

# Registering to Play at Kingborough Netball Association

## Background

Netball Australia have transitioned their registration platform to PlayHQ from January 2022. This has allowed KNA to use some of its features to streamline our registration process. Further information on Netball Australia's transition to PlayHQ can be found at [www.netball.com.au/playhq](http://www.netball.com.au/playhq).

We have replaced our Google Team Registration form with PlayHQ's functionality to register a team to KNA. Teams wishing to play at KNA will need to register their team and once this is done a link will be sent to the person who processed so that each team participant can pay their registration fee.

Each team will need to be registered individually and it is important that the correct participant registration link is sent to the correct team members.

If a participant is eligible for a Ticket to Play voucher the participant will need to be registered via their team registration link and paid in full. Then KNA will reimburse the registration costs once eligibility is confirmed. For any questions and concerns please contact [registrar@kna.net](mailto:registrar@kna.net).

Below is the registration process:

1. Register you team via PlayHQ.
2. Send Participant Team Registration link to all team members.
3. Participants register via their Team Registration link.
4. Tick to Play eligible players contact KNA to seek a reimbursement of registration costs.

Each participant (team register/parent/player) will need to have a PlayHQ account. This is a simple one step process and will be used across the whole PlayHQ platform. You may already have an account if you or your child participate in other sports utilising the platform.

## Creating a PlayHQ Account

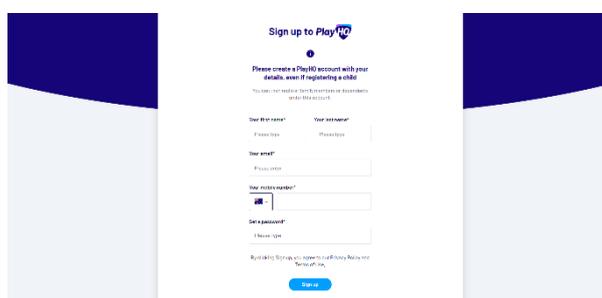
Creating an account can be done before you search for an association or when you have selected a competition to register to (by either searching or using a link provided). You will not need to create an account if you have previously used PlayHQ to process a sporting registration. The account needs to be created in the parent/guardian/team registration responsible person.

## Step by Step

1. Go to [www.playhq.com](http://www.playhq.com) and click on Sign Up on the top right of the screen.



2. Enter all the details as prompted and click on Sign Up. You will return to the first screen and logged in as yourself.



## Team Registration

There are two options to find the team registration section in PlayHQ you can either (detailed step by steps further down):

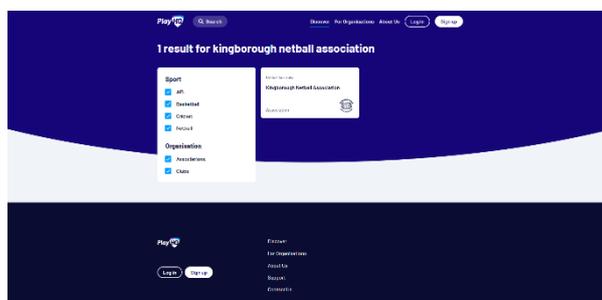
- Go to [www.playhq.com](http://www.playhq.com) and search for us; or
- Use the link provided in the roster information sent to your school or organisation

**Step by Step** (skip steps 1 to 3 if you use the Team Registration link provided by KNA)

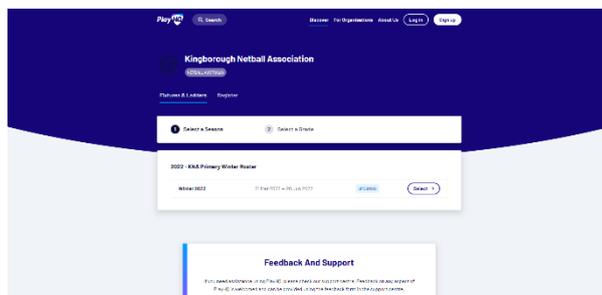
1. Open a web browser and go to [www.playhq.com](http://www.playhq.com)
2. In the *Find a club or association* search box, enter *Kingborough Netball Association* and click on *Get Started*.



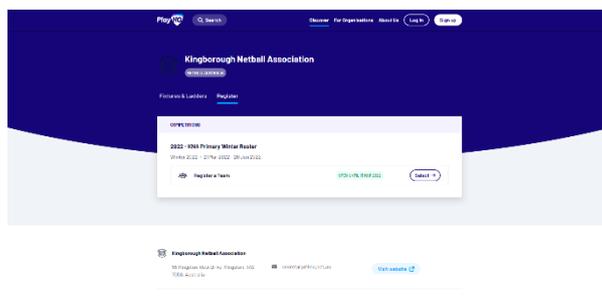
3. Click on the *Kingborough Netball Association* tile.



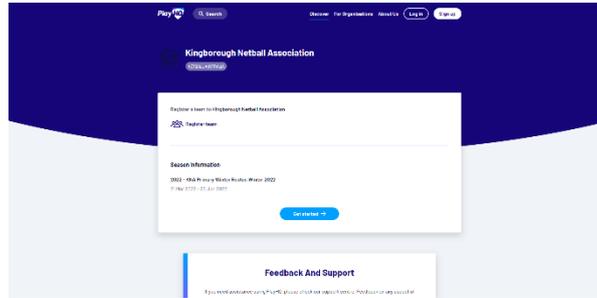
4. Click on *Register* in the centre of the screen just below Kingborough Netball Association.



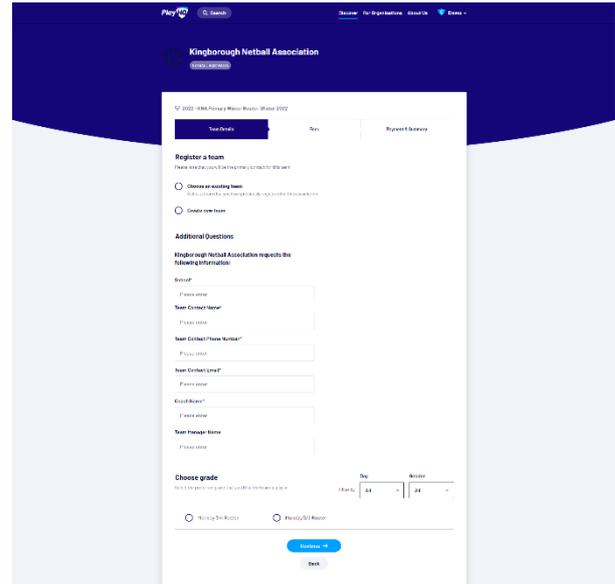
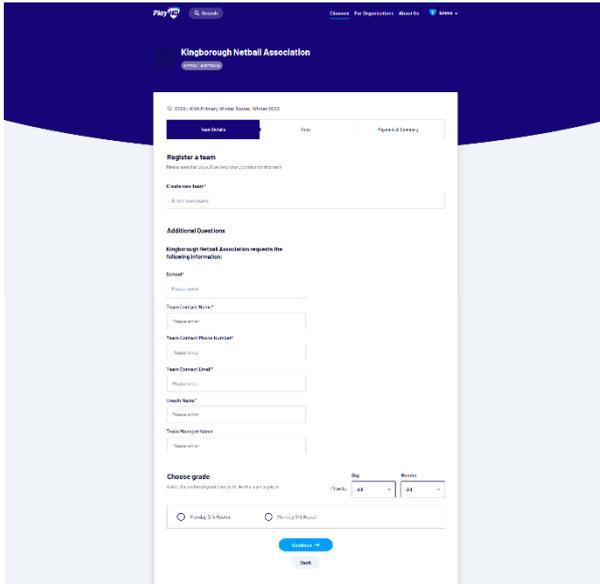
5. Choose the competition you are wanting to register a team for and click on *select*.



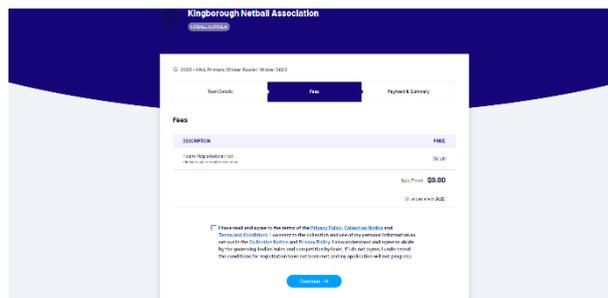
6. This will open a competition confirmation page *click on Get started.*



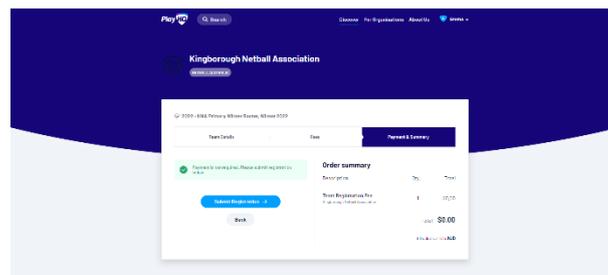
7. This will open the team registration form. *enter all the team details as requested and click on Continue.* If you have previously registered teams via PlayHQ you may have to select the option of *Choose an existing team OR Create a new team.*



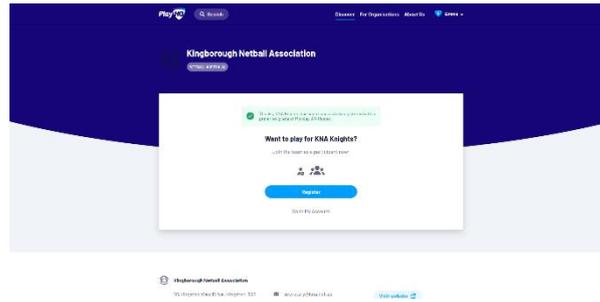
8. This will open the fees screen. Team registration for the School Roster does not have a fee. *Accept the terms and conditions and click on Continue.*



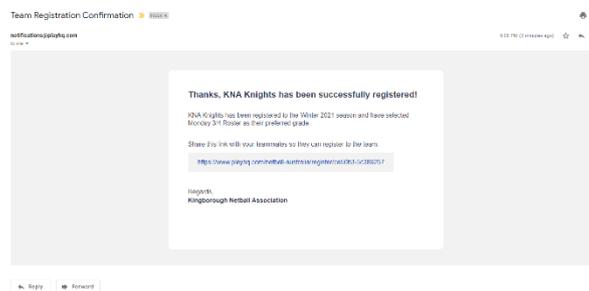
9. This will open the Payment & Summary screen. *Click on Submit Registration.*



10. This will open a screen confirming you have successfully registered your team. Click on Kingborough Netball Association in the middle of the screen if you have more teams to register. Repeat steps 4 to 10 for each team you have to register.



11. Once you have registered all the teams you are registering. Go to your email and you will have a confirmation email for each team. Forward the Participant to Team link to member of the team. They will use this to pay their registration and be allocated to the correct team. The same link can only be shared between members of the same team.

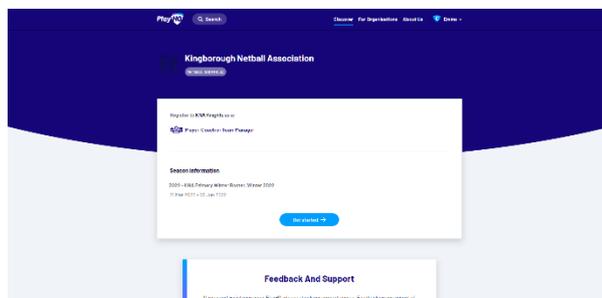


## Player to Team Registration

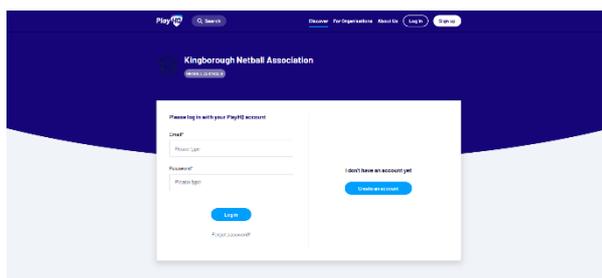
You will need the link provided for your team to process your player registration. If you do not have this link please contact your school coordinator or [registrar@kna.net.au](mailto:registrar@kna.net.au) to obtain the correct link.

### Step by Step

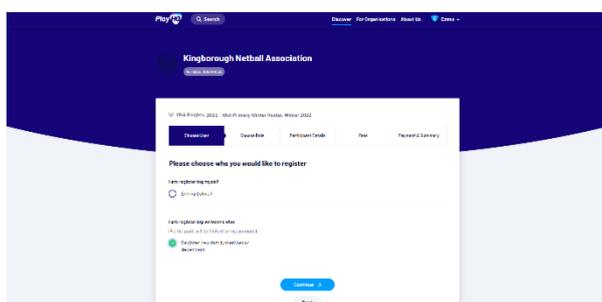
1. Open the participant registration link provided to you by your school coordinator.
  - Clicking on the link provided; or
  - Opening a browser and pasting or typing the link into the address bar.
2. This will open the participant registration window, click on Get Started.



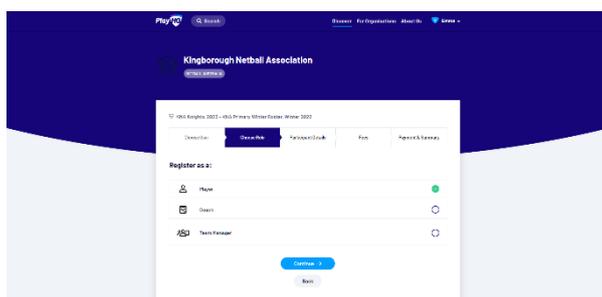
3. This will open the log in screen.
  - Login into your account; or
  - Create a new account following the step by step in the Creating a PlayHQ Account section.



4. This will open the Choose User screen. *Choose who you are registering to the team.*
  - If you have used PlayHQ for other sporting registrations the participants name may already be linked to your account. If not, click on Register new family member or dependant.*Click on Continue.*



5. This will open the Choose Role screen. *Select Player and click on Continue.*



6. This will open the Participant Details screen. *Enter all the details* as prompted and *click on Save and Continue*.
  - If you selected an existing participant in step 4 some of the details maybe prefilled. Confirm the information is correct before clicking on Save and Continue.

The screenshot shows a web form for the Kingborough Netball Association. The form is titled 'Participant Details' and is part of a registration process for the 2022-2023 season. The form is divided into several sections:

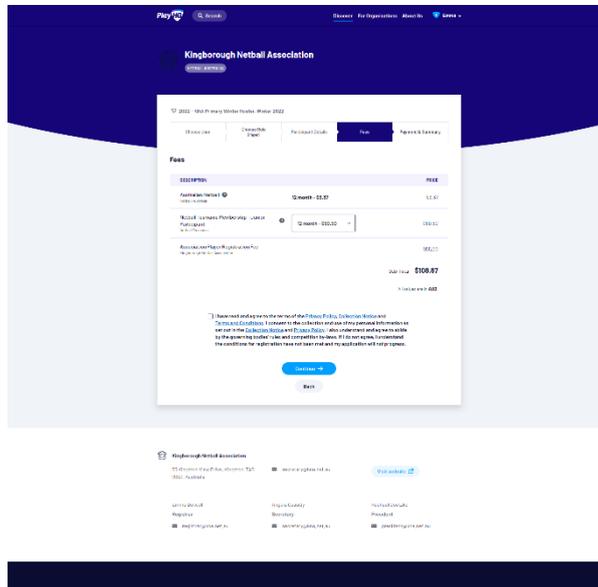
- Participant Details:** This section includes fields for 'First name', 'Last name', 'Preferred name', 'Gender', 'Date of birth', and 'Country of birth'. There are also dropdown menus for 'Date of birth' and 'Country of birth'.
- Disability Details:** This section asks 'Does the participant identify as being with a disability?' and includes a dropdown menu for 'Disability'.
- Parent/Guardian details:** This section includes fields for 'First name', 'Last name', 'Email', and 'Phone number'. There is a checkbox for 'This participant will be living at the participant's address' and a dropdown menu for 'Country'.
- Emergency Contact:** This section includes fields for 'First name', 'Last name', 'Relationship', 'Email', and 'Phone number'. There is a dropdown menu for 'Relationship'.

At the bottom of the form, there is a blue button labeled 'Save and Continue' and a 'Back' link. The footer of the page includes the Kingborough Netball Association logo, contact information (38 The Square, Frankston, VIC 3162, Australia), and a 'Visit website' link.

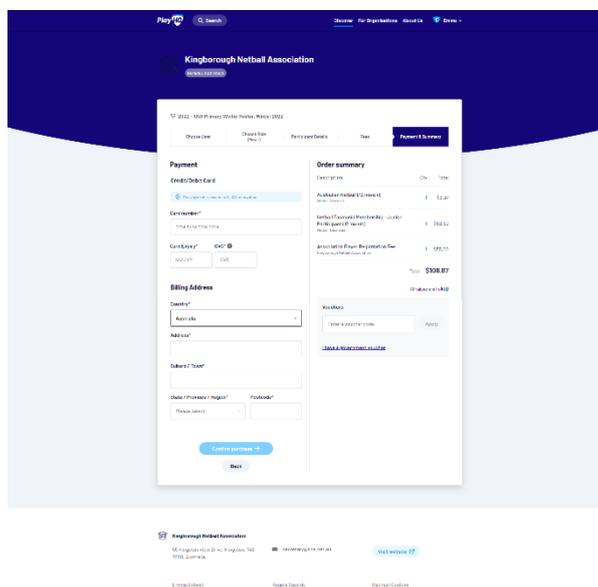
7. This will open the Fees screen. This will show a breakdown of the fees you are paying and where they are going.
  - You should see 3 components
    - o *Australian Netball\**.
    - o *Netball Tasmania Membership - Junior\** – You have the option to pay 12 months or 3 months – We recommend 12 months unless you are only registering for one roster in the calendar year.
    - o *Association Player Registration Fee* – This is the KNA fee.

\* Unless you have registered already for club netball as fee covers calendar year

**Accept the terms and conditions and click on Continue.**



8. This will open the Payment and Summary screen. *Enter your payment details and billing address. Click on Confirm purchase.*



9. This will open up a screen confirming your successful player registration. You will be emailed a player registration confirmation and a copy of your payment invoice.

## **Ticket to Play Participants**

Due to the Netball Australia's transition to PlayHQ we have been required to change the process to redeem your Ticket to Play voucher. As PlayHQ disburses all the amounts to the appropriate bodies automatically we are unable to create a *free* registration link.

Below are the steps you will need to follow to use your Ticket to Play Voucher. If you have any concerns please contact [registrar@kna.net.au](mailto:registrar@kna.net.au) to discuss your options.

### **Step by Step**

1. Follow the step by step in the Player to Team Registration section and pay for the registration upfront.
2. Email the following to [registrar@kna.net.au](mailto:registrar@kna.net.au)
  - Copy of your tax invoice emailed to you after the player registration; and
  - Copy of your Ticket to Play voucher; and
  - Copy of your Pension or Healthcare Card showing the name of the player registered and on the voucher; and
  - Bank account details for reimbursement.
    - BSB
    - Account Number
    - Account Name
3. Once all this information has been received we will reimburse the registration costs up to the maximum amount allowed for the voucher/s.