



Court Craft Summer Series

2023 Team Entry

Following are the steps to enter a team into the 2023 Court Craft Summer Series

STEP 1 – Netball NSW Communication

- Netball NSW will communicate with Associations advising that entries to the Court Craft Summer Series are open and provide all instructions.
- All instructions to enter a team will be available on the [Summer Series page](#) of the Netball NSW website.
- Please be aware all Netball NSW Affiliated Associations have had a representative club set-up in PlayHQ in order for Netball NSW to invite Associations to Netball NSW Competitions.
 - To access your Association Representative club, login to your PlayHQ account for your Association at <https://na.playhq.com/auth/login>. In the top left-hand corner under 'Using as', type in your full association name followed by 'Representative'. For example, 'Hills District Netball Association Representative'.
 - Anyone with affiliate admin access at the Association level will have access to the Association Representative club.

STEP 2 – Accept the invitation to enter Summer Series, create your teams, create your players/officials registration forms & allocate teams

- All Associations representative clubs will be invited to Summer Series. To accept this invite click in the top left hand corner under 'Using as' and type in your full association name followed by 'Representative'. For example, 'Hills District Netball Association Representative'.
- Once you have accepted the invite refer to the '[Summer Series - PlayHQ Instructions](#)' to enter Summer Series and set-up Teams and Registrations.
- The '[Summer Series - PlayHQ Instructions](#)' document will provide detailed step by step instructions on the following:
 - Accepting an invitation to enter Summer Series within PlayHQ
 - Creating your teams in your club (Association)
 - Creating registration forms for players and team officials to register to their team
 - Allocating your teams to their respective grades in Summer Series

STEP 3 – Player & Team Official Registrations

- PlayHQ Admins (or nominated person) will send the team registration link to players and team officials. The team registration link will be accessible after you have set up your teams and Player registration forms as outlined in the PlayHQ Competition setup Instructions '[Summer Series - PlayHQ Instructions](#)'
 - Please note: each team you create (eg. Team 1, Team 2, Team 1 (DEV)) will have their own individual registration link.
- Please ensure to include the following in your correspondence to players and team officials regarding registration:
 - Registration link to the correct team
 - Player registration close date

It is recommended Associations set a deadline that players must finalise their registration to the team. I.e: all Players must be registered no later than 48 hours prior (5pm, Wednesday 30th August 2023) to the close of team entries. This will ensure you have enough time to complete the final steps of the team entry.
 - Include the instructions – '[PlayHQ Instructions – Summer Series Player & Team Official Registrations](#)'

STEP 4 – Final Submission

- Once all Players and Team Officials are registered to the respective team in PlayHQ and you have allocated the teams to their grades, the following will need to be completed:
 - Download the Team List Report as outlined in the PlayHQ Competition setup Instructions '[Summer Series - PlayHQ Instructions](#)'
 - An Association Official will need to complete the [Team Entry Form](#) (this form is a google form and will need to be completed online)
- The Association Official will then submit the Team List Reports to competitions@netballnsw.com
Closing date for team entries (all steps above completed) – 5pm, Friday, 1 September 2023

Additional Information

Late Registrations and De-Registrations

- A link to the Late Registration & De-Registration form will be made available on the Summer Series page of the Netball NSW website following the close of entries.
- The Late Registration process will be as follows:
 - Players will be required to register to the relevant team in PlayHQ. Please send them the link to register to this team.
 - Complete the Late Registration & De-Registration form, from the link available on the Summer Series page of the Netball NSW website.
 - Once the player is registered and the google form has been completed Netball NSW will send a confirmation to the Association Official who completed the google form provided all Competition rules have been adhered to.
- The De-Registration process will be as follows:
 - Complete the Late Registration & De-Registration form from the link on the Summer Series page of the Netball NSW website.
 - Netball NSW will remove the player from the team and send a confirmation to the Association Official who completed the form.