

Register a Team

These instructions provide the detail on how to register a team into **REGIONAL LEAGUE**. Please follow carefully. If you have any questions or problem completing registering a team to REGIONAL LEAGUE, please contact your relevant Regional Manager or visit PlayHQ support for [Registering a Team](#)

Alternative PlayHQ support can be found at the following options:

W: support.netball.com.au

E: support@netball.com.au

P: 1800 NETBALL

1. The link will be made available on the relevant Competition page of the Netball NSW website.
2. If Associations are entering more than one team into the competition they will need to go to the link to register each of the teams individually.
3. Click on the link to register a team.
4. Ensure the form is for the correct competition. The competition name is found under the header 'Season information'.
5. Read any additional information, and note the closing dates of the forms.
6. Click 'Get started'.
7. If you are not already logged in, you will be prompted to login to your participant PlayHQ account. If you do not yet have an account click 'create account' and follow the prompts.
 - i. Please note: Do not create a different account for admin purposes. You will be charged duplicate registration if you have two accounts.

8. Create a 'new team' and enter the team name. For example: 'Orange 1'; 'Wagga Wagga 3'; 'Ballina 12U'.

- i. Please ensure to include the following when entering a team name: Association Name (without 'Netball Association' at the end) & Team Number

Register a team

Please note that you will be the primary contact for this team

- Choose an existing team
Select a team that you have previously registered to this association
- Create new team

Enter team name

9. Answer any additional detail questions that have been setup by Netball NSW in relation to this competition.

Additional Details

Netball NSW requests the following information:

Your entry must include a minimum of seven and a maximum of twelve players in order for your registration to be accepted.*

Please select ▼

10. Select the grade you wish to nominate your team to play in. The grade is the division that you are requesting the team play in at the competition.

- i. If only the competition is listed and no grades are provided, select the competition. Teams will be allocated to grades (divisions) by Netball NSW
- ii. Please be aware that selecting a particular grade does not mean that is your final grading.

Choose grade

Select the preferred grade that you'd like the team to play in

Filter by Day: All Gender: All

Regional League - West Central West

Continue →

Back

11. Click 'continue' at the bottom of the page.

12. This page will outline any team entry fees that are payable at the time of registering the team.

- i. Please note: Team entry fees for Netball NSW representative competitions will show as a \$0.00, Associations will be invoiced by Netball NSW for competition entry fees.
- ii. Individual participant fees to register with Netball NSW will appear on the Player to Team form, for those individuals registering for the first time within PlayHQ in 2022.

Fees

DESCRIPTION	PRICE
Team Registration Fee Netball NSW	A\$0.00
Sub-Total	A\$0.00

I have read and agree to the terms of the [Privacy Policy](#), [Collection Notice](#) and [Terms and Conditions](#). I consent to the collection and use of my personal information as set out in the [Collection Notice](#) and [Privacy Policy](#). I also understand and agree to abide by the governing bodies' rules and competition by-laws. If I do not agree, I understand the conditions for registration have not been met and my application will not progress.

13. Agree to the terms and conditions.

14. Click 'continue' at the bottom of the page.

Continue →

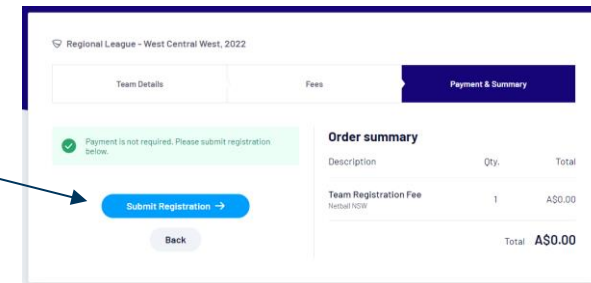
15. The last page is the 'Payment and Summary'. As no payment is required to be made through PlayHQ (you should see a green tick box stating no payment is required), click 'Submit Registration'.

- i. Associations will be invoiced for team entry and court levy

16. A box should appear confirming the team has been successfully registered.

17. You will now be sent two emails from PlayHQ.

- i. The first is a confirmation of your registration with a link to send to the players to join and register to the team.
- ii. The second is an invoice of your payment. The invoice will be for \$0.00.



18. Send the link from the Team Registration Confirmation email (from PlayHQ) to your players to join and register to the team. To do this:

- i. Netball NSW suggest that you copy the link from this email and draft your own email with instructions on how Players should register to the team.

19. Please ensure you include the following in your correspondence to players:

- i. Include the team name (from step 8) that you are asking the player to register to, so the player knows they are registering to the correct team
- ii. Include the Netball NSW instructions for 'Players to Register to a Team'
- iii. Highlight the date that the PLAYER REGISTRATION closes. Any players who do not register by the closing date will be required to be late registered.
Note: Player registrations will close two days prior to the close of entries for the competition. All closing dates can be found on the relevant competition page of the Netball NSW website.

20. Associations will need to monitor player registrations, ensuring that all players are registered 2 days prior to the competition close of entries.

- i. To check all players are registered, log into your participant PlayHQ account at www.playhq.com/netball-australia
- ii. At the top right hand corner of your screen will be your name and an arrow next to it. Click the arrow to see the drop down menu and click 'My Account'.
- iii. In 'My Account', you can see all teams you have registered. Select the relevant team from the screen.
- iv. Once you are in the correct team, there will be three tabs 'Fixture', 'Ladder' and 'Squad'. Select 'Squad'.
- v. Once you are in 'Squad', you can see all players that have registered to the team in PlayHQ.

21. Once all players are registered (this must happen by the closing date for player registrations), Associations should action the following:

- i. Ensure all players have registered to the team in PlayHQ.
- ii. Download the Team Entry Form from the relevant competition page of the Netball NSW website.
- iii. Complete the Team Entry Form and submit to your relevant Regional Manager.
- iv. Once submitted your Regional Manager will respond and provide a copy of the Team List Report. This report will list all players that have registered to play on this team.
- v. Check this report **carefully**, if there are any discrepancies, respond to your Regional Manager within 48 hours. If there are no discrepancies, your team is successfully registered.