

*my*netball HELP HOW TO GUIDE

These instructions have been put together to guide the **Association** through the Online Team Nomination process for the **2021 Masters State Titles**

Please use the following URL to login into the MyNetball system
<http://admin-netball.resultsvault.com/>

Team Nomination – Organisation Team Manager

To begin ensure you have **‘Participation’** ticked for the mode you are working in

- **Teams (tab)**
- **Organisation Team Management**

1. Select **Add New Team**
2. Create a team name for all teams that will be entered into the competition
ie: 2021 ERNA Masters State Titles O35s (teams created will appear each year in your Participation team management list, so it is recommended that a year is used in the team name, to differentiate teams each year)
3. Select **Save** after each team is entered
4. Once complete, select **‘Back to Team Manager’**

Participation Team Management

+ Add New Team **1**

Also show inactive teams (shown in red)

Team ID	Team Name	Grade Allocation	Squad Size	Edit Squad	Edit	Delete
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Participation Team Management

← Back to Team Manager **4**

Team ID

Team Name * **2**

Active *

*Denotes a mandatory field.

Update **3**

Participation Team Management

+ Add New Team

Also show inactive teams (shown in red)

Team ID	Team Name	Grade Allocation	Squad Size	Edit Squad	Edit	Delete
99851	Northern Suburbs Team 1	View	1	Edit 5	Edit	Delete
99853	Northern Suburbs Team 2	View	0	Edit	Edit	Delete
99854	Northern Suburbs Team 3	View	0	Edit	Edit	Delete
99855	Northern Suburbs Team 4	View	0	Edit	Edit	Delete

Team Nomination – Organisation Team Manager - Selecting the team

5. Select **Edit Squad**
(click the pen in the edit squad column of the row of the team you are wishing to select the team for)
6. **Search**
 - enter the surname in the box and hit enter
 - **Select** all players that are registered in the team by clicking onto the **+** symbol.
 - if the available player list is not showing, you may need to select the blue preview box this should populate the available player box.

note:

 - All players selected in team must have a player role with your association to be able to be found and selected into the relevant team
 - All players must be registered with Netball NSW in 2021.
7. Hit **Save** once all players are listed.
8. Select **back to entity team management**

[Back to Entity Team Management](#)

Squad for NSNA Team 1

Name: NSNA Team 1
Description: Squad for NSNA Team 1
Role: All Roles Also list records with 'No Roles'
Age range: (5 - 70)
Measurement date: No measurement date chosen.

Available Players
Too many records- only showing top 300. Please narrow your search.

ID	Name	DOB	Add
1323134	Abadee, Elizabeth	25 Nov 2003	+
1823260	Abarca, Elizabeth-Marie	12 Jan 2005	+
1323180	Abbott, Alexandra	25 Sep 1994	+
1323195	Abbott, Charlotte	15 Aug 1966	+
1826051	Abbott, Edie	18 Oct 2006	+
1323201	Abbott, Elizabeth	09 Jul 1992	+
1323203	Abbott, Emily	18 Sep 2004	+
1821402	ABBOTT, IMOGEN	29 Jun 2005	+
2991085	Abbott, Lena	20 Jun 2005	+
1323245	Abbott, Louise	12 Jul 1989	+
1323252	Abbott, Meg	22 Nov 2001	+
809389	Abbott, Pip	16 Mar 1961	+
809390	Abedin, Adity	11 Oct 1988	+
1323261	Abel, Madeline	10 Jun 1999	+

300 items in 20 pages

Disable paging and show results in single view

Squad List

ID	Name	DOB	Capt	Remove
1.	1323189	Abbott, Bridget	04 Feb 1993	<input type="checkbox"/> <input type="button" value="x"/>

*Note: Use drag and drop to change player positions.

Coaches:

Team Managers:

Team Nomination - Enter Teams

- **Teams** (tab)
 - **Team Nomination/Lodge Team**
1. Select the relevant Competition that you are nominating for from the **Team Nomination** drop down list (ie: 2021 Masters State Titles)
Select **GO**.
 2. Select the **Team Entry** Tab.
 3. Select **Add New Team Entry**
 4. **Entry Category:** Select the requested Senior State Titles division from the drop down list.
 5. **Predefined Team:** Select the relevant team for this division from the drop down list.
 6. **Team Name:** your association name should appear, DO NOT change this.
 7. **Comment/Grading Request:** enter relevant grading information (keep this to a minimum)
 8. Select **Confirmed (only)**
 9. Select **Update**

Team Nomination Grading Report

- Teams (tab)
- Reports
- Team Nomination Grading Report

1. **Nomination Group:** Select the relevant **Competition** (2021 Masters State Titles) from the drop down list.
Go further down the page to 'Generate Grading Report'
2. **Season:** select the correct year
(your competition year must have been set to 2021 for the season 2021 to appear)
3. **Nomination Form:** Select the relevant Competition (2021 Masters State Titles) from the drop down list.
4. **Category:** Leave as 'all'
5. **Player history:**
Player history is not required
6. Select **Download PDF** (do not select Excel).
7. Save this file and submit it by email, and complete the Masters State Titles online team entry form.

Generate Grading Report ?

Filters:

Season: 1

Nomination Form: 2

Category: 3

Select season(s) for player history:

Season(s): 4

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Club: Blacktown West Netball Club Nomination Form: 2015 Winter Comp
 Team: Blacktown West 2 (Sub#:35977) Nominated Grade: B2
 Season: 2015 Allocate to grade:

ID #	Name	REP	D.O.B	Year	Past Experience			
					Comp 1		Comp 2	
					Grade Team Finish	Year	Grade Team Finish	Year
1	1330577	Armitage, Alyson	19/12/1996	2014 (MN)	B3 [BCNA] Blacktown West 2 4	2012 Winter	B4 Blacktown West 2 5	
2	1330587	Armitage, Fiona	03/12/1977	2012 Winter	B4 Blacktown West 2 5			
3	1336653	Barber, Belinda	10/02/1979	2014 (MN)	C2 [BCNA] Blacktown West 3 4	2013 Winter	C2 Blacktown West 2 7	
4	1413118	Ezzy, Megan	26/06/1996	2012 Winter	17 Div 1 ZODIACS 4 5			
5	1423258	Fraser, Jessica	31/01/1995					
6	1446406	Harrington, Juliette	21/05/1996	2014 (MN)	B3 [BCNA] Blacktown West 2 4	2013 Winter	A3 Blacktown West 1 3	
7	1484119	Knox, Kristy	18/12/1992	2014 (MN)	C2 [BCNA] Blacktown West 3 4	2013 Winter	C2 Blacktown West 2 7	
8	1528076	Montague, Nicole	23/05/1986	2012 Winter	B4 Blacktown West 2 5			
9	1403306	Willmott, Alissa	18/10/1984	2014 (MN)	C2 [BCNA] Blacktown West 3 4	2013 Winter	C8 Blacktown West 5 3	
10								
11								
12								

Late Registrations

Comment: Time request form submitted for work commitments.