



WDNA
Wanneroo Districts Netball Association Inc.

Wanneroo Districts Netball Association Inc

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MYNETBALL

DATA CLEAN UP

Reconfirm/Change a Persons Role in MyNetball

To Remove a Players Role: (cleaning up your data)

1. If you want to remove a Senior Player – Select Display All, next to Player Senior, likewise next to Player Junior or Player NetSetGo dependant on what role they have.
2. A list of names will be displayed to the right.
3. If you are cleaning up your data – for example allocating a group of players as a no role – you can select them individually by selecting the Box next to the name. Note I personally would not do more than 10 people at a time as the system sometimes doesn't like it.
4. Or if you are looking for a particular player to allocate a no role to you can do this by: In the grey shaded area you will see a white box with the words "Search" in it. Type the surname of the player you wish to remove. Then push enter.
5. When the person or persons is displayed – push select
6. To the left you will see a set of selections marked 2 and 3 and 4.
7. As you want to remove a Players Role – Select Action 3 – Remove current Role/Sub-role from selected records.
8. Then select Commit Changes
9. The Players role has now been removed and the person has been allocated a "no role".
10. This now means that you will find they have moved from your Player List of either Junior, Senior or NSG players to a No role within your Role Summary.
11. This also means any player with a no role will not appear in your squad lists and cannot be placed in a team or recorded by error.

You cannot delete a person in MyNetball – you can allocate them to a "no role" within your club – this means that they will no longer be displayed on your player or person list. The only way to search for anyone within your organisation whether it be a Player, Umpire or a person with a no role is to select "any role" in your search. A person can have multiple roles within your club, for example Player and Umpire. All **players** should have a role whether it be as a Senior Player or Junior Player.

1. Competition Participation/People/Person Roles.
2. A separate page will be displayed.
3. Role Summary is displayed this gives you a breakdown of what roles and how many people you have with these roles within your Club.

Manually Register a Player Before Adding to a Team List

1. Competition Management
2. Person/Person list/ search
3. Person Role: Select Player
4. Sub Role Type: Select – Any Sub Role
5. Alternatively you can search for the person's name in the Advanced Search Criteria.
6. Select: Display List
7. List of players will be displayed alphabetically
8. Double click on the player you wish to register.
9. This will take you to a separate screen
10. Under the grey headings you will see a Registration Tab – Select this Tab.
11. As the player is not currently registered you will not see any Current Registrations under the Current Registrations heading.
12. Go to the Add New Registrations heading.
13. Parent Organisation: Select Wanneroo District Netball Association
14. Registration Period should be the current year.
15. Registration Type: Select the Registration Type: Junior, Senior, Volunteer, Non Playing etc.
16. Push Add Registration –
17. Message will be displayed advising the player has been registered.
18. The player/person is now registered and will be displayed in the Registration Manager.

Bulk Register Players before Adding to a Team List

1. Competition Participation /Registrations/Registration Manager
2. Person Role – select Player/Any Sub Role
3. Registration Type – select Junior/Senior
4. Registration Period – 2016
5. Search

This will bring up a list of your junior/senior members – you can then select the players you wish to register by placing a tick in the box next to their name – **only do 1 page at a time**

Once you have selected from the first page then go to - Actions/Register/Perform Action/select appropriate role i.e. junior or senior

A message will appear to advise the number of registrations successful – these names will now turn green and show as registered

Repeat for next page

Changes after 2017 can only be made by emailing the new **Mynetball Administration Form** (available on the WDNA website under Forms) to manager@wdna.net.au.

DO NOT ADD PLAYERS TO A TEAM LIST UNLESS THEY HAVE BEEN REGISTERED FIRST – CHECK IN REGISTRATION MANAGER!!!!!!

Nominate Teams into WDNA Competitions
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Lodge a Team with WDNA – by

1. Competition Participation
2. Tasks/Team Nominate/Lodge Team
3. Select: Team Entry Tab ...-.....2017
4. Select “Add New Team Entry”
5. Takes you to a separate screen
 - a. Entry Category: Select which Age Group and Division you wish to nominate your team into.
 - b. Team Name: Please insert the name of the team and number for example Fever 1.
 - c. **DO NOT SELECT PREDEFINED TEAM**
 - d. Draw Requirements: This is not required. – leave blank
 - e. Comments Grading Request: Add any information that will assist graders
 - f. You can elect to choose Provisional or Confirmed. Note: All teams must be “confirmed” by 11.59pm E.S.T2017
 - g. Push Update
6. To add further teams follow on from “Entry Category” dot points.
7. If you make an error to the team this can be edited/confirmed/deleted at the “Add New Team Entry” point.
8. Invoices will be issued by WDNA at registration appointment.

Add Players to a Team Nomination List – by2017

1. Competition Participation.
2. Tasks/Nominate / Lodge Team
3. Select: Team Entry Tab

4. All of your teams that were nominated will be displayed.
5. Select the Edit Team button of the team you wish to add players to.
6. Takes you to a separate screen
7. You will see two boxes
 - a. Available Players – You can narrow down your search via the age slider – click + and this will move the player to the Chosen Players Box.
 - b. Chosen Player box will eventually have all of the players who are in this team.
8. **Note: Only those players currently registered should be selected, if the players name is not displaying this means they do not have a current role**
9. Once all players have been moved to the “Chosen Players” Box you can then push Save.
10. Message displays stating items saved. (There is a bug at the moment that stops you from closing the box, either hit back or refresh your screen so it goes away, you can then continue adding the players)
11. Once the players have been added click edit under Player Fields Edit and enter the photography consent information.
12. All players must be selected and placed into teams by 2017 11.59pm EST.
13. All Clubs will be permanently locked out of Club Team and Player Nominations on 2017

HOW TO ENTER YOUR TEAMS FOR REGISTRATION AND PRINT YOUR TEAM LISTS IN MYNETBALL

Team Entry

1. Log on
2. Competition Participation
3. Tasks
4. Team Nomination/Lodge team
5. Select age category (use ones with Spring/2017) - "Go"
6. Team Entry
7. Add a new team entry
8. Enter category – Junior/Open/S Jnr/S Snr
9. Team name i.e.: Rangers 1 – **PREDEFINED NAME SHOULD BE CLUB NAME ONLY**
10. Comment/Grading - enter as much information for grading as possible – **please let us know in this section if this team is a “NO” for photography only**
11. Status - confirmed or provisional – **YOU MUST CONFIRM YOUR TEAMS BEFORE REGISTRATION CLOSING DATE**
12. Update
13. Once updated - close
14. Once team 1 appears go to the far right and add players

15. Select players from the drop down box for this team- **ensure all players have been registered first!**
16. Update
17. Once updated - close
18. Repeat for all teams

Print Team Lists

1. Competition Participation
2. Tools
3. Nominated Grading Report
4. Select age category in the Nominated Group box - Go
5. Go to Generate PDF Grading Report section
6. Make sure Select seasons for player history is **2016 MN (this will then show a history of where players played in 2016**
7. Nomination form - select age category
8. Hit Download PDF and this will bring up any team lists for the selected category and age - print and repeat for required teams.

Select players into teams for My Netball Scorecards -Once fixtures are done.

Before lock out day mynetball reads from your team nomination list but **once fixtures are done** it then reads from your Team/Squad Set up (season) list to produce the printed scorecard. You will need to ensure that your team list is correct here.....**Please don't add your coaches as their name will be printed onto the scorecard.**

This is a two-step process which in the majority of cases will only need to be done once.

Step 1: Team Squad Setup

1. This step allocates all the players in your club to their relevant teams
2. Competition Participation
3. Team
4. Team/Squad setup (Season)
5. This will take you to a screen that looks like this;

Grade/Team	Friendly Name	Sort Order	Options	Squad	Team Report
WDNA:18 & Under Div 1(Titans 8)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:18 & Under Div 1(Titans 8)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:18 & Under Div 2(Titans 9)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:18 & Under Div 2(Titans 8)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:Open Div 1(Titans 1)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 12 View Edit	Print
WDNA:Open Div 2(Titans 2)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:Open Div 3(Titans 3)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:Open Div 3(Titans 4)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:Open Div 3(Titans 2)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 11 View Edit	Print

6. To allocate the players you need to click the edit button relating to the team;

Grade/Team	Friendly Name	Sort Order	Options	Squad	Team Report
WDNA:18 & Under Div 1(Titans 8)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:18 & Under Div 1(Titans 8)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:18 & Under Div 2(Titans 9)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:18 & Under Div 2(Titans 8)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:Open Div 1(Titans 1)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 12 View Edit	Print
WDNA:Open Div 2(Titans 2)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:Open Div 3(Titans 3)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:Open Div 3(Titans 4)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 0 Edit	Print
WDNA:Open Div 3(Titans 2)	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> Hide public teams until match commences	Size: 11 View Edit	Print

The example above has the edit button circled. It also has highlighted the fact that there are two entries for Titans 2 in different divisions. You need to select the edit button that relates to the team number in the correct division.

If, as listed in the above example for Titans 8, the team is listed multiple times in the same division you would select the edit button for the last entry for the correct division. This

7. This takes you to the following screen;

Squad for Titans 8 WDNA:18 & Under Div 1 2015

Name:	18 & Under Div 1	
Description:	Squad for Titans 8 WDNA:18 & Under Div 1 2015	
	<input type="checkbox"/> Also list records with 'No Roles'	
Members:	Available Players	Chosen Players (Count:0)
	<ul style="list-style-type: none">Anderson, JewelAnderson, TallulahAndrews, ShannonApiata, EgyptArcher, LaihlaArias, YazminArthur, KyshaAtkins, GeorgiaBarber, BriannaBarron, WhitneyBartel, BryannaBartels, LaraBaseden, CarlyBegbie, KarlieBennett, EllaBilli, NatalieBoylan, ErinBrinkworth, RhythmBullen, TianaBurke, CassieBurton, KristyCampbell, Katarina Ana-LeeCartledge, MoniqueCasey, ShannynConnell, Riley	<div style="text-align: center;"><input type="button" value="Add ->"/> <input type="button" value="Add All ->>"/> <input type="button" value="<- Remove"/> <input type="button" value="<<- Remove All"/></div> <div style="text-align: right;"><input type="button" value="Move Up"/> <input type="button" value="Move Down"/></div>

You simply add the players by clicking on the player and clicking add. Remember to add them in alphabetical order. If you have them out of order you can reorder them using the Move Up and Move Down buttons.

8. Click save and repeat for each of your teams.

Proceed to step 2

Step 2: Select Team

1. This process selects the team for the match
2. Competition Participation
3. Teams
4. Select Team for Match – This will take you to a screen like this;

Select Team [Help on this topic](#)

Season Round Grade

Wanneroo Districts Netball Association - Open Div 1
Round 4 - Sat 23 May 2015 (2:30PM)

Hamersley 1 v **Titans 1**

Venue: WDNA 14 West [UBD 187 P15] Match ID: 2373728
Umpires: Not specified

Selecting team of:

Player List Options

Only show players registered for this association with the required registration types

Apply Player Filter:

Don't show unavailable players

Player List Selected Players (Count:0)

<ul style="list-style-type: none"> Barron, Whitney Baseden, Carly Begbie, Karlie Burton, Kristy De Vries, Bianca Kelleher, Emily Maguire, Sophie McKemmish, Jessica Nelson, Karla Smith, Sasha-Lee <li style="background-color: #e0e0e0;">Turnbull, Ashlee 	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<p>Selected Player options</p> <p>Captain * <input type="text" value="Not selected"/> <input type="button" value="Set"/> <input type="button" value="Clear"/></p> <p>Coach</p> <p><input type="text" value="Select..."/></p> <p>Team Manager</p> <p><input type="text" value="Select..."/></p>
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5. Select the grade you wish to select
6. Remove the tick from "Only show players registered for this association with the required registration types"

<ul style="list-style-type: none"> Maguire, Sophie McKemmish, Jessica Nelson, Karla Smith, Sasha-Lee <li style="background-color: #e0e0e0;">Turnbull, Ashlee 	<input type="button" value="Add ->"/> <input type="button" value="<- Remove"/>	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	<input type="button" value="Move Up"/> <input type="button" value="Move Down"/>	<p>Coach</p> <p><input type="text" value="Select..."/></p> <p>Team Manager</p> <p><input type="text" value="Select..."/></p> <p>Scorer</p> <p><input type="text" value="Select..."/></p> <p>Notes</p> <p>Captain / Subs selection - Select the player(s) in the Selected Players list, and click the appropriate Set link above.</p> <p>Clearing a Team - Remove all players from the Selected Players box and click Update.</p> <p>Team Officials - Select the appropriate name from the dropdown list. Only records with the relevant Team Official role/s will appear in the list.</p>
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Player List displays squad members. Please click the help link above for more information.

Team selected in position order

Teams will be selected in this order:

GS Goal Shooter	Barron, Whitney
GA Goal Attack	Baseden, Carly
WA Wing Attack	Begbie, Karlie
C Centre	Burton, Kristy

5. Remove tick from "Team selected in position order."

- Add the players from the players list to the selected list.
- Screen should now look like this

Don't show unavailable players

Player List

Selected Players (Count:11)

Barron, Whitney
 Baseden, Carly
 Begbie, Karlie
 Burton, Kristy
 De Vries, Bianca
 Kelleher, Emily
 Maguire, Sophie
 McKemish, Jessica
 Nelson, Karla
 Smith, Sasha-Lee
 Turnbull, Ashlee

Selected Player options

Captain * Not selected Set Clear

Coach

Select.. ▼

Team Manager

Select.. ▼

Scorer

Select.. ▼

Notes

Captain / Subs selection - Select the player(s) in the Selected Players list, and click the appropriate Set link above.

Clearing a Team - Remove all players from the Selected Players box and click Update.

Team Officials - Select the appropriate name from the dropdown list. Only records with the relevant Team Official role/s will appear in the list.

Team selected in position order

Player List displays squad members.
 Please click the help link above for more information.

- Click update
- Repeat for all of your teams