

Netball NSW Social Masters 2024 Team Entry Guide

Following are the steps to enter a team into the 2024 Social Masters

The Team Registration and all Player, Team Official and Umpire Registrations to PlayHQ must be completed by **Wednesday 28 August 2024 @ 11.55pm**

STEP 1 – Have a team and umpire ready for the 2024 Social Masters?

1. Beginning of entry checklist:
 - a. A minimum of 7 players (maximum of 12) turning at least 35 in the year of play
 - b. An umpire of at least 16 years of age who holds a National C badge or higher
 - c. Ready to have a fun weekend of netball with friends
2. Click on the following link to get the registration process started!
<https://www.playhq.com/netball-australia/register/2e823d>

STEP 2 – Setting up your team

1. 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.
2. Click on the link to register a team.
3. Read any additional information, and note the closing dates of the forms.
4. Click 'Get Started'
5. 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.
6. Create a 'new team' and enter the team name.
7. Answer any additional detail questions that have been setup by Netball NSW in relation to this competition.
8. Select the age category you wish to nominate your team to play in.
 - a. O35 age category, players must be turning at least 35 years of age in the year of play
 - b. O40 age category, players must be turning at least 40 years of age in the year of play
9. Click 'continue' at the bottom of the page.
10. This page will outline any team entry fees that are payable at the time of registering the team.
 - a. There is no team entry fee, only individual player fees, which will be charged at the time of their registration to the competition
11. Read and agree to the terms and conditions. Click 'continue' at the bottom of the page.
12. The last page is the 'Payment and Summary'. Enter your payment details and click 'Submit Registration'.
13. A box should appear confirming the team has been successfully registered.

14. 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 3 – Inviting Players, Team Officials and Umpires to register

1. Send the link from the Team Registration Confirmation email (from PlayHQ) to your players, team officials and umpire to join and register to the team.
2. In your email to Players, Team Officials and umpire, 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. They will be asked permission to be photographed by their State Sporting Organisation (Netball NSW), if you would like your team to be photographed at the event, all players will need to agree to this question
 - d. This link to the [Competitions General Information](#) page, where they can find instructions on the registration process should they need it
 - e. Any other additional information you would like to provide them regarding the registration process

STEP 4 – Monitoring Player, Team Official and Umpire 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 5 – Final Submission

1. Ensure all steps have been actioned as per these instructions.
 - a. All Players, Team Officials and Umpires have registered to the relevant teams in PlayHQ.
 - b. There is a minimum of 7 players registered to each team, but no more than 12 players.
2. These final steps must be completed by **11.55pm on Wednesday, 28 August 2024**