



**Add/Change Roles including Umpires in MyNetball**

- All players should have a role whether it is a Senior and Junior.
- A person can have multiple roles within your club, for example Player and Umpire.

**Head to People/Person Roles;**

- Role Summary is displayed this gives you a breakdown of what roles and how many people you have with these roles within your Club.
- 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.

To Remove a Players Role: (cleaning up your data for the new season)

- If you want to remove a Player – Tick their age group i.e. Senior or Junior.
- Step 2. Select Records will appear beneath. If you are cleaning up your data for the next season, press ‘Select all’ and then the blue select button beneath. If you are removing certain players, press ‘Manually’ and then press select. This will pop up a list of all of your players with the selected role; simply tick those you want to change/remove and click ‘Done’.

Selected Player Count: 0

2. Select Records:

Manually

Select all (Max 500)

Select records where DOB (Max 500) on or before

Include records with no DOB

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3. Select Action:

Re-confirm selected records with current Role/Sub-role (where applicable)

Change Sub-role of selected records to:

Add Role/Sub-role to selected records of:

Remove current Role/Sub-role from selected records

- Step 3. Select Action gives your four options, if you are simply removing the role you will just press the ‘Remove’ option and Submit.
- The Players role has now been removed and the person has been allocated a “no role”.
- This now means that you will find they have moved from your Player List of either Junior or Senior to a No role within your Role Summary.



**WDNA**  
Wanneroo Districts Netball Association Inc.

## Wanneroo Districts Netball Association Inc

Kingsway Sporting Complex, Madeley WA 6065  
(08) 9409 9950  
enquiries@wdna.net.au



- This can be used for adding a Coaching role or a Volunteer, all options are found in the drop-down menu.

### Select Actions

- You can do the following:
- Re-confirm selected records with current Role/Sub Role (where applicable)
- Change Sub-role of selected records to:
- Add Role/Sub-role to selected records of:
- Remove current Role/Sub-role from selected records.

### Umpires

Umpires must also be registered however if an Umpire is already registered with another Club (Primary Registration) you will only need to transfer the Umpire into your Club and allocate her a role as an Umpire. See transferring a Player to your club.