

2024 Netball NSW Competitions

Player & Team Official Registration to a Team

ASSOCIATION OFFICIAL – Please ensure you send your players and team officials the following:

- These instructions (which can also be found on the General Information page of the Netball NSW website)
- The link you need them to register to
- The date that registrations close

These instructions provide detail on how a player and/or team official will register to a **Netball NSW Competition**. Please follow carefully. If you have any questions or problem registering as a player and/or team official to a Netball NSW Competition, please contact your Association or visit PlayHQ support for [Registering as a Player or Team Official](#)

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

W: support.netball.com.au

E: support@netball.com.au

P: 1800 NETBALL

1. Players and Team Officials wishing to register to a Netball NSW Competition will have received the following from their Association:
 - i. A link to register to your team
 - ii. The date that registrations close
 - iii. These instructions for registering to your team
2. To get started, click the link provided to you by your club.
3. Read any additional information and note the closing dates of the form.
4. Click 'Get Started'.
5. If you are not already logged in, please login with your PlayHQ account. If you do not yet have an account click 'create account' and follow the prompts.
 - i. Please note: Junior players may be listed under the login of a parent or guardian
6. Please choose if you are registering yourself or a family member/dependent that is linked to your account and click 'Continue'.
7. Select the role you are registering as from the following options:
 - i. Player
 - ii. Coach
 - iii. Team Manager (Both Team Manager & Primary Carer should select Team Manager, you can later specify if your role is as Primary Carer)

8. Click 'Continue'.
9. You should now be on the Participant Details screen. Ensure you complete the following:
 - i. Please ensure all participant details listed are correct.
 - ii. Answer any additional details questions.
10. Once you are sure all information has been completed and is correct, click 'Save and Continue'.
11. Here you will see the Netball NSW Membership fee that is payable, a Netball NSW Competition Player Entry Fee (if applicable) and any fees your Association is charging you.
 - i. Individuals who are registering for the first time in PlayHQ in 2024 will view the total Netball NSW membership fee payable.
 - ii. If you have already registered for a competition within PlayHQ, for example a Summer Competition, you may have only paid a 6 month Netball NSW membership. The system will charge you any amounts still payable to take your membership through to the end of the Netball NSW Competition.
 - iii. If you have already registered for a competition within PlayHQ, for example a Winter Competition, you most likely have paid for a 12 month Netball NSW membership, and therefore your membership fees are likely to be showing as \$0.00.

All players and team officials MUST be a financial member of Netball NSW to enter a Netball NSW Competition, if you have any questions relating to the fees or payment of these fees upon registering to the team, please contact your Association.

12. Agree to the terms and conditions and click 'Continue'.
13. The last page is the 'Payment and Summary'. If you are required to pay anything, you will need to enter your card details and your billing address. Once completed, click 'confirm purchase' OR if no payment is need click 'submit registration'.

Players – Vouchers

- i. If you choose to pay with an Active Kids Voucher, please be aware that if you do not use the full amount, the remainder of the voucher will be forfeited.
 - ii. If your Association provides you with a voucher for PlayHQ, this is where you will enter it.
14. 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.
 - Note: if you did not need to pay anything, the invoice will be for \$0.00
15. You have successfully completed your registration.