

# MyNetball Instructions

## How to edit my team for Junior State Titles

**PLEASE NOTE:** You can find current Team Lists on the Junior State Titles page of the Netball NSW website. Please ensure to check these Team Lists before proceeding, if after checking the Team Lists on the website you do need to make changes, please follow the instructions as per below.

### EDITING THE TEAM

1. Login in to MyNetball at <http://admin-netball.resultsvault.com/>
2. To begin, ensure you are working in **'Participation'** mode.
3. Select the **'Teams'** tab and then **'Organisation Team Management'**
4. Find the name of the team you wish to edit and select **'Edit Squad'** – click the pen in the edit squad column of the row of the team you wish to edit.
5. Once in your team, you can remove players by clicking the **'x'** in the same column as their name.
6. To add new players to the team, click the 'preview' button.
  - a. Under **'Available Players'** there is a search bar. Enter the player's surname in the box and hit enter.
  - b. Add the player to your team by clicking the plus button in the same column as their name.
  - c. Repeat for all players.

**Please note:** All players selected in the team must have a player role with your association to be able to be found and selected into the relevant team. All players must also be registered with Netball NSW in 2021.
7. Hit **'Save'** once all players are listed.
8. Then select **'Back to Entity Team Management'** towards the top of the screen.

### RESUBMITTING THE GRADING REPORT

9. Select the **'Teams'** tab and then **'Reports'** and **'Team Nomination Grading Report'**.
10. Select the relevant competition (2021 Junior State Titles) from the drop-down list.
11. Go further down the page to **'Generate Grading Report'**
12. Under **'Season'**, select the correct year (2021)
13. Under **'Nomination Form'**, select the relevant competition (2021 Junior State Titles) from the drop-down list.
14. Under **'Category'**, leave as **'all'**
15. Player history is not required.
16. Select **'Download PDF'** – please do not select Excel
17. Save this file and submit it by email to [competitions@netballnsw.com](mailto:competitions@netballnsw.com) no later than 5pm Friday 6<sup>th</sup> August. Any changes after this date **MUST NOT** be done through MyNetball and should be submitted through the Late Registration/De-Registration form **ONLY**.