

Quick Reference Guide: Person Search

This Quick Reference Guide contains the following information:

- Person Search
- Add New Person

Add New Person

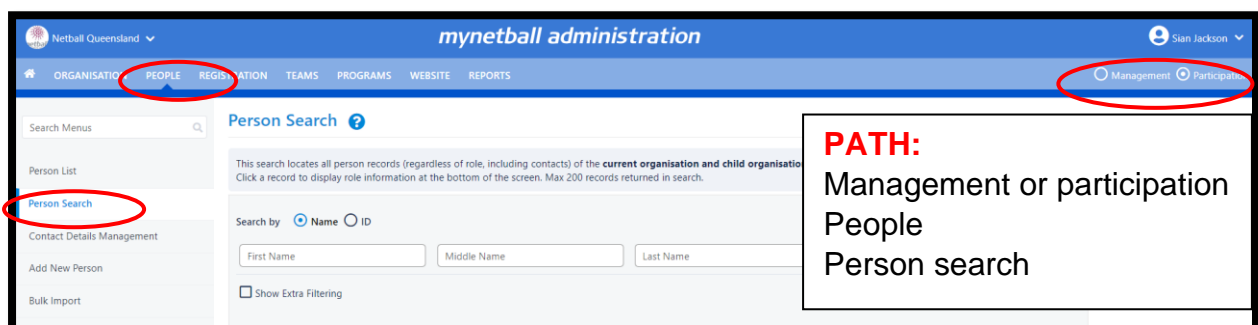
The person search tab will find anyone that has a role with the Association or Club; past or present.

The below process is the same at Association or Club level. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can search for members under **Management** or **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 **Person Search** page.

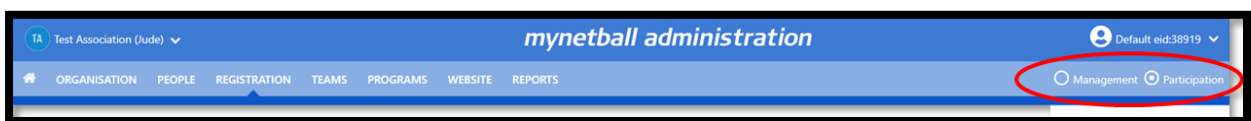
Show Extra Filtering, can refine the search by year of birth and the person's age.

Add new person

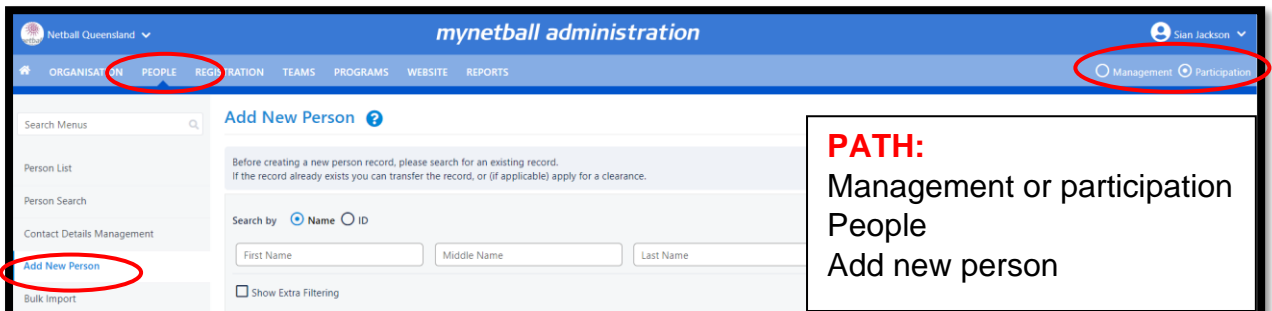
The add new person tab will allow the organisation to search Netball Australia's database for any participant that has a role within any affiliated organisation with Netball Australia.

The below process is the same at Association or Club level. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can search for any members under **Management** or **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 **Add New Person** page.

Show Extra Filtering, can refine the search by year of birth and the person's age.