

HOW TO COMPLETE ONLINE PLAYER REGISTRATIONS AND NOMINATE TEAMS for WINTER 2021

MyNetball Admin Login

<https://admin-netball.resultsvault.com/Login.aspx?ReturnUrl=%2fdefault.aspx>

Open and Juniors Registration

(use these steps for Coaches, Team Managers, Volunteers etc to register too)

1. Set Up Online forms or Update previous years forms

- **ONLINE FORMS > configuration**

- Products

- New + Add Member Subscription Product
- Old Edit > update fees and dates etc for each category

- Sign Up Forms

- New Add new Online Registration Form
- Old Edit > update any additional personal information you require

Note : if you have forms you no longer wish to use,
open them > edit and make them inactive (un tick box)

2. Copy registrations Links and email to members

- **Online Forms > Configuration > Products > Sign Up Forms**
- (scroll to the bottom of this screen) Form Links > Public Links > MyNetball public portal
(copy the whole link displayed eg: <https://netball.resultsvault.com>.....)
- Email the link to Members
Communications > email > email people

3. Remove all roles from previous season members (do only in Winter **NOT** in Spring)

- **People > Person Roles**

4. Nominate Teams

- **Tasks > Team Nomination/Lodge Team**
 - Winter 2020 > Team Entry > Add New Team (repeat these steps for each team)
 - Number your teams from 1 (**highest**) to ?? (**lowest**) and include your team name or coach name eg: Fever #1 Stacey or Belmont #1 Panthers

- **Comment/Grading request** - write here what the grading committee needs to know about this team Eg: high skilled/low skilled, never played, team balance, age, TID/Association players etc (the more information you give the more you will help the grading committee understand where they should place your team)
 - Please include any playing / coaching clashes for this team (eg: player “?” coaches Team “6”) or (coach “?” also coaches team “3”)
1. Email SDNA to advise that all your teams have been entered and how many you have sdna@sdna.com.au

Note : there is no need to email any team lists or print them, this will be done by the office for your convenience

NET SET GO

1. Update Online forms

Programs > NetSetGo Centre Registration > Program Settings

- Add New Program
 - Program Type > GO – Competition (9-10 yrs)
 - Program Type > SET – Skills/Competition (7-8yrs)
(see help sheet for full completion explanations)
- Update
- Update Changes > Submit Application (Main screen)

SDNA does not permit 5 or 6 years to play in the above competitions for Winter, they will be required to register to SDNA for the NetSetGo Net(Newcomers) program – please contact development@sdna.com.au for further information.

NetSetGo NET Tier: 5 years to 6 years (SDNA TO RUN – Newcomers)
Participants for this must register to SDNA Net Program

2. Copy registrations Links and email to previous members

- **Programs > NetSetGo Centre Registration > Registration SetUp**
(scroll to the bottom of this screen) Form Links > Public Links > MyNetball public portal
(copy the whole link displayed eg: <https://netball.resultsvault.com>.....)
- Email the link to your Members
Communications > email > email people

Repeat Steps 3 to 5 of the Open and Juniors Registration notes, to complete your Team Nominations

****Please note there is a more detailed help sheet available, for the above steps, including screen shots, if you require.**