Quick Reference Guide
Completing the Self-Registration Process

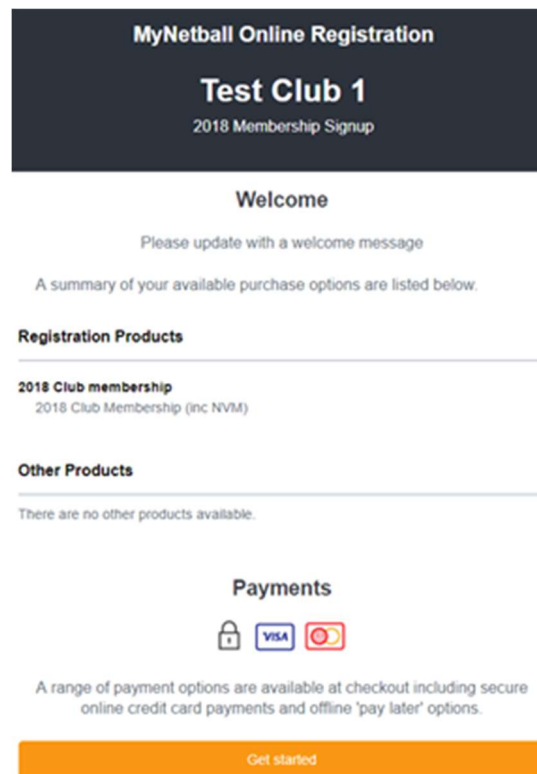A MyNetball accounts is required before completing the self-registration process. This account MUST be active.

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.**
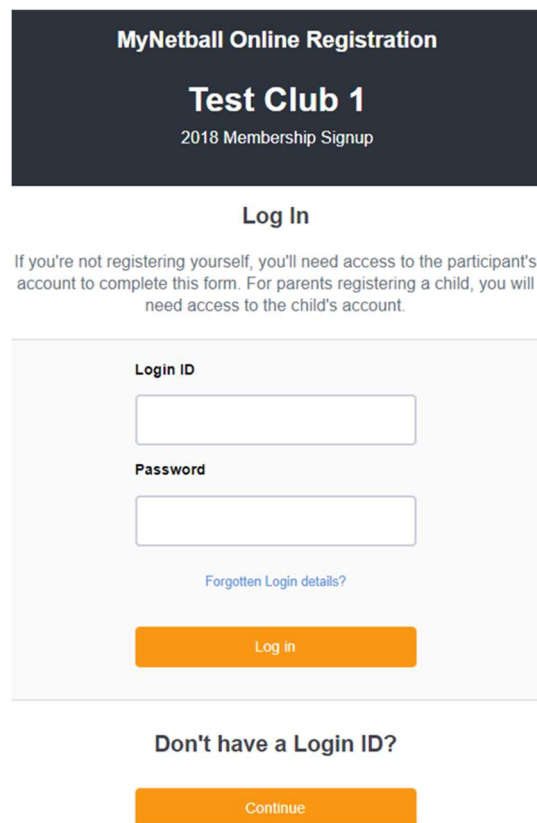
2. Get Started

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.

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

DD-MM-YYYY

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.

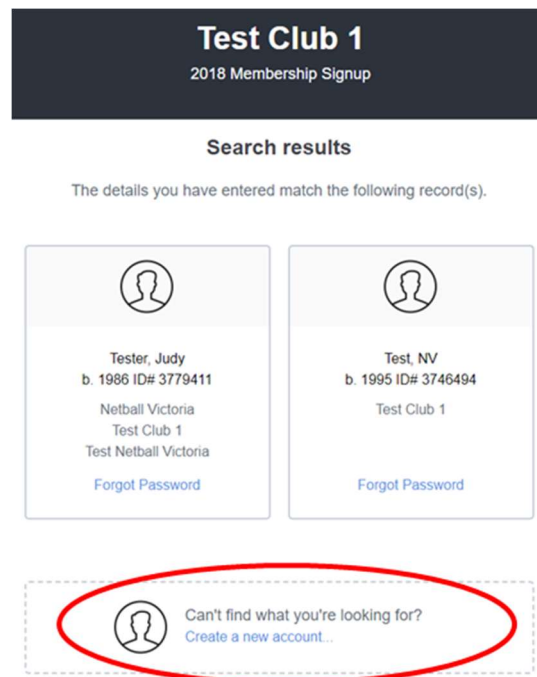If your name appears (with the correct Date of Birth) then you can click on Forgot Password which will take you to the **Account Recovery Creation** page.

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.
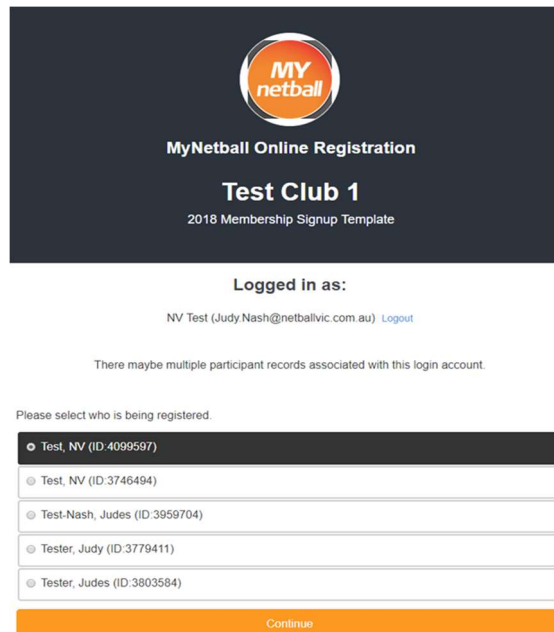

This will take you though the registration process and create you an account once it is completed. If you chose this option, keep an eye out for a second email to confirm the account and set up the password.

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 CONTARCT YOUR ORGANISAITON FOR HELP BEFORE CREATING A NEW ACCOUNT.

IF YOU HAVE EVR PLAYED NETBALL BEFORE YOU SHOULD HAVE A RECORD

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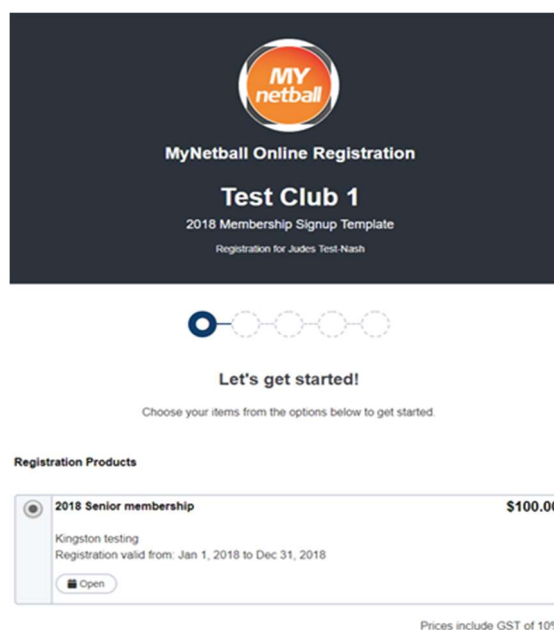
If your account in linked to multiple participants, you will be asked to select the person that is being registered.

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.

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.
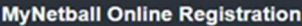

If you have already paid your Netball Victoria Membership previously for this year and it is NOT discounted, contact your Association/League/Club before proceeding with your registration as something is not set up correctly.   **DO NOT CONTINUE if this is the case.**

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.

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.

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)

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.


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).
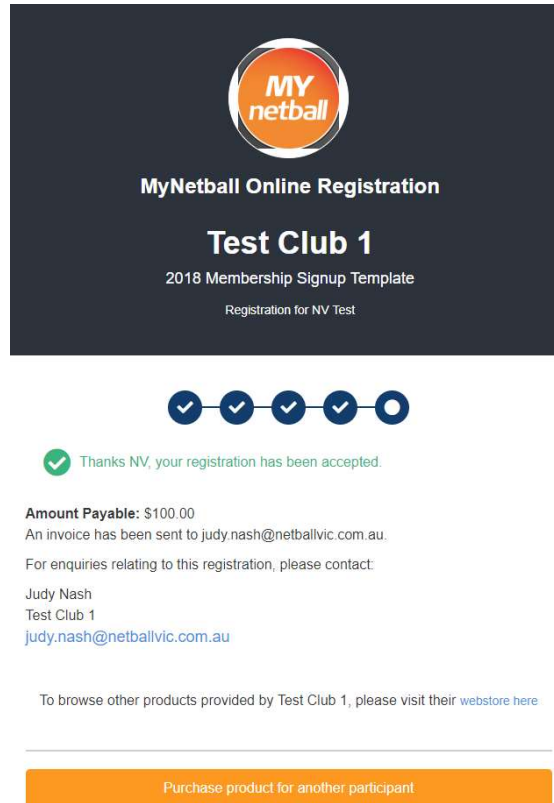
An email confirming your registration will also be sent to your nominated email address.

If you have another person that you want to complete a registration for (linked account) then click on **Purchase product for another participant.**
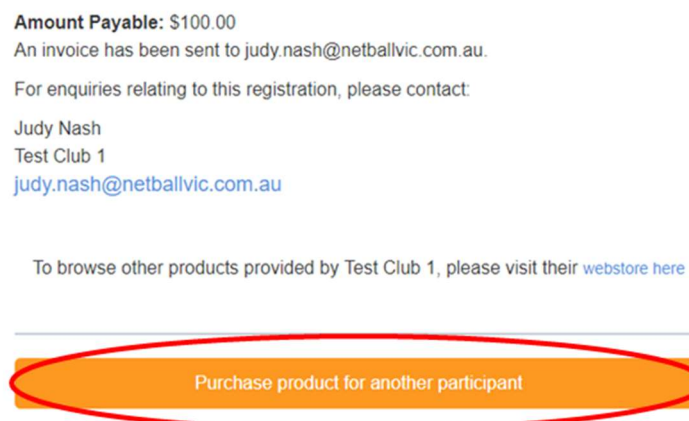
This will take you back to the screen shown in step 4 where you can complete the process again for someone else (who is linked to your account).