

Coventry and Warwickshire Netball Association

Online Registrations User Guide

Rev. August 2018

Getting Started

Before you begin the online registration make sure that you have your England Netball Affiliation number to hand and your passport sized photo to the required specification to be printed on your registration card.

The payment method we use is Paypal. If you already have a Paypal account have your log in details ready. If you don't have a Paypal account and wish to pay by debit card you can click on 'Check out as guest' when you reach the payment screen.

The link to the online form can be found on the homepage of the Coventry and Warwickshire Netball website.

Completing the Form

1. Click on the 'Club Name' drop down and select your club
2. Click on the 'Team' drop down and select your team (If you are a one team Club please select 'A' team)
3. If you are registering after the commencement of the season enter the number given to you by the committee member you registered with in the 'Serial Number' field. (This box will only show after the season has started so is not in the snip below).
4. Complete your title, first name and last name

C&WNA Senior Registration Form 2018/2019 Season

1 Registration 2 Privacy Statement 3 Checkout

Club *
Highway

Team *
B

Mr/Mrs/Miss/Ms *
Mrs

Total **£0.00**

Full Name

Amy Poole x

First Last

- Complete the address fields, telephone number and email address fields. If you do not have a landline number, please enter your mobile number again in this field as per the example below.

Address *

10 Downing Street
Street Address

Example Area
Address Line 2

London
City

Greater London
State / Province / Region

W1 1AA
Postal / Zip Code

United Kingdom
Country

Mobile Number *
07777123456

Landline Number *
07777123456

Email Address *
example@email.com

if you don't have a landline number, please re-enter your mobile number here

6.

- If under 18 enter your date of birth in the Date of Birth Field and state your age in the box provided.
- Use the dropdown to indicate if this is your first club registration this year. If selecting 'yes' just enter your England Affiliation number. If selecting no you are required to complete further information as illustrated below.

England Netball Registration

Is this your first club registration this season?

No

Club *
Second Netball Club

Team *
B

Region *
East Midlands

Is this team in Regional League? *
Yes

Is this team in National League? *
Yes

England Netball Affiliation Number *
0123456

- Fees section. Use this section to indicate which category you will be registering under and the associated fee to be paid. Click on the box next to the relevant category and a tick will appear. In the 'Total' Box that you can see on the top right of the screenshot below it will total up the fee to be paid.

0123456

Please make sure players, umpires, coaches and any official in your club line. All monies for England registration are to be paid direct to England

Fees: Please tick all the fees you are paying! *

Senior Player (Inc 2nd club reg) – £10

Under 18 Player (Inc 2nd club reg) – £8

Re-Registration Charge – £5

Non-Player – £3

Umpire – £3

Honorary Member – £0

Umpire Number *

CA123

Umpire Qualification Held *

Please select a Qualification

Total	£13.00
Senior Player (Inc 2nd club reg) – £10	£10.00
Umpire – £3	£3.00

If you are registering as an umpire you will be required to enter your number and select your qualification from the drop down.

10. Please note, a non-playing umpire must register as both an umpire and a non-player as per the screenshot below.

England Netball Affiliation Number *

0123456

Please make sure players, umpires, coaches and any official in your club line. All monies for England registration are to be paid direct to England

Fees: Please tick all the fees you are paying! *

Senior Player (Inc 2nd club reg) – £10

Under 18 Player (Inc 2nd club reg) – £8

Re-Registration Charge – £5

Non-Player – £3

Umpire – £3

Honorary Member – £0

Umpire Number *

CA123

Umpire Qualification Held *

Please select a Qualification

Total	£6.00
Umpire – £3	£3.00
Non-Player – £3	£3.00

A non-playing umpire must register as both an umpire and a non-player

11. Next you need to upload your photograph. Please ensure that it complies with the measurements given and that it is a HEAD SHOT only. Think of your passport photo, this is the standard of photograph that we require – except you can smile if you want to! Click on 'Browse' and locate the photograph on your computer, then click on the 'Open' button. This will attach the photo to the form.

Supporting Documents

Please upload a photo of yourself for the purposes of this registration *

 Browse...

Please upload a copy of Proof of England Netball Registration (For Secretaries Use Only)

 Browse...

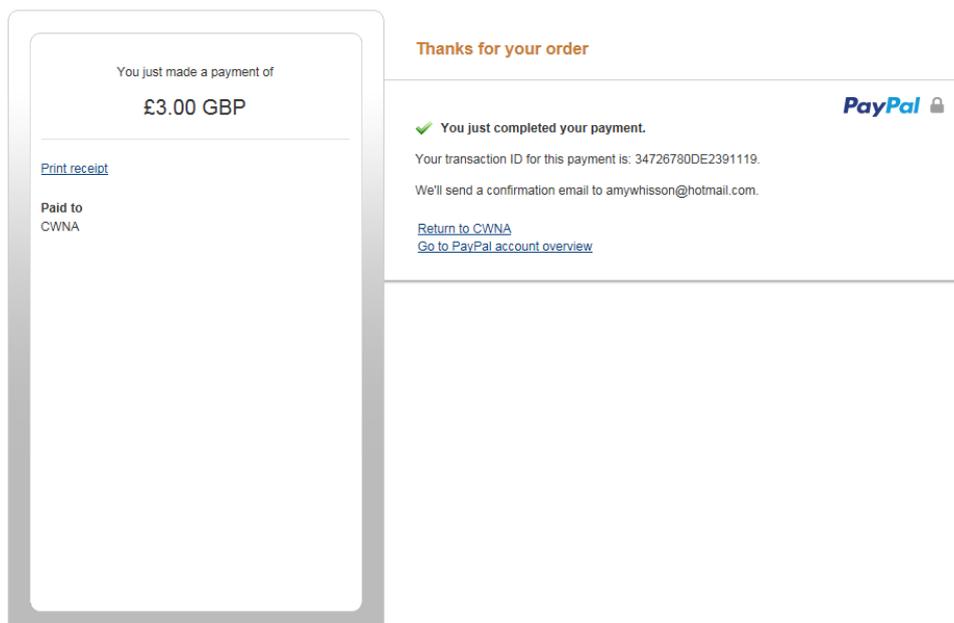
I agree to abide by the Code of Conduct in line with the league Constitution *

Agreed

I agree to abide by the England Netball Social Media Policy (Document available to download on the website) *

Agreed

12. If you are a club secretary use the second box showing a 'Browse' button to upload your England Registration manifest. One per club is fine, you do not need to attach this to every players registration, just the first one that you do as long as all of your players are on the list.
13. Please read the agreement to abide by the code of conduct and check the box. Copy available on the website.
14. Please read the agreement to abide by the England Netball Social Media policy and check the box. Copy available on the website.
15. Click next page and you will be taken to the CWNA Privacy Statement. Please read and click the checkbox to accept the terms.
16. Click submit. You will now be transferred to PayPal to make your payment
17. You can pay using your paypal account OR you can pay using your debit card. You need to select 'check out as guest' if you are using your card.
18. Follow the on-screen instructions to complete your payment and you will receive a confirmation screen as per the one below. Click on 'Return to CWNA'.



19. You will now see the screen below. A confirmation of your registration will be sent to the email address that you entered and also to your clubs registration secretary.

