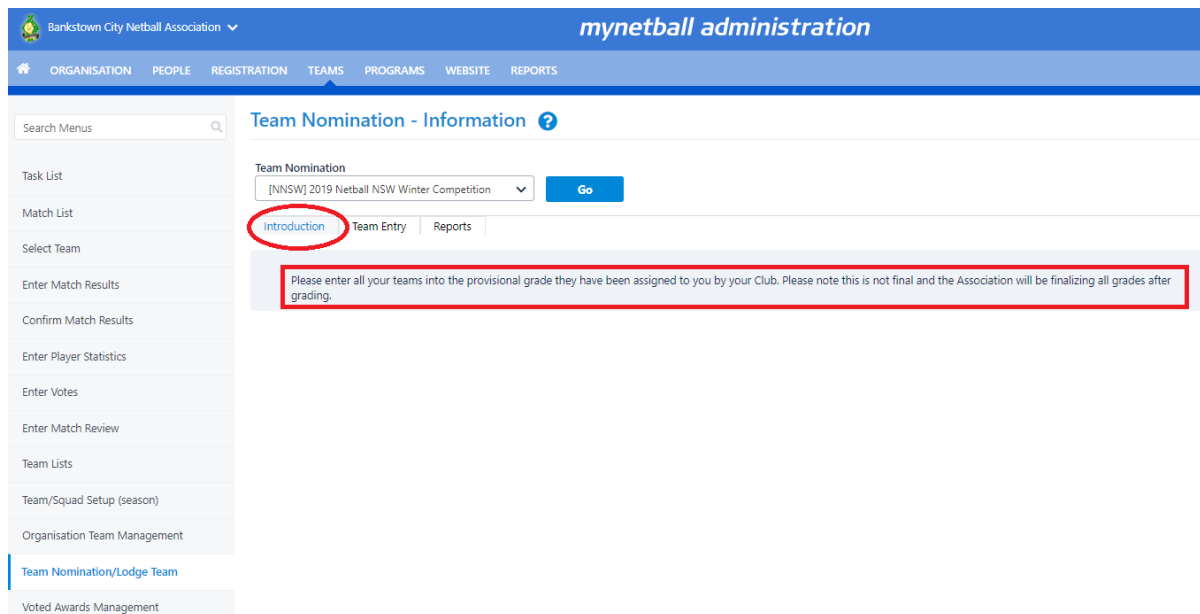
Once the correct nomination form is selected, click on the 'GO' button.

The nomination form has been set up by your Association and will correspond to the competition you are entering your teams for.



The screenshot shows the 'mynetball administration' interface for Bankstown City Netball Association. The navigation menu includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'TEAMS' menu item is circled in red. Below the navigation, the 'Team Nomination - Information' page is displayed. The 'Team Nomination' dropdown menu is circled in red, showing '[NNSW] 2019 Netball NSW Winter Competition' selected. The 'Go' button is also circled in red. A sidebar menu on the left has 'Team Nomination/Lodge Team' circled in red. A message box at the bottom of the page reads: 'Please enter all your teams into the provisional grade they have been assigned to you by your Club. Please note this is not final and the Association will be finalizing all grades after grading.'

From this page you will see under the introduction tab any instructions or general information that the Association has provided. This may be important information that your Association wants you to read before starting nominating teams.



Bankstown City Netball Association | mynetball administration

ORGANISATION PEOPLE REGISTRATION TEAMS PROGRAMS WEBSITE REPORTS

Search Menus

Task List

Match List

Select Team

Enter Match Results

Confirm Match Results

Enter Player Statistics

Enter Votes

Enter Match Review

Team Lists

Team/Squad Setup (season)

Organisation Team Management

Team Nomination/Lodge Team

Voted Awards Management

### Team Nomination - Information ?

Team Nomination

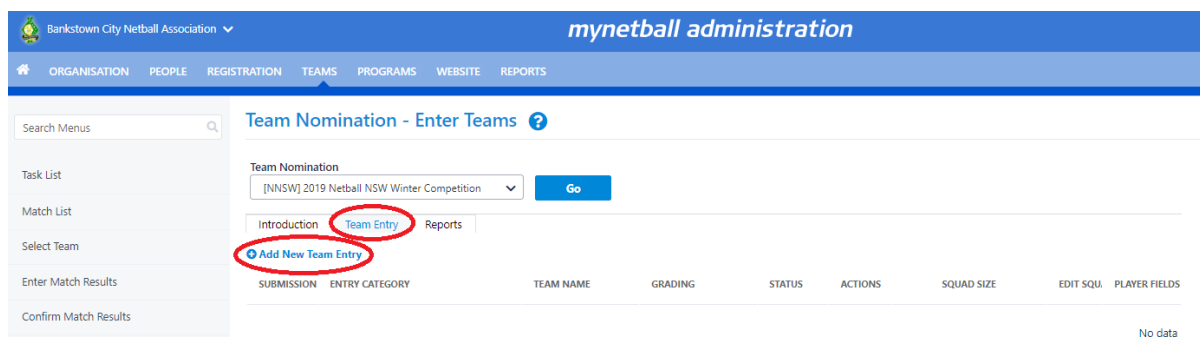
[NNSW] 2019 Netball NSW Winter Competition [Go]

**Introduction** Team Entry Reports

Please enter all your teams into the provisional grade they have been assigned to you by your Club. Please note this is not final and the Association will be finalizing all grades after grading.

Once any instructions that have been provided have been read, click on the 'Team Entry'.

From here click on the 'Add New Team Entry' button.



Bankstown City Netball Association | mynetball administration

ORGANISATION PEOPLE REGISTRATION TEAMS PROGRAMS WEBSITE REPORTS

Search Menus

Task List

Match List

Select Team

Enter Match Results

Confirm Match Results

### Team Nomination - Enter Teams ?

Team Nomination

[NNSW] 2019 Netball NSW Winter Competition [Go]

Introduction **Team Entry** Reports

**Add New Team Entry**

SUBMISSION	ENTRY CATEGORY	TEAM NAME	GRADING	STATUS	ACTIONS	SQUAD SIZE	EDIT SQU	PLAYER FIELDS
No data								

The Team Nomination Edit pop up box should then appear. This is where you start entering your teams' information. Select from Drop Down in Pre-defined team, and **also change the Team Name from the Club, to the actual Team Name.** (this is a very important step)

Team Nomination - Enter Teams ?

Team Nomination  
[LDNA] 2019 Winter Competition Go

Introduction **Team Entry** Reports

**Add New Team Entry**

SUBMISSION ID	ENTRY CATEGORY	Predefined Team	Team Name	Comments/Grading Requests	Status	SQUAD
60412	Do not use					
60414	Division 3	Bundjalarms Purple	Bundjalarms Purple		Confirmed	1
60419	Division 7					0
60420	Division 7					0
60421	Division 5					6
87123	Division 3					6
87125	Division 3					1
87127	Division 5					6
150849	Division 1					0
150850	12 Years					1
150851	Inters Div 1					1
150852	Inters Div 1	Bundjalarms Pink			Deleted	1
150853	Division 2	Bundjalarms Blue			Confirmed	9

**Team Nomination Edit**

Submission ID: 60414

Entry Category: Division 3

Predefined Team: Bundjalarms Purple

Team Name: Bundjalarms Purple

Comments/Grading Requests:

Status:  Provisional  Confirmed  Withdrawn

Update Close

The below table outlines additional notes for each field within the Team Nomination Edit:

<b>ENTRY CATEGORY</b>	Select the provisional grade that you wish to nominate the selected team for. i.e. Division 1, Mixed Division 3.
<b>PREDEFINED TEAM</b>	Select team from drop down list (the lists from the Organisation Team Management should appear here)
<b>TEAM NAME</b>	Change the name to ensure it is distinguishable from any other teams you may enter into the relevant competition. Inc Club and Team Name Eg 2020 Bundjalarms Purple.
<b>COMMENTS/GRADING REQUEST</b>	Any additional information you wish to supply to the Association about grading. It is best to keep this to a minimum
<b>STATUS</b>	Select the status of your team as <b>confirmed (NOT provisional)</b> . This ensures your Association is notified that your team nomination for this team is finalised.

Click on the 'Update' button. Once you are happy you can click the 'Close' to shut the edit window down.

If you need to edit the Team Squad, even after nominating a team. This is best done in **Organisation Team Management**. (go back to the start of these instructions)

### Team Nomination Grading Report – to print the Team Sheet

Menu Heading	Menu Item
Teams	Reports > Team Nomination Grading Report

Once a team has been successfully nominated for provisional grading and all players have been added to the squad, you will be able to download the Team Nomination Grading Report which can give you a detailed report on the playing history of the players in your squad.

Follow the menu through to the Generate Grading Report page.

**Generate Grading Report** ⓘ

**Filters:**

Season: 2018 ▼

Nomination Form: 2018 Night Comp ▼

Category: [ ERNA - 2018 Night Comp ] A Grade ▼

**Select season(s) for player history:**

Season(s): 2017 (MN), 2016 (MN) ▼

[Download Excel](#) [Download PDF](#)

Select the season which corresponds to the competition you nominated for.

Choose the nomination form which again corresponds to the competition in which you nominated your teams for.

Select your category, which is the provisional grade that the team was nominated in.

Then the last step is to select the seasons for which you want player history. When downloaded, this will produce a report of all the players in the nominated team. Alongside the players personal information will be history of what grades/divisions and teams that player played in the relevant seasons selected for player history.

This report is best viewed when you choose to download as PDF. The below is an example of a PDF download.

(if your Association hasn't used MyNetball previously, the past experience will not show up)

Club: Carlingford Comets      Nomination Form: 2018 Night Comp  
 Team: COMETS 1 (Sub#:122625)      Nominated Grade: C grade  
 Season: 2018      Allocate to grade:

ID #	Name	REP	D.O.B	Past Experience			
				Comp 1		Comp 2	
				Year	Grade   Team   Finish	Year	Grade   Team   Finish
1	13		07/0	2017 (MN)	C9 [ERNA]   COMETS 5   2	2016 (MN)	C4 [ERNA]   Comets 3   4
2	13		07/1	2017 (MN)	C4 [ERNA]   COMETS 3   5 DIV 2 [ERNA]   Comets 1   5	2016 (MN)	C4 [ERNA]   Comets 3   4 C1 NC [ERNA]   Comets 1   6
3	14		17/0	2017 (MN)	C1 [ERNA]   COMETS 2   3 DIV 2 [ERNA]   Comets 1   5	2016 (MN)	C2 [ERNA]   Comets 2   3
4	17		02/0	2017 (MN)	CADET1 [ERNA]   COMETS 7   8 DIV 2 [ERNA]   Comets 1   5	2016 (MN)	C5 [ERNA]   WEST RYDE ROVERS 14   5 C4 NC [ERNA]   Comets 3   3
5	31		03/1	2017 (MN)	D1 [ERNA]   COMETS 6   3 DIV 4 [ERNA]   Comets 4   6		
6	19		09/0	2017 (MN)	DIV 2 [ERNA]   Comets 1   5		
7	27		05/1	2017 (MN)	CADET6 [ERNA]   COMETS 9   2	2016 (MN)	15/4 [ERNA]   Comets 8   4 C4 NC [ERNA]   Comets 3   3
8	17		31/0	2017 (MN)	CADET4 [ERNA]   COMETS 8   7 DIV 3 [ERNA]   Comets 2   3	2016 (MN)	15/3 [ERNA]   PUTNEY FIREBIRDS 2   5
9	29		06/1	2017 (MN)	CADET6 [ERNA]   COMETS 9   2	2016 (MN)	15/4 [ERNA]   Comets 8   4 C4 NC [ERNA]   Comets 3   3
10	9:		26/0				
11							
12							
<b>Late Registrations</b>							

Comment: mix of D1, C9, C1, Cad 5 and Cad 6 players Would prefer later time slot please