BOROONDARA NETBALL ASSOCIATION
<u>CLUBS</u>: HOW TO ENTER & REGISTER YOUR TEAMS FOR 2024:

1. CREATE YOUR CLUB REGISTRATION FORM:

Click here for **HOW TO CREATE YOUR CLUB REGISTRATION FORM** on Netball Connect

2. REGISTER YOUR PLAYERS & CLUB OFFICIALS

Send YOUR LINK (URL) to all members and ask them to self-register before you enter your teams.

*Every player, coach and umpire must register on Netball Connect **using your specific club link** with the relevant BNA competition.*

They will required to pay:
1) *State Membership fee – 100% goes to Netball Victoria*
2) *Club fee – 100% goes directly to the club **if you have chosen** to charge your club fees on the Netball Connect system*

A player who has already registered and paid with another team / organisation / rep team <u>must</u> still register with your club, but the SM fee will be removed automatically by the system so they don't pay twice.

3. ENTER YOUR TEAMS TO THE COMPETITION   *Due March 6*

Submit the **Club EXCEL spreadsheet** of all teams you are entering > Click here for template

This template will automatically be sent to all current clubs .

This provides us with your team skill level / grading information & bye requests. We can then commence grading / fixtures

4. CREATE TEAMS & ASSIGN PLAYERS, COACHES   *Due April 17*

Create team names	COMPETITION module > Participating IN competitions > Player Grading
Proposed Team Grading ie) ranking teams / comments	COMPETITION module > Participating IN competitions > Team Grading *Note: please just rank them A = strongest, B, C, D etc*
Drag & drop registered players to their allocated teams in each division.	COMPETITION module > Participating IN competitions > Player Grading *Note: You can move players whenever you like as per by-laws*

5. ADDITIONAL PLAYERS added after the Team Lists have been submitted

Note: this includes players joining a club / team during the season AND emergency, fill-in players

Provide the player with your Netball Connect link. You can then drag & drop them into the relevant team as above (Player Grading)

- Emergency, fill-in players will need to register using the Individual User Single Game option and pay a single game fee for <u>every</u> game played.

- All must register on-line **BEFORE taking the court** or your team will lose points for playing an unregistered and uninsured player and they will not appear on your team list / score sheet.