

## Team Official Registration to Competition

**ASSOCIATIONS** – Please ensure you send your Team Officials (Head Coach, Assistant Coach, Team Manager, Primary Carer, as applicable) the following:

- These instructions on 'Team Official Registration to Competition'
- The link to register to the specific Competition you need them to register to (this link can be found on the relevant Competition page of the Netball NSW website).
- The date Team Official Registrations are due. This is different to the close of Team Registrations. Please refer to the relevant webpage for final dates.

These instructions provide the detail on how to register as a Team Official into the **METRO LEAGUE** competition. Please follow carefully. If you have any questions or problem registering as a Team Official to METRO LEAGUE, please contact your Association or visit PlayHQ support for [Registering as a Team Official](#)

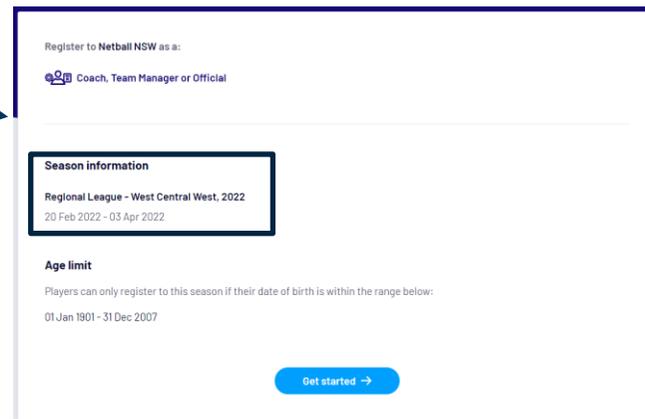
Alternatively, PlayHQ support can be found at the following options:

W: [support.netball.com.au](http://support.netball.com.au)

E: [support@netball.com.au](mailto:support@netball.com.au)

P: 1800 NETBALL

1. Team Officials wishing to register to a METRO LEAGUE competition will have received the following from their Association:
  - i. A link to register to the competition.
  - ii. The date that Team Official Registrations are due – Friday 4<sup>th</sup> March 2022
  - iii. These instructions, for registering to the competition.
2. To get started, click the link provided to you by the Association
3. Ensure the competition listed under 'Season information' is correct.
4. Read and take note of any additional information.
5. Click 'Get Started'



Register to Netball NSW as a:

 Coach, Team Manager or Official

**Season information**

Regional League - West Central West, 2022  
20 Feb 2022 - 03 Apr 2022

**Age limit**

Players can only register to this season if their date of birth is within the range below:  
01 Jan 1901 - 31 Dec 2007

[Get started →](#)

6. If you are not already logged in, you will be prompted to login with your participant PlayHQ account. If you do not yet have an account click 'create account' and follow the prompts.
7. Please choose if you are registering yourself or a family member/dependant that is linked to your account and click 'Continue'.

Regional League - West Central West, 2022

Choose User | Choose Role | Participant Details | Fees | Payment & Summary

**Please choose who you would like to register**

I am registering myself

Kaila Lawrence

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I am registering someone else  
(Participant will be linked to my account)

Register new family member or dependant  Daisy Lawrence

8. Select the role you are registering as from the following options:
  - i. Coach (you can later specify if Head or Assistant Coach)
  - ii. Team Manager
  - iii. Official (Primary Carer or other, you can later specify)

Regional League - West Central West, 2022

Choose User | **Choose Role** | Participant Details | Fees | Payment & Summary

**Register as a:**

Coach

Team Manager

Official

Continue →

9. Click 'Continue'.

10. You should now be on the Participant Details screen. Ensure you complete the following:
  - i. Please ensure all details listed are correct.
  - ii. Answer any additional details questions.

**Additional Details**

**Netball NSW requests the following information:**

Do you wish to be considered for selection for your Regions team participating in the Netball NSW Regional State Cup?\*

Please be aware images may be taken throughout the Competition in accordance with the NNSW Photography Policy and may be used for NNSW and/or Association purposes. Any team that has a member who is unable to be photographed will be placed on a confidential DO NOT PHOTOGRAPH list and no action shots will be taken of these teams by NNSW.\*

11. Once you are sure all information has been completed and is correct, click 'Save and Continue'.

### Fees

DESCRIPTION	PRICE
Association Coach Registration Fee Netball NSW	AS\$0.00
Sub-Total <b>AS\$0.00</b>	

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.

12. No fees will be charged to Team Officials upon registration through PlayHQ to the Competition. Your Association will be invoiced the non-player Netball NSW membership fee for those that are not current financial members in 2022.
  - i. All Team Officials MUST be financial with Netball NSW to participate in a Netball NSW Competition and all non-player fees paid, if you have any questions about your registration, please contact your Association.

13. Agree to the terms and conditions and click 'Continue'.

[Continue →](#)

14. The last page is the 'Payment and Summary'. As no payment is needed click 'submit registration'.

15. Once payment is processed you will receive 2 emails from PlayHQ.
  - i. The first is a confirmation of your registration.
  - ii. The second is an invoice of your payment.
    - i. As you did not need to pay anything, the invoice will be for \$0.00.

16. Team Officials will then be allocated to their team in Play HQ by Netball NSW

17. You have successfully completed your registration.

Regional League - West Central West, 2022

Choose User
Choose Role (coach)
Participant Details
Fees
Payment & Summary

✓ Payment is not required. Please submit registration below.

[Submit Registration →](#)

[Back](#)

**Order summary**

Description	Qty.	Total
Association Coach Registration Fee Netball NSW	1	AS\$0.00
<b>Total</b>		<b>AS\$0.00</b>