

## Quick Reference Guide: Completing Self-Registration

Your organisation (Association or Club) will advise you when registrations are open for the new season.

They will also advise members how to find the link to their online signup form;

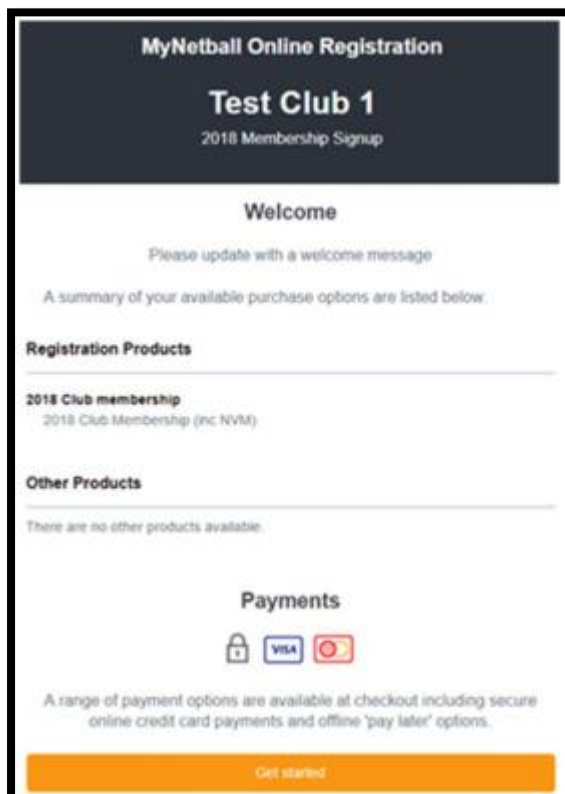
- **Social media**
- **Website**
- **Email**

Once you have the link from your organisation to complete your registration, follow the steps below to complete the self-registration process.

### 1. Click on the link provided

The Association or Club's signup form should appear.

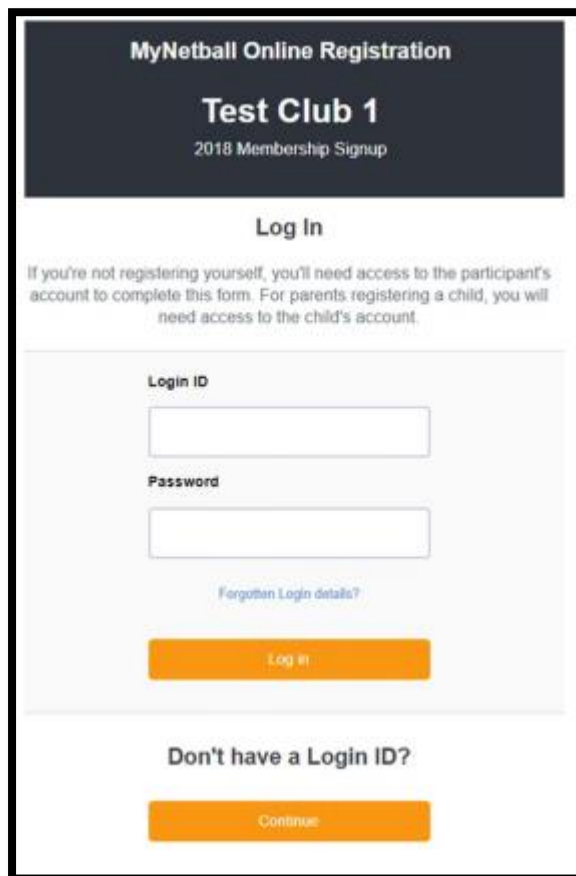
The name of the organisation that you are registering to will be clearly displayed (in this case it is Test Club 1), **if this is not the organisation you wanted to register to then do not proceed as you may have the wrong link.**



The screenshot shows a mobile-optimized registration page. At the top, it says "MyNetball Online Registration" and "Test Club 1" with "2018 Membership Signup" below it. A "Welcome" section follows with a message to update the welcome message and a summary of purchase options. Under "Registration Products", there is a listing for "2018 Club membership" (2018 Club Membership (inc NVM)). The "Other Products" section is empty. A "Payments" section shows icons for a lock, VISA, and a credit card, with text indicating secure online and offline payment options. An orange "Get started" button is at the bottom.

## 2. Select Get Started

If your Association or Club has a lot of products, the **Get Started** button may not immediately be on the screen – you may need to scroll down the page to find this icon.



**MyNetball Online Registration**

**Test Club 1**  
2018 Membership Signup

**Log In**

If you're not registering yourself, you'll need access to the participant's account to complete this form. For parents registering a child, you will need access to the child's account.

Login ID

Password

[Forgotten Login details?](#)

**Log In**

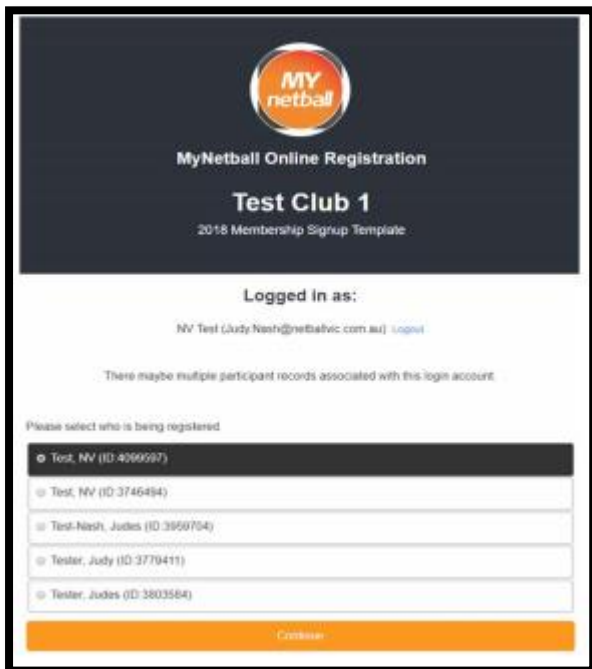
**Don't have a Login ID?**

**Continue**

## 3. Enter Login Details

If you know your log-in details, enter them and log-in, then proceed. **Login could be either your MyNetball account or Email address.**

Select who is being registered If your account is linked to multiple participants, you will be asked to select the person that is being registered.



Click Continue  
Then proceed to **Step 4**.

If you are not sure;

- What your log-in details are; or
- New to netball

Click on **Continue**.

This will bring you to the **Participant Search** page where you can check if you have an existing record by entering your details.

**MyNetball Online Registration**

**Test Club 1**  
2018 Membership Signup

**Participant Search**

We first need to check for an existing record.

**First Name**

**Last Name**

**Email Address**

**Date of Birth**

**Search**

You will need to enter something into each section (First Name, Last Name, Email Address & Date of Birth) in order to proceed with the search.

Click **Search** and it will bring up any records that match the information you provided.



Please note that if you have played netball at any stage, you should appear in the following list. There could be multiple records that match this information, as it will pull up accounts that have partial matches or you may have roles with multiple organisations.

**MyNetball Online Registration**


**Test Club 1**  
2018 Membership Signup

**Search results**

The details you have entered match the following record(s).

 Tester, Judy b. 1986 ID# 3779411 Netball Victoria Test Club 1 Test Netball Victoria <a href="#">Forgot Password</a>	 Test, NV b. 1995 ID# 3746494 Test Club 1 <a href="#">Forgot Password</a>
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If your name appears (with the correct Date of Birth) then you can click on [Forgot Password](#) which will take you to the Account Recovery Creation page.

**Account Recovery & Creation**  
Share   

**FIND MY RECORD**

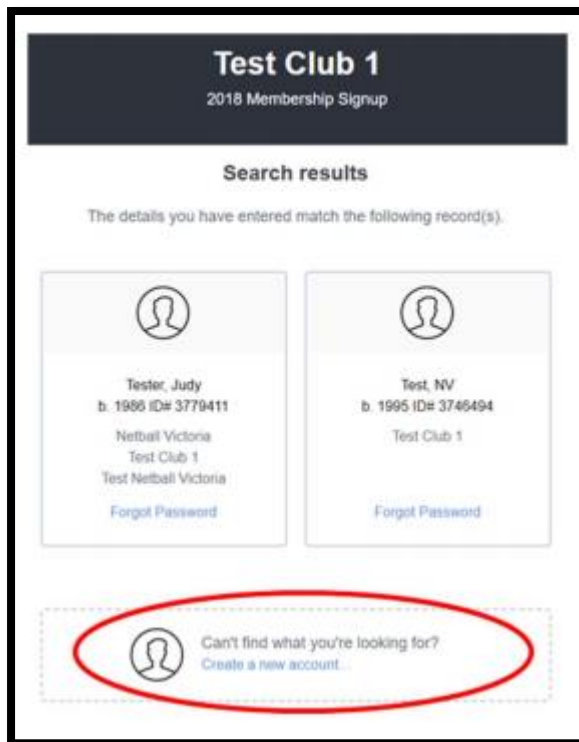
OR

OR

[Need more help?](#)

Here you can follow the prompts to access your MyNetball Record. You can call your organisation (Association or Club) for assistance getting access to your record if required.

If you are registering a child, who has never played netball before, then you can select **Create a New Account** once you have searched for their record.



This will take you through the registration process and create you an account once it is completed.

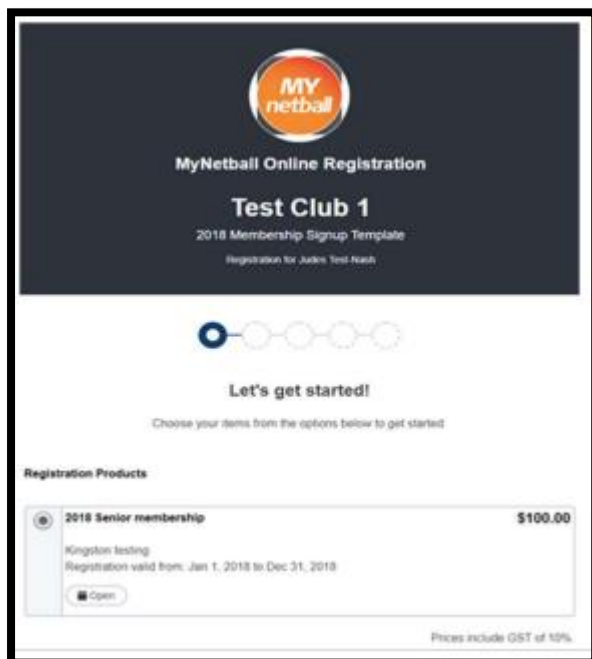
If you chose this option, keep an eye out for a second email to confirm the account and set up the password.

**DO NOT CREATE A NEW ACCOUNT WITHOUT BEING 100% SURE THAT YOU ARE NOT IN THE SYSTEM. CHECK DIFFERENT SPELLING(S) OF YOUR NAME AND/OR CONTACT YOUR ORGANISATION FOR HELP BEFORE CREATING A NEW ACCOUNT.**

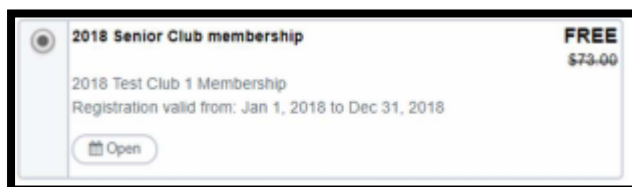
**IF YOU HAVE EVER PLAYED NETBALL BEFORE YOU SHOULD HAVE A RECORD**

#### **4. Select the membership/products you would like to purchase**

All the products set up by your Association or Club will appear on the form. Select the products that you would like to purchase.



**NOTE:** If this is not your first registration for the year (i.e. it's the second time you have completed this process for an Association or Club) then the amount listed against the product should be discounted the cost of a Netball Queensland Membership as the **Netball Queensland Membership fee is only payable once.**

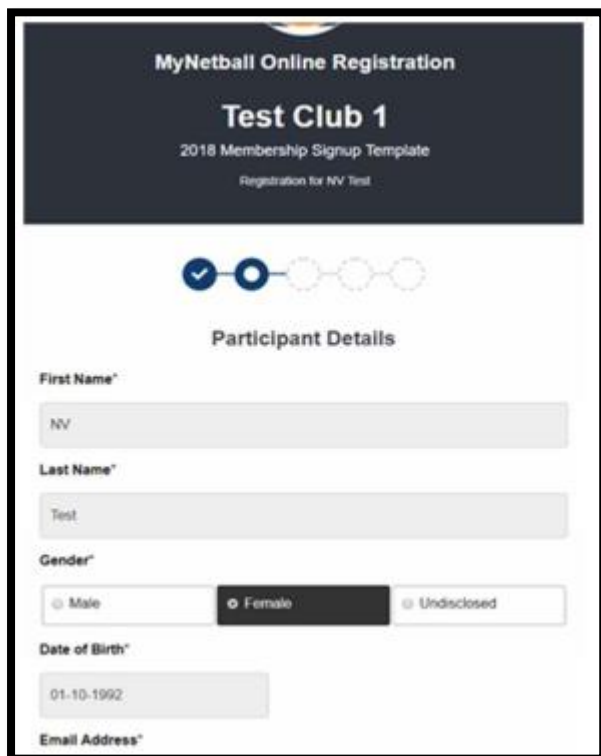


If you have already paid your Netball Queensland Membership previously for this year and it is **NOT discounted**, contact your Association or Club before proceeding with your registration as something is not set up correctly. **DO NOT CONTINUE if this is the case.**

Click **Continue**.

## 5. Complete the Form

Complete the details needed in the **Participant Details** form as required – make sure you scroll to the bottom of the page and complete all the necessary information.



The screenshot shows a registration form titled "MyNetball Online Registration" for "Test Club 1". It is a "2018 Membership Signup Template" for "Registration for NV Test". The form includes a progress indicator with five steps, the first of which is completed. The "Participant Details" section contains the following fields:

- First Name\***: NV
- Last Name\***: Test
- Gender\***:  Male,  Female,  Undisclosed
- Date of Birth\***: 01-10-1992
- Email Address\***: (field is empty)

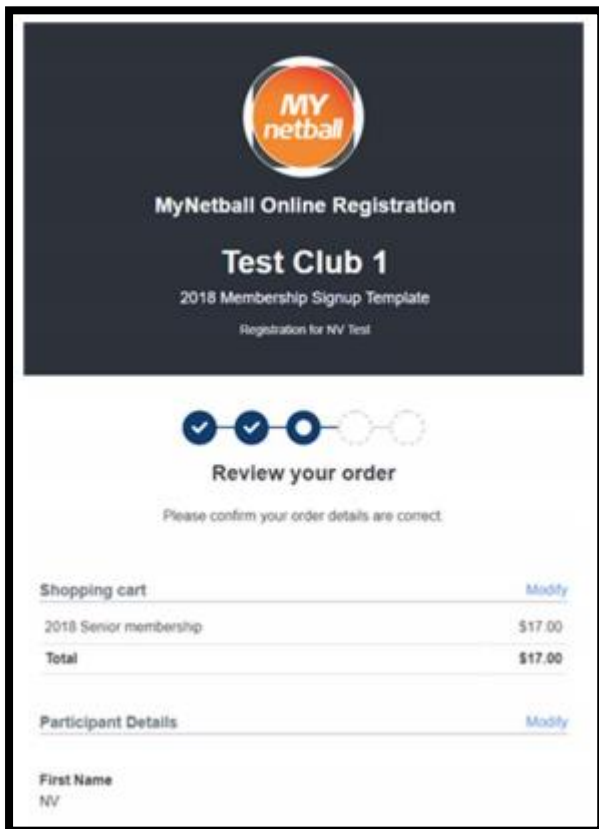
Some of this detail will automatically populate based on what is in your MyNetball Profile but the organisation you are registering to might have other information that they require.

Click **Continue**.

## 6. Review your order and read disclaimers

Check the details of your “**order**” and make sure that your details are correct.





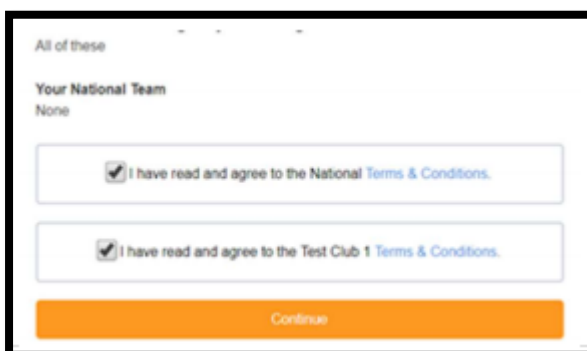
The screenshot shows the 'Review your order' page for 'Test Club 1' 2018 Membership Signup Template. It features a progress bar with five steps, the third of which is active. Below the progress bar, there is a table for the shopping cart and a section for participant details.

Shopping cart	Modify
2018 Senior membership	\$17.00
<b>Total</b>	<b>\$17.00</b>

Participant Details [Modify](#)

First Name  
NV

Scroll to the bottom of the page and read the disclaimers put in place by Netball Australia (National Terms & Conditions) and your organisation (Test Club 1 Terms & Conditions – if relevant)



The screenshot shows a screen with two checkboxes for agreement to terms and conditions. Both checkboxes are checked.

All of these

Your National Team  
None

I have read and agree to the National [Terms & Conditions](#).

I have read and agree to the Test Club 1 [Terms & Conditions](#).

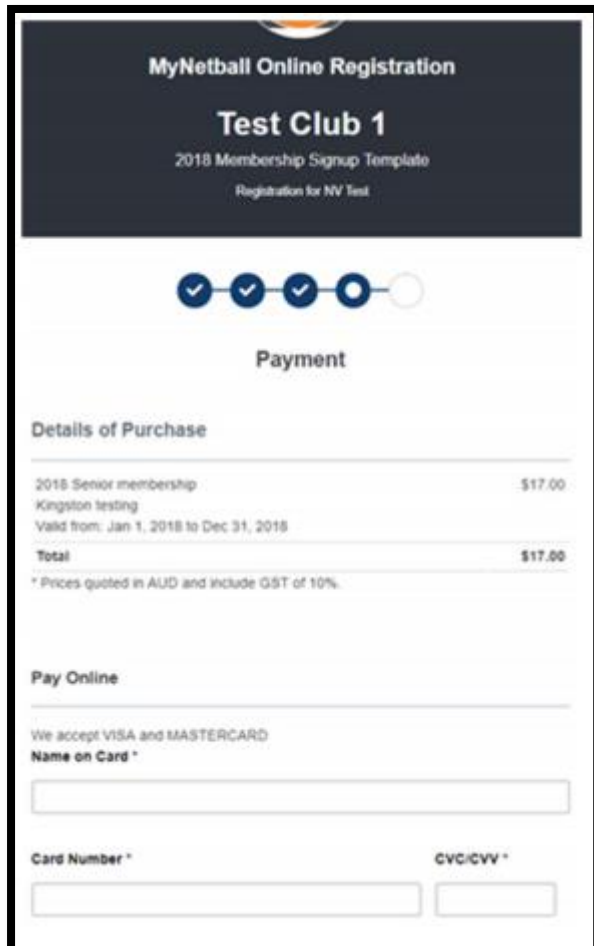
[Continue](#)

You need to tick the box(es) to acknowledge that you have read them and agree to their terms before continuing onto the next step.

Click **Continue**.

## 7. Payment

Complete the details of payment – enter your credit card details etc.



The screenshot shows a web form for 'MyNetball Online Registration' for 'Test Club 1'. It is a '2018 Membership Signup Template' for 'Registration for NV Test'. A progress bar at the top shows four steps, with the fourth step (Payment) being the current one. The 'Payment' section includes a 'Details of Purchase' table and a 'Pay Online' section with input fields for card details.

Details of Purchase	
2018 Senior membership	\$17.00
Kingston testing	
Valid from: Jan 1, 2018 to Dec 31, 2018	
<b>Total</b>	<b>\$17.00</b>

\* Prices quoted in AUD and include GST of 10%.

**Pay Online**

We accept VISA and MASTERCARD

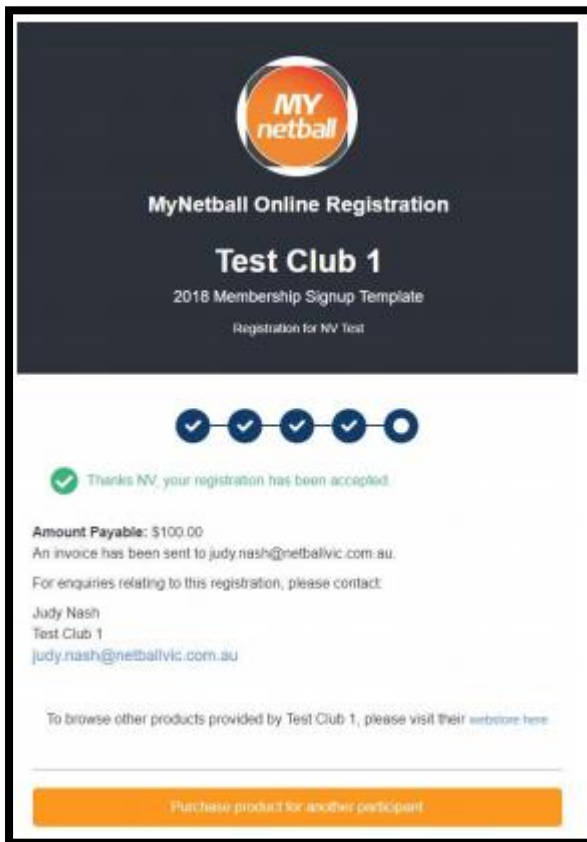
Name on Card \*

  
  
Card Number \* CVC/CVV \*

Click **Pay Now**.

If you are not required to pay at the time of registration click **Submit**.

Depending on what you are paying to the organisation and if they allow Off-Line payments, you should see a screen something like this (with additional information depending on your situation).



An email confirming your registration will also be sent to your nominated email address. If you have another person that you want to complete a registration for (linked account) then click on **Purchase product for another participant**.



This will take you back to the screen shown in **Step 4** where you can complete the process again for someone else (who is linked to your account).

## MyNetball Online Registration

### Test Club 1

2018 Membership Signup Template



Select the person you are registering for

#### Logged in as:

NV Test (Judy.Nash@netballvic.com.au) [Logout](#)

#### I am registering myself

Test, NV (ID:3746494)

#### I am registering a linked person

- Test, NV (ID:4099597)
- Test-Nash, Judes (ID:3959704)
- Tester, Judes (ID:3603584)
- Tester, Judy (ID:3779411)

#### I am registering a new person

Register a new participant



If the person you are purchasing the product on behalf of is not shown, you will need to:

- Login as that person - or
- Login to your account and link the person record to your account (record must have the same email address as yours to be able to link).