

Quick Reference Guide: Nominate/Lodge teams

Clubs and associations can use this functionality for; submitting team nominations with the details required.

The process below is the same whether you are an Association or Club. Associations and Clubs complete it in Participation Mode.

Associations and Clubs can manage team nomination/lodge team under **Participation**.



Clubs will not have the option to choose between management or participation, they will just be in participation.



This will bring you to the **Team Nomination - Information** page.

Team Nomination - Enter Teams Help on this topic

Team Nomination: [MWNA] 2016 Winter GO

Introduction **Team Entry** Reports

+ Add New Team Entry

Submission ID	Entry Category	Team Name	Grading	Status	Actions	Squad Size	Edit Squad	Player Fields Edit
49073	Senior	Allambie S01	DIV 4	Confirmed	Edit Delete	8	Edit	N/A
49074	9 years	Allambie S02	DIV 21	Confirmed	Edit Delete	9	Edit	N/A

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Team Nomination - shows a dropdown list of available team nominations for entering.

Introduction - brief guidelines from association or Netball Queensland.

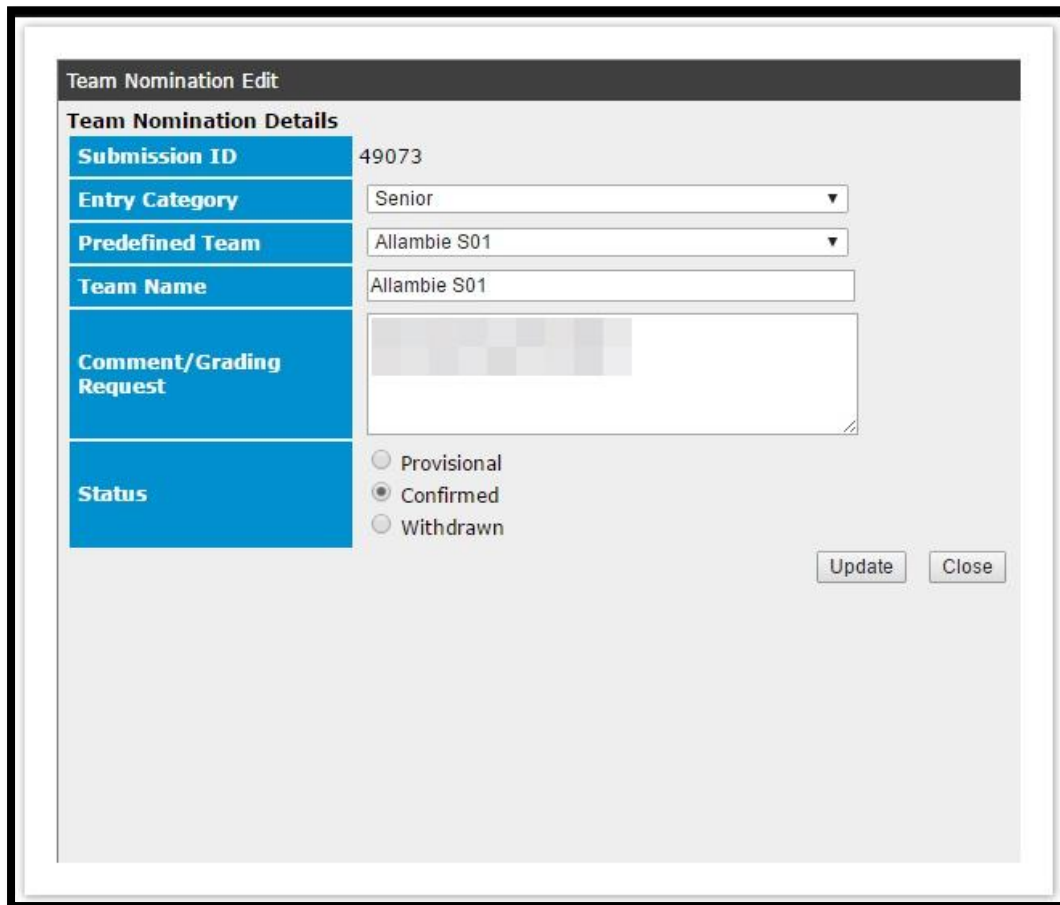
Team Entry - enables clubs or to **Add New Team Entry** or **Edit** an existing one or **Add Players** into the team entry.

Reports - shows summary (including financials) on team nomination made by club.

Team Nomination Entry

You can choose to **Edit/Confirm/Delete** or **Add Players** to an existing team entry or click on **Add New Team Entry** for starting a new submission.

This opens the **Team Nomination - Edit** window. Enter or change information as follows:



Team Nomination Edit

Team Nomination Details

Submission ID 49073

Entry Category Senior

Predefined Team Allambie S01

Team Name Allambie S01

Comment/Grading Request

Status

Provisional

Confirmed

Withdrawn

Update Close

Entry Category - shows a dropdown list of all available categories set up by your Association for team nomination.

Team Name - enter team name.

1st Preference Start Time - enter first preference start time.

Team Coach - this shows a list of People names to assign as team coach for new team entry.

Team Manager - this shows a list of People names to assign as team manager for new team entry.

Home Venue - this shows a list of available venues in affiliated association databases.

Draw Preference - this may not display if your Association chooses not to display it in nomination form set up. There are 3 draw preferences to choose from:

- Play home first week
- Play away first week

- Others

Draw Requests - enter any preferences.

Comment Grading Request - other comments.

Status - choose from the following 3 status options before submitting this form:

- **Provisional** - Unsure status ->This will not incur any costs for team entry if any fees are set up by the Association
- **Confirmed** - Reserved status ->This will incur relevant cost as set up by association for team entry. After submitting, club can view associated cost via Reports tab
- **Withdrawn**