



READY TO REGISTER

CLUB USER GUIDE
AUGUST 2022

COMMERCIAL IN CONFIDENCE

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SYSTEM: COMPETITION ENTRIES

Competitions > Invitations

Invitations will have a superscript detailing the number of invitations awaiting acceptance. Review competition and accept or decline invitation. If you decline, the invitation will remain with a second “accept invitation” option.

SYSTEM: ADMINISTER COMPETITION ENTRIES

Competitions > My Competitions > View

Select relevant competition

From here, you are now able to create registration forms, view registered participants, create teams and nominate teams to association grades.

These processes are outlined on the following slides.

SYSTEM: SET CUSTOM FIELDS

Management > Registration > Custom Fields > + New

Custom fields can be made at club level and are reportable at all levels on the Participation Report. Inherited custom fields from your association or MO are shown.

+ New

Details

Create a succinct question and select whether free text or drop down box. Check mandatory if required. If you choose drop down list, additional choices can be selected with + add option.

Display configuration

Select roles, forms where the question will display and where the questions are reportable

Create

SYSTEM: AGE GROUPS

Management > Registration > Age Groups

Clubs can manage participant registrations by age and gender, however, Clubs can only apply age and gender limits to registration forms if their Association has set up Participant Age Groups in the season.

Limit Registration Access

Select edit  This allows you to uncheck unlimited registrations and enter a limit to the number of registrations

Save

Open or Close Registrations

Registration Access Toggle to open or close

Save

NB/ Participants will see all age groups when they register, however, a note will display age groups that are closed or limited. Registrants that cannot register due to age group restrictions will receive a message asking to contact the club for further information and support.

SYSTEM: REGISTER PARTICIPANTS

Competitions > Registrations > Forms

- a. Participant to Club - for participants who register directly with the club. Club will allocate players to team at a later date. Process detailed on slide 8.
- b. Participant to Club Team – club can create a team and players can register directly to the team. This could be useful for senior teams that remain unchanged from year-to-year or clubs with only one team per age. Allocating and un-allocating players to club teams is a simple process, if you wish to make changes. This process is detailed on slide 9.

Set up a discount – family discount is configurable for subsequent registrations from the same registration account in the same competition

SYSTEM: SETTING FEES

As a Club, you are able to set fees based on *either*:

1. **Age & Gender** e.g. players aged 5-18 as at 31/12/2022. NB/ selecting a gender here will not stop a different gender registering. The gender selection at this point refers only to what the participant will be charged. The system will charge the standard player fee unless they meet the age and gender criteria set out in advanced fees,

OR

2. **Variants** based on your own criteria e.g. playing in their second competition for the year, or All Abilities players

If, as a club you have chosen to use variants, the participants will be shown the list of options (variants) at registration and will need to select the relevant one for themselves from the drop down list.

SYSTEM: CREATE A REGISTRATION LINK - PARTICIPANT TO CLUB

Competitions > Registrations > Forms > Participant to Club

Registration period - Allocate the dates that participants can register

Registration membership fees are shown from NA, your state Organisation and (if relevant) your association. Clicking the arrow shows advanced fees e.g. Junior Registration fees

Set player fee for the club - Fees can only be set if Stripe has been activated. Advanced fees can be set by age/gender or custom variation (see slide 8).

NB/ Fees input and displayed in PlayHQ INCLUDE relevant transaction fees of 1.99%. To retain the original fee yield and include the transaction fee, you will need to increase your original fee by 2.03%. If you wish to absorb the transaction fee, enter your original fee.

Custom Fields are displayed that have already been set (see slide 5)

Toggle on Club Ts&Cs - Ts & Cs are set up as an Organisation *My Organisation > Overview > Details*

Registration visibility - Choose visible or hidden

Save

Registration links are now visible in the netball finder and able to be circulated via email, social media etc.

CREATE A REGISTRATION LINK : PARTICIPANT TO CLUB TEAM

Competitions > Registrations > Forms > Participant to Club Team

As per *Participant to Club* (Slide 9)

Competitions > Teams > + Add club team

Age Group and Gender are mandatory fields and will auto populate the team name. The team name is editable (and can be deleted) by selecting Teams > Relevant team > View > Edit team or Delete team

Competitions > Teams > View relevant team

Participant Registration link can be copied from right hand side “Team details” box. Unallocated players (who registered with the club, can also be added). Toggling ON team staff roles (when one of these positions has registered) will mean that Managers and Coaches can view the team line-up in their own participant portal and copy the link to invite participants to register to the team.

PLAYER TO TEAM AND TEAM TO GRADE

1. Create a team

Competition > Teams > + Add Club Team

Team name will populate from Age & Gender and is editable. Club can set Club Team Nickname/Abbreviation that will populate in all teams in My Organisation > Overview. NB/ Age group must be aligned with registrations to ensure that player is available to be allocated

Add Team

2. Allocate a registered player to the team

Competition > Teams > View

Allocate Player (or unallocate player)

3. Nominate a team to an association grade

Competition > Grades > + > +Allocate a team

Check box of selected team(s)

Allocate team(s)



PROGRAMS & MERCHANDISE

LOCAL PROGRAMS

The Programs menu can be used to create a local event and utilise all the benefits of the PlayHQ system:

- ✓ creation of *registration page* with dates, fees, age limits & information fields
- ✓ *collection of fees* via Stripe, eliminating offline payments
- ✓ *collection of participants information* via custom fields eliminating offline forms e.g. Google
- ✓ the *ability to sell merchandise*
- ✓ *reporting* capability
- ✓ *creation of a registration link* able to be shared and visible on your organisation's page on PlayHQ
- ✓ The utilisation of *one form for all your age groups* and participants will be able to select the event they wish to attend

Programs could include Come & Try Days, Representative Trials or Events.

Step-by-step instructions for setting up a local program can be found at support.netball.com.au

NB/Programs are not linked to the competition system so, depending on the event, Associations will need to ensure that players hold a relevant NSW registration before they participate.

MERCHANDISE

PlayHQ offers the ability to include the sale of merchandise as part of the registration process for a competition or a program.

Merchandise can be sold:

- Individually e.g. whistle, rule book, bag, or
- By item with variation e.g. t-shirt by colour and size

As payment is made online by the registrant and the payment is disbursed to you directly via Stripe, you will no longer need to manually collect funds off-line.

The system is easy to use and set-up and products can be activated and de-activated at any time. Orders can be tracked within the Merchandise menu or through the Report menu.

If you're interested in adding merchandise to your registration page, the step-by-step instructions can be found at support.netball.com.au



#HEREIFYOUNEED

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