

## Quick Reference Guide

### Completing the Self-Registration Process

A MyNetball accounts is required before completing the self-registration process. This account **MUST** be active.

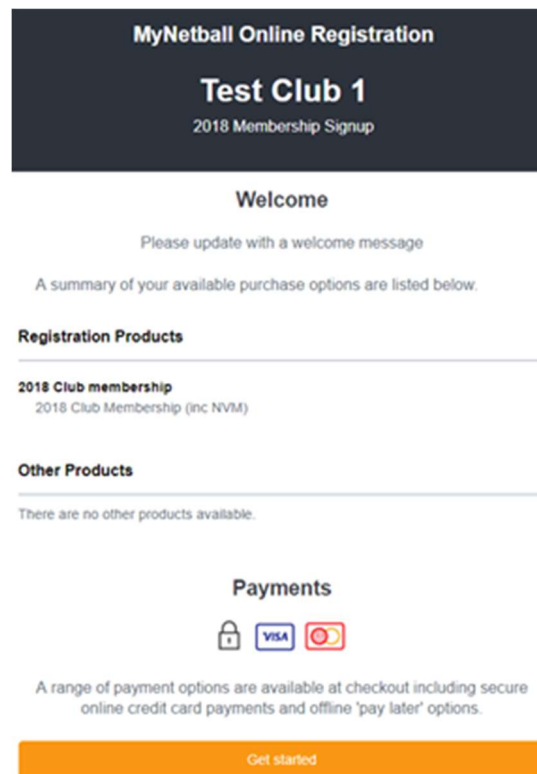
Your organisation (Association, League or Club) will advise you when registrations open for the next year. They will also advise members how to find the link to their online form (on social media, on their website and/or via email to their members).

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, League or Club's **Sign-Up 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.**



MyNetball Online Registration

### Test Club 1

2018 Membership Signup

Welcome

Please update with a welcome message

A summary of your available purchase options are listed below.

#### Registration Products

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**2018 Club membership**  
2018 Club Membership (Inc NVM)

#### Other Products

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There are no other products available.

#### Payments



A range of payment options are available at checkout including secure online credit card payments and offline 'pay later' options.

Get started

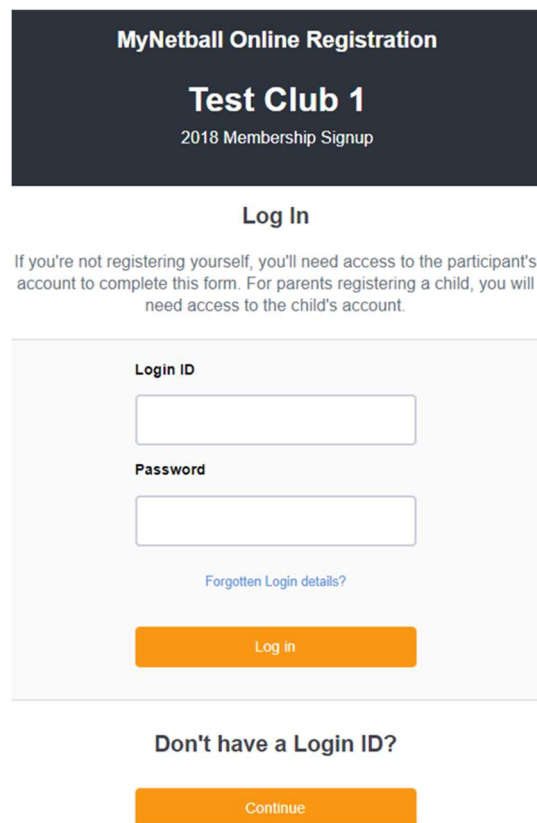
## 2. Get Started

Click on **Get Started**

If your Association/League/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 button.

## 3. Enter your Log-in Details

Clicking on **GET STARTED** will bring you to the log-in page.



The image shows a screenshot of the MyNetball Online Registration page for 'Test Club 1' 2018 Membership Signup. The page has a dark header with the title 'MyNetball Online Registration' and 'Test Club 1 2018 Membership Signup'. Below the header, there is a 'Log In' section. It includes a paragraph explaining that users need access to the participant's account to complete the form. There are two input fields: 'Login ID' and 'Password'. Below the password field is a link for 'Forgotten Login details?'. At the bottom of the login section is an orange 'Log in' button. Below the login section is a 'Don't have a Login ID?' section with an orange 'Continue' button.

**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**

If you know your log-in details, enter them and **log-in**, then proceed to **Step 4**.

If you are not sure what your log-in details are or if you have an active MyNetball account, 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.

**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  
[Forgot Password](#)

  
 Test, NV  
 b. 1995 ID# 3746494  
 Test Club 1  
[Forgot Password](#)

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: [Twitter](#) [Facebook](#) [LinkedIn](#)

FIND MY RECORD

OR

OR

Find

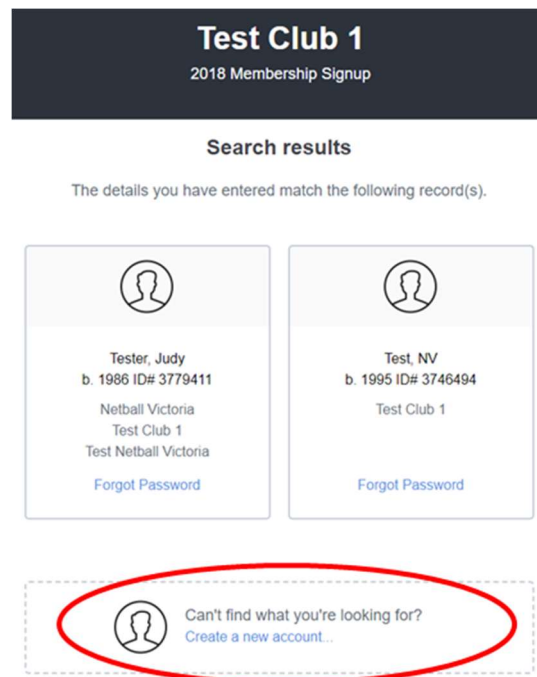
[Need more help?](#)

[Login...](#)

Here you can follow the prompts to access your MyNetball Record – this process is outlined in the [Quick Reference Guide: Your MyNetball Record](#)

Alternatively, you can call your organisation (Association/League/Club) for assistance getting access to your record.



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.




**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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 Can't find what you're looking for?  
[Create a new account...](#)

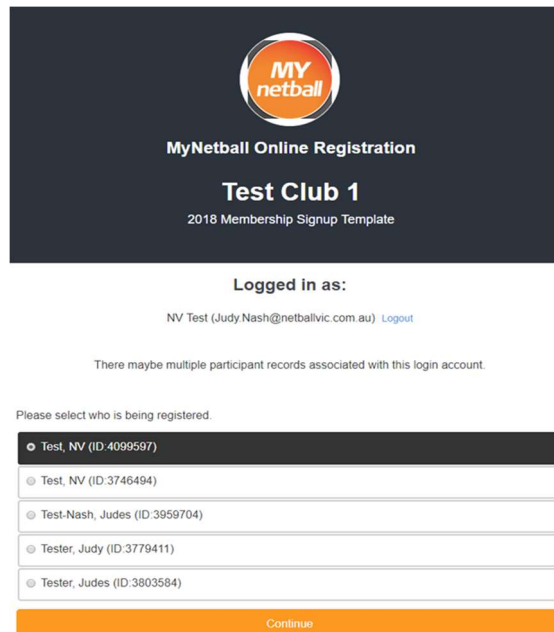
This will take you through the registration process and create you an account once it is completed. If you chose this option, keep an eye out for a second email to confirm the account and set up the password.

**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 who is being registered

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



**MY netball**

**MyNetball Online Registration**

**Test Club 1**

2018 Membership Signup Template

Logged in as:  
NV Test (Judy.Nash@netballvic.com.au) [Logout](#)

There maybe multiple participant records associated with this login account.

Please select who is being registered.

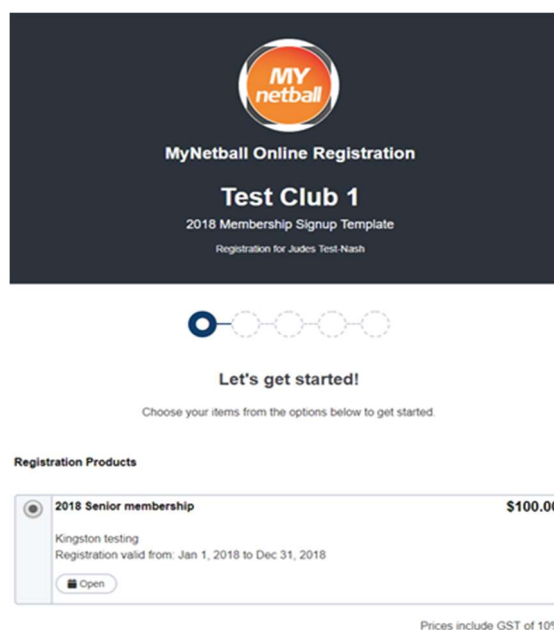
- ☒ Test, NV (ID: 4099597)
- ☐ Test, NV (ID: 3746494)
- ☐ Test-Nash, Jules (ID: 3959704)
- ☐ Tester, Judy (ID: 3779411)
- ☐ Tester, Jules (ID: 3803584)

[Continue](#)

Click **Continue**

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

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



**MY netball**

**MyNetball Online Registration**

**Test Club 1**

2018 Membership Signup Template

Registration for Jules Test Nash

Let's get started!



Choose your items from the options below to get started.

**Registration Products**

<input checked="" type="radio"/>	<b>2018 Senior membership</b>	<b>\$100.00</b>
	Kingston testing Registration valid from: Jan 1, 2018 to Dec 31, 2018	
	<a href="#">Open</a>	

Prices include GST of 10%.

**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, League or Club) then the amount listed against the product should be discounted the cost of a Netball Victoria Membership as the Netball Victoria Membership fee is only payable once.

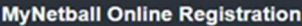
	<b>2018 Senior Club membership</b> <div>2018 Test Club 1 Membership</div> <div>Registration valid from: Jan 1, 2018 to Dec 31, 2018</div> <div> Open</div>	<b>FREE</b> <del>\$73.00</del>
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If you have already paid your Netball Victoria Membership previously for this year and it is NOT discounted, contact your Association/League/Club before proceeding with your registration as something is not set up correctly. **DO NOT CONTINUE if this is the case.**

Click **Continue**

## 6. 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.



### Test Club 1

2018 Membership Signup Template

Registration for NV Test



#### Participant Details

**First Name\***

**Last Name\***

**Gender\***

☐ Male
 ☒ Female
 ☐ Undisclosed

**Date of Birth\***


**Email Address\***

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**

## 7. Review your order and read disclaimers

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



**MY netball**

**MyNetball Online Registration**

**Test Club 1**

2018 Membership Signup Template

Registration for NV Test

✓ ✓ ○ ○ ○

**Review your order**

Please confirm your order details are correct.

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)

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**

## 8. Payment

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

**MyNetball Online Registration**  
**Test Club 1**  
 2018 Membership Signup Template  
 Registration for NV Test



**Payment**

**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 \***

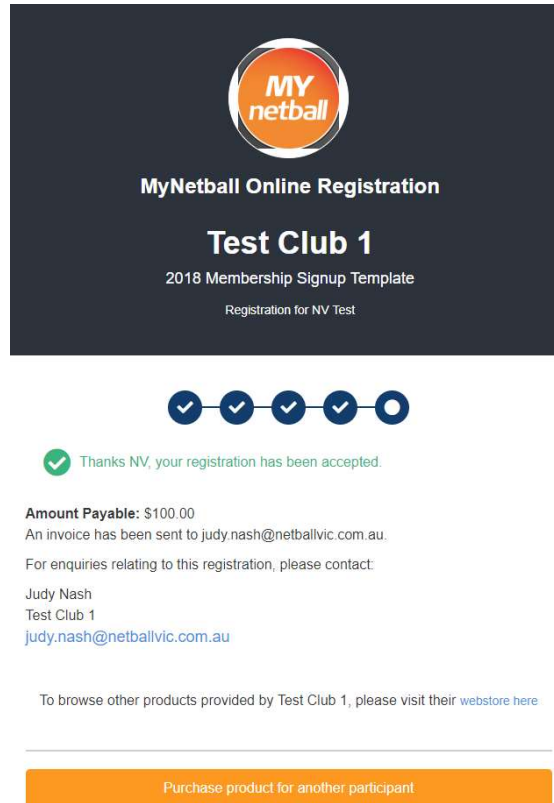
**Card Number \***

**CVC/CVV \***

Click **Pay Now**

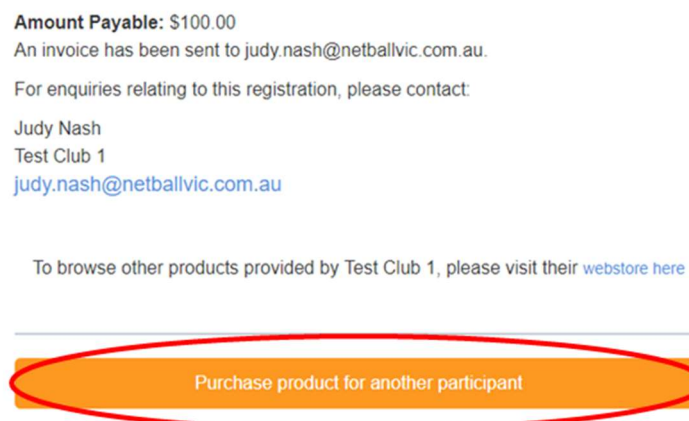
If you are not paying anything for this registration (i.e. it is your secondary Netball Victoria registration and/or there are no Club or Association fees) you just click **Submit**.

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:3803584)
- ☐ 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).