

Men's Metro League

2023 Team Entry Guide

Following are the steps to enter a team into the 2023 Men's Metro League

STEP 1 – Netball NSW Communication

- Netball NSW will communicate with Associations advising that entries to the Men's Metro League are open and provide all instructions.
- All instructions to enter a team will be available in the communication and soon on the Men's Metro League 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 Men's Metro League, create your teams, create your players/officials registration forms & allocate teams

- All Associations representative clubs will be invited to Men's Metro League. 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 [Men's Metro League – Association PlayHQ Instructions](#) to enter Men's Metro League and set-up Teams and Registrations.
- The [Men's Metro League – Association 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 Men's Metro League

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 [Men's Metro League – Association PlayHQ Instructions](#)
 - Please note: each team you create (eg. Team 1, Team 2, Team 3) 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 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 – [Men's Metro League – Player & Team Official PlayHQ Instructions](#)

STEP 4 – Final Submission

- An Association Official will need to complete the [Team Entry Form](#) (this is a google form and will need to be completed online).
 - This form will ask you to submit the names of the players that will be registering to your team in PlayHQ, and you must list a minimum of 7 players.
 - This form **MUST** be submitted no later than **5pm Monday, 31 July 2023**
- 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 [Men's Metro League – Association PlayHQ Instructions](#)
 - An Association Official will need to complete the **Team Official Nomination Form** (this 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

These steps MUST be completed no later than 5pm, Friday, 4 August 2023