



WDNA
Wanneroo Districts Netball Association Inc.

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Kingsway Sporting Complex, Madeley WA 6065
(08) 9409 9950
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How to check that all your players are registered prior to the Season Commencement

Download a list of Registered Players:

Head to **Registration/Manual Registration**

- Person Role – Select Player
- Registration Period: 2019.
- Registration Type: Any Type – this will give you a list of all participants from Senior, Junior and NetSetGo
- Registration Mode: Show All – This will give you Primary and Secondary Registrations. Select **Search**
- Your list of players will be displayed on the screen.
- At the bottom of the list of players you will see “Download Data” push this and the list will be available to download in excel format.

Using the excel spreadsheet you can now check the players’ names against the names of the players in the teams. This will ensure that you are not playing any players on the first game who are unregistered.

Download a list of Players nominated into Teams:

Head to **Teams/Reports/Team Nomination Grading Report**

- Nomination Group: Select – 2019 Junior and Senior Team and Player Nomination Form
- Push Blue Go Button
- Scroll down to bottom of the page.
- Season – Select 2019
- Nomination Form: Select 2019 Junior and Senior Team and Player Nomination Form
- Category – All
- At the bottom you will see “Download Excel” push this and the list will be available to download in excel format

You can now compare the list of Team Nominations.



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Secondary Registration

A Secondary Registration applies when a person is already registered with another Club or Association (Primary Registration) and then registers with your club.

- For example this could be a State League Player or a State League Umpire who has already paid their registration to Netball WA as the Primary Registration so no Affiliation Fees would apply to your club as you are the Secondary Registration (the person has been registered twice).

Clubs who do have secondary registrations can call up a list of these people by:

- Competition Participation.
- Registrations/Registration Manager
- Person Role: Any Role
- Registration Type: Any Type
- Registration Mode: Select Secondary from the drop down list
- Push Search
- A List of people that have secondary registrations will be displayed.