



## 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.

**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 <a href="#">Forgot Password</a>	 Test, NV b. 1995 ID# 3746494 Test Club 1 <a href="#">Forgot Password</a>
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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:   

### FIND MY RECORD

OR

OR

[Find](#)

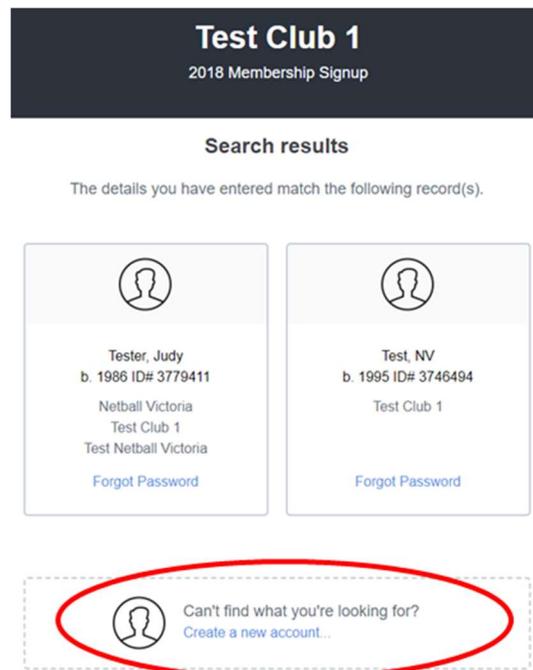
[Need more help?](#)

[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.



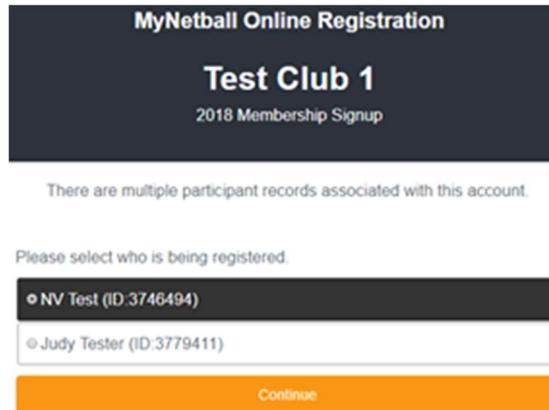
This will take you through the registration process and create you an account once it is completed. If you chose this option, keep an eye out for a second email to confirm the account and set up the password.

**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.



**MyNetball Online Registration**

**Test Club 1**  
2018 Membership Signup

There are multiple participant records associated with this account.

Please select who is being registered.

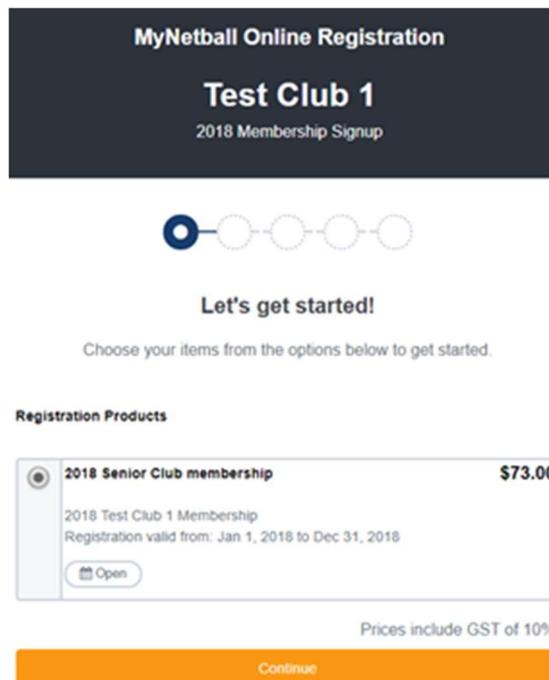
- NV Test (ID:3746494)
- Judy Tester (ID:3779411)

[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.



**MyNetball Online Registration**

**Test Club 1**  
2018 Membership Signup

Let's get started!

Choose your items from the options below to get started.

**Registration Products**

<input checked="" type="radio"/>	<b>2018 Senior Club membership</b> <b>\$73.00</b>
	2018 Test Club 1 Membership Registration valid from: Jan 1, 2018 to Dec 31, 2018
	<a href="#">Open</a>

Prices include GST of 10%.

[Continue](#)



**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.

<input type="radio"/>	<b>2018 Senior Club membership</b>	<b>FREE</b>
		<del>\$73.00</del>
	2018 Test Club 1 Membership	
	Registration valid from: Jan 1, 2018 to Dec 31, 2018	
	<input type="button" value="Open"/>	

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.



### Participant Details

First Name\*

Judy

Last Name\*

Tester

Gender\*

Male  Female  Undisclosed

Date of Birth\*

30-06-1986

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.



**Review your order**

Please confirm your order details are correct.

Shopping cart	Modify
2018 Senior Club membership	\$73.00
Processing Fee	\$1.61
<b>Total</b>	<b>\$74.61</b>

Note - The processing fee displayed above only applies to purchases made online by credit card.

Participant Details	Modify
<b>First Name</b> NV	
<b>Last Name</b> Test	

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)

Which of the following will you be doing this season?  
Playing

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**

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**Payment**

**Details of Purchase**

2018 Senior Club membership	\$73.00
2018 Test Club 1 Membership	
Valid from: Jan 1, 2018 to Dec 31, 2018	
Processing Fee	\$1.61
<b>Total</b>	<b>\$74.61</b>

Note - The processing fee displayed above only applies to purchases made online by credit card.  
\* Prices quoted in AUD and include GST of 10%.

**Pay Online**

We accept VISA and MASTERCARD

**Name on Card \***

**Card Number \***

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)



 Thanks Judy, your registration has been accepted.

Test Club 1

[Purchase product for another participant...](#)

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.**



 Thanks Judy, your registration has been accepted.

Test Club 1

[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).