



HART Junior & Senior State Titles

2024 Invitationals & Non-Affiliates Entry Guide

Following are the steps to enter a team into the 2024 HART Junior & Senior State Titles as an Invitational or Non-Affiliate

The Team Registration Form, Team List Reports (incl. Player & Team Official Registrations) and Umpire Nominations must be submitted by **Wednesday 17 April 2024**

STEP 1 – Requesting the registration link from Netball NSW

The registration process for Invitationals and Non-Affiliates differs to that of affiliated Associations.

1. Complete the [2024 HART State Titles Invitational & Non-Affiliate Request to Register](#) form. It requests the following information:
 - a. Organiser Details
 - b. Competition & Age Category you are requesting to enter
2. Once this form is completed, the Netball NSW Competitions team will email the organiser with a link to register their team.
3. Please ensure to complete Step 1 well before entries close as there are a few more steps before we can accept your Team's Registration to the Competition.

STEP 2 – Submit your Voucher Request Form

Through this registration process, individuals WILL be charged the Netball NSW Membership fee. If you do not wish for any portion of these fees to be paid by your participants you will need to apply for vouchers.

1. Apply for vouchers on the Netball NSW website here - <https://nsw.netball.com.au/forms>
2. Vouchers will be produced within 3 business days
3. The participant will enter the voucher at registration as they would a coupon code when they shop online.
 - a. Please include this instruction to your participant along with the voucher code. If the voucher code is not used at the time of registration, Netball NSW cannot reimburse this fee.
4. At the end of each month, the Netball NSW membership fee for vouchers used will be invoiced to the 'club'.

Please note: if your participants are current registered members of another Member Organisation (that does not utilise PlayHQ), please send proof of registration to community@netballnsw.com following your voucher request.

STEP 3 – Setting up your team

1. You have been provided the link to register a Non-Affiliated or Invitational team to the Competition.
2. If you are entering more than one team into the competition, you 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.
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: 'Camden & District Open Male'; 'Eastwood Ryde 17U'; etc.
 - a. Please ensure to include the following when entering a team name:
Association/Organisation Name (without 'Netball Association' at the end) Age Group
9. Answer any additional detail questions that have been setup by Netball NSW in relation to this competition.
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.
 - a. If only the competition is listed and no grades are provided, select the competition. Teams will be allocated to grades (divisions) by Netball NSW
 - b. Please be aware that selecting a particular grade does not mean that is the grade you will be allocated, all grading is subject to the relevant competition rules.
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.
 - a. The Competition Entry Fee and Invitational Fee will be payable at the time of registration. These fees are outlined within the competition rules of the relevant competition and on their page of the Netball NSW website.
13. Read and agree to the terms and conditions. Click 'continue' at the bottom of the page.
14. The last page is the 'Payment and Summary'. Enter your payment details and click 'Submit Registration'.
15. A box should appear confirming the team has been successfully registered.
16. You will now be sent two emails from PlayHQ.
 - a. The first is a confirmation of your registration with a link to send to the players to join and register to the team
 - b. The second is an invoice of your payment.

STEP 4 – Inviting Players and Team Officials to Register

1. Send the link from the Team Registration Confirmation email (from PlayHQ) to your players & team officials to join and register to the team.
2. In your email to Players and Team Officials, please ensure to include the following:
 - a. Include the team name that you are asking the player/team official to register to, so they know they are registering to the correct team.
 - b. The date registrations close. Any players who do not register by the closing date will be required to be late registered.
 - c. This link to the [Competitions General Information](#) page, where they can find instructions on the registration process should they need it
 - d. Any other additional information you would like to provide them regarding the registration process

STEP 5 – Monitoring Player and Team Official Registrations

It would be beneficial to monitor the registration of your Players and Team Officials to the respective team, ensuring that everyone is registered by the close date, you can do this by:

1. Log in to your participant PlayHQ account at
2. At the top right 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'.
3. In 'My Account', you can see all teams you have registered. Select the relevant team from the screen.
4. Once you are in the correct team, there will be three tabs: Fixture; Ladder; Squad. Select 'Squad'
5. Once you are in 'Squad', you can see all that have registered to the team in PlayHQ.

STEP 6 – Final Submission

1. Ensure all Players and Team Officials are registered.
2. Complete the [2024 Umpire Nomination](#) form
3. Complete the [2024 Senior State Titles Team Registration](#) form
4. Once submitted, email the Netball NSW Competitions team at competitions@netballnsw.com
 - a. The Netball NSW Competitions team will respond and provide a copy of the Team List Report. This report will list all players and team officials that have registered to this team in PlayHQ.
 - b. Check this report **carefully**, if there are any discrepancies, please rectify them and respond to the Netball NSW Competitions team within 48 hours. If there are no discrepancies, your team is successfully registered.
5. These final steps must be completed by **Wednesday, 17 April 2024**