



***mynetball***

# PARTICIPANT MANUAL

A step by step instruction manual to assist  
mynetball users



mynetball works best  
when using Google Chrome

Jan 2018

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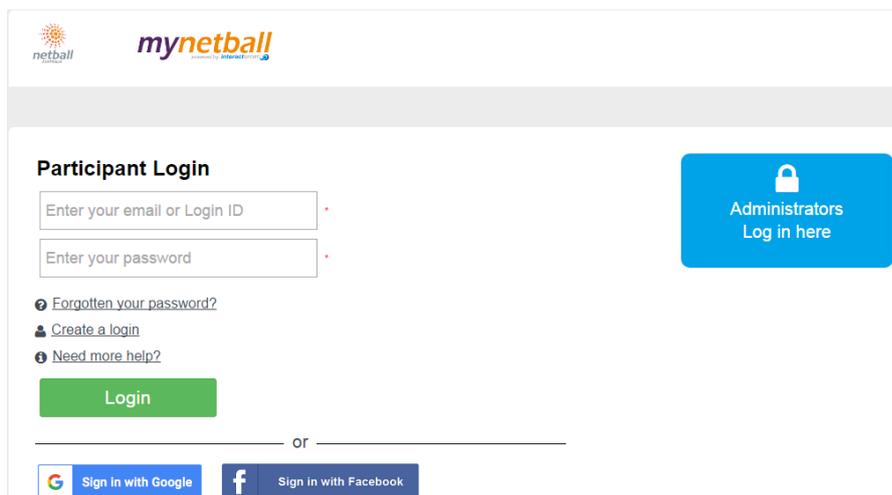
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## Participant Registration Process

All participants of netball whether they be a player or non-player must register online to be able to take part in sanctioned netball competitions and be covered with insurance.

There are a couple of different ways in which a participant can register as a player or non-player. Participants can register via the below methods;

1. **Participant Portal <https://mynetball.resultsvault.com>** : From here a participant can log in to their profile. Participants can also use the links available to request a new password or create a login if they are new to netball. Once they log in a participant can register via the My Forms and Purchases section at the bottom of the home page.



2. **MyNetball website <http://my.netball.com.au>** : Participants can register by finding their Association or club via the finder located under the help menu item. A participant can search the name of the organisation that they will register with. Alternatively they can search using their postcode if they wish to explore the organisations located in their area.



**The maximum number of matches has been reached, please narrow your selection criteria.**

NAME	SOCI	LOCATION	STA	DISTANCE	MAP	REGISTER	RESULTS
Five Dock All Saints Netball Club		CONCORD	NS...	0 km	Map A	 Register	 Go to Results
Monte Sant Angelo Mercy College N		North Sydney	NS...	1 km	Map B		 Go to Results
North Sydney Junior Netball Club		North Sydney	NS...	1 km	Map C	 Register	 Go to Results
Tigers Netball Club		Balmain	NS...	2 km	Map D	 Register	 Go to Results

## Active Kids Program Signup

The NSW Government will provide a \$100 voucher to parents/guardians of school enrolled children. The \$100 voucher can be used for registration and participation costs for sport and fitness activities.

Every child (4.5 - 18 years old) enrolled in school from Kindergarten to Year 12 is eligible. This includes those who are home-schooled or enrolled in secondary school education at TAFE NSW.

Further information on the Active Kids Program can be found at <https://sport.nsw.gov.au/sectordevelopment/activekids>.

### Obtaining a voucher through Service NSW

All participants who wish to utilise the Active Kids Voucher will be required to apply for the voucher through Service NSW. A Service NSW account will need to be created in order for the parent/guardian to obtain a voucher.

The process to obtain an Active Kids Voucher number is outlined in the steps below;

1. Go to <https://www.service.nsw.gov.au>
2. Create an account or log in to your existing account from the links at the top of the page
3. Once you have completed the setup/logged in, select the Office of Sport from the Services box

## MyServiceNSW

Hello, Kristian

Product Data Current as at: 10:42AM (AEDT), 30 Jan 2018 ([refresh](#))

The screenshot shows the MyServiceNSW dashboard with a navigation bar at the top containing: Dashboard, Licences and registrations, Services, Reminders, My applications, Personal details, and Settings. The 'Services' tab is active. The dashboard is divided into three main sections:

- Licences and registrations:** A card with a red icon and a right-pointing arrow. It states "You haven't linked any services yet" and "Link services to see details of your licences and registrations". A red button labeled "Link services" is at the bottom.
- Services:** A card with a red link icon and a right-pointing arrow. It says "You haven't connected to any services. Adding connections is quick, easy, and secure. Provide a few details to get started." Below this is a "Link services" section with a grid of service icons: Subsidence Advisory NSW, State Insurance Regulatory Authority (SIRA), Maritime, Roads, NSW Police Force, Office of Sport (highlighted in yellow), RSA/RCG Competency Card, and Recreational Fishing.
- Reminders:** A card with a red calendar icon and a right-pointing arrow. It shows a date "30 Jan 2018" and a vertical timeline with a blue dot at the top. The event listed is "MyServiceNSW Account created".

4. The Office of Sport will now appear as one of your selected services

# MyServiceNSW

Hello, Kristian

Product Data Current as at: 10:42AM (AEDT), 30 Jan 2018 ([refresh](#))

The screenshot shows the MyServiceNSW dashboard with the following elements:

- Navigation Tabs:** Dashboard, Licences and registrations, Services, Reminders, My applications, Personal details, Settings.
- Licences and registrations panel:** Contains the text "You haven't linked any services yet" and "Link services to see details of your licences and registrations", with a red "Link services" button.
- Services panel:** Titled "My Services", it features the "Office of Sport" logo highlighted in yellow. Below it, under "More services", are icons for: Subsidence Advisory NSW, State Insurance Regulatory Authority (SIRA), Maritime, Roads, NSW Police Force, RSA/RCG Competency Card, and Recreational Fishing.
- Reminders panel:** Shows a calendar icon, the date "30 Jan 2018", and the event "MyServiceNSW Account created".

5. Click on the Office of Sport logo (now under 'My Services')
6. The service page for Office of Sport will now appear
7. Click on the 'Apply for voucher'

## Office of Sport

The screenshot shows the "Apply for an Active Kids voucher" page. It includes the following text:

- Section Header:** Apply for an Active Kids voucher
- Text:** The NSW Government is helping kids get active with the Active Kids program.
- Text:** From 31 January 2018, parents, guardians and carers can apply for a voucher valued up to \$100 per calendar year for each child enrolled in school. The voucher may be used for registration, participation and membership costs for sport, fitness and active recreation activities.
- Button:** A yellow "Apply for voucher" button is located in the top right corner.

8. This will take you to the voucher signup process, starting with step 1 of 6

Please note that in order to complete the voucher application, a valid Medicare card will be required for the student identity verification.

Once the voucher process is complete, a printable version of the voucher will appear on screen. It is advised that you print the voucher confirmation before closing your Service NSW account.

## Applying the voucher through MyNetball

Once a voucher has been obtained through Service NSW, all participants will be able to use it during the registration process in MyNetball. The voucher can only be redeemed through an approved provider.

To check if the Association/Club you intend to register to is an approved provider, go to <https://www.service.nsw.gov.au/> and check the Active Kids Program approved providers list.

Once you have confirmed that your Association/Club is an approved provider, you can begin the registration process with your Association/Club through MyNetball.

*If you are new to netball or have never registered yourself through MyNetball, refer to the Participant Registration Process section of this manual.*

The below steps will explain how to validate the voucher when completing registration;

1. Register via your Association/Clubs signup form. *To help you find the relevant form, refer to the Participant Registration Process section of this manual.*
2. Complete the first 3 sections of the registration form. This includes;
  - a. Registration product selection
  - b. Participant details
  - c. Review your order
3. In section 4 (Payment), select Active Kids NSW (\$100) from the drop down under Vouchers / Coupons

**Voucher Test Form**



**Payment**

**Details of Purchase**

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Junior Registration 11-17 Years	\$85.00
Junior Members (11 to 17 years)	
Valid from: Jan 1, 2017 to Dec 31, 2018	
<b>Total</b>	<b>\$85.00</b>

\* Prices quoted in AUD and include GST of 10%.

**Vouchers / Coupons**

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Active Kids NSW (\$100) ▾

Voucher Code \*

Apply

4. Enter the voucher number into the Voucher Code box and click Apply
5. Once a valid voucher number is entered, the system will automatically apply the correct discount

 The voucher has been applied



### Payment

#### Details of Purchase

Junior Registration 11-17 Years Junior Members (11 to 17 years) Valid from: Jan 1, 2017 to Dec 31, 2018	\$100.00
Active Kids Voucher	\$-100.00
<b>Total</b>	<b>\$0.00</b>

\* Prices quoted in AUD and include GST of 10%.

#### Vouchers / Coupons

Voucher Scheme:	Active Kids NSW (\$100)	
Voucher Code:	5426140335286617	
Balance:	\$100.00	<input type="button" value="Clear"/>

#### Pay Online

There is no Payment Required. Click the button below to continue.

6. Click Submit. This will work the same for both online and offline payments

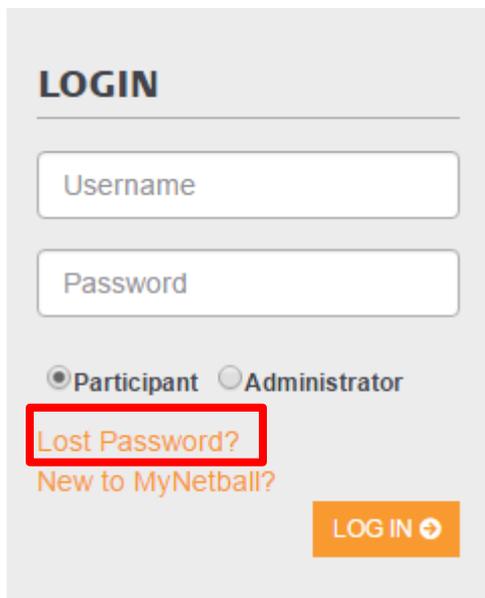
If the voucher has already been used on a different registration or different sport the system will not validate the voucher and provide an error message explaining why the voucher was not successfully applied.

Additionally, the voucher has a date of birth validation built in. Therefore, if the date of birth linked to the voucher application does not match the date of birth in the MyNetball participant profile, the voucher will not validate. Ensure that all personal details are correct prior to going through the registration process.

## Password & Account Login Recovery

Once a participant login account is created, the participant will require their login details each year to register or if they wish to access their account to complete learning. However, if account login details are lost or forgotten they can easily be accessed via a password reset email.

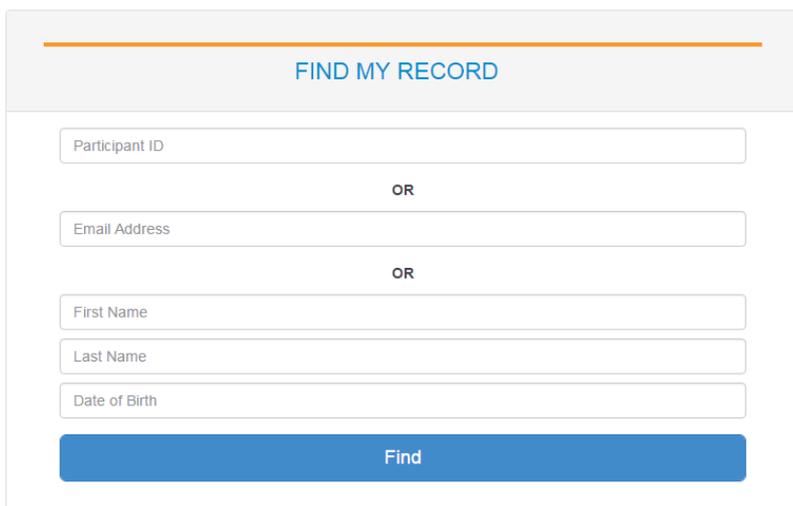
Alternatively, participants can contact their club or Association who will be able to reset the password and provide the login id.



1. Go to <http://my.netball.com.au> . From the home page scroll to the right hand side of the page where the login box sits and click 'Lost Password?'. From here the participant will be redirected to the Account Recovery and Creation page.

### Account Recovery & Creation

Share: [Twitter](#) [Facebook](#) [LinkedIn](#)



[Need more help?](#)

2. In order to find the account the participant will need to enter details into the search fields. A participant has the option to search via their participant id, email address linked to their account or their name and date of birth. The MyNetball database will then run a search via the details provided by the participant.

## RESULTS

Part. ID	Name	Club/Assoc	Status	Actions
3786786	Kristian Whitaker	Netball NSW	Account Exists	<a href="#">Reset Password</a> <a href="#">Contact Org</a>

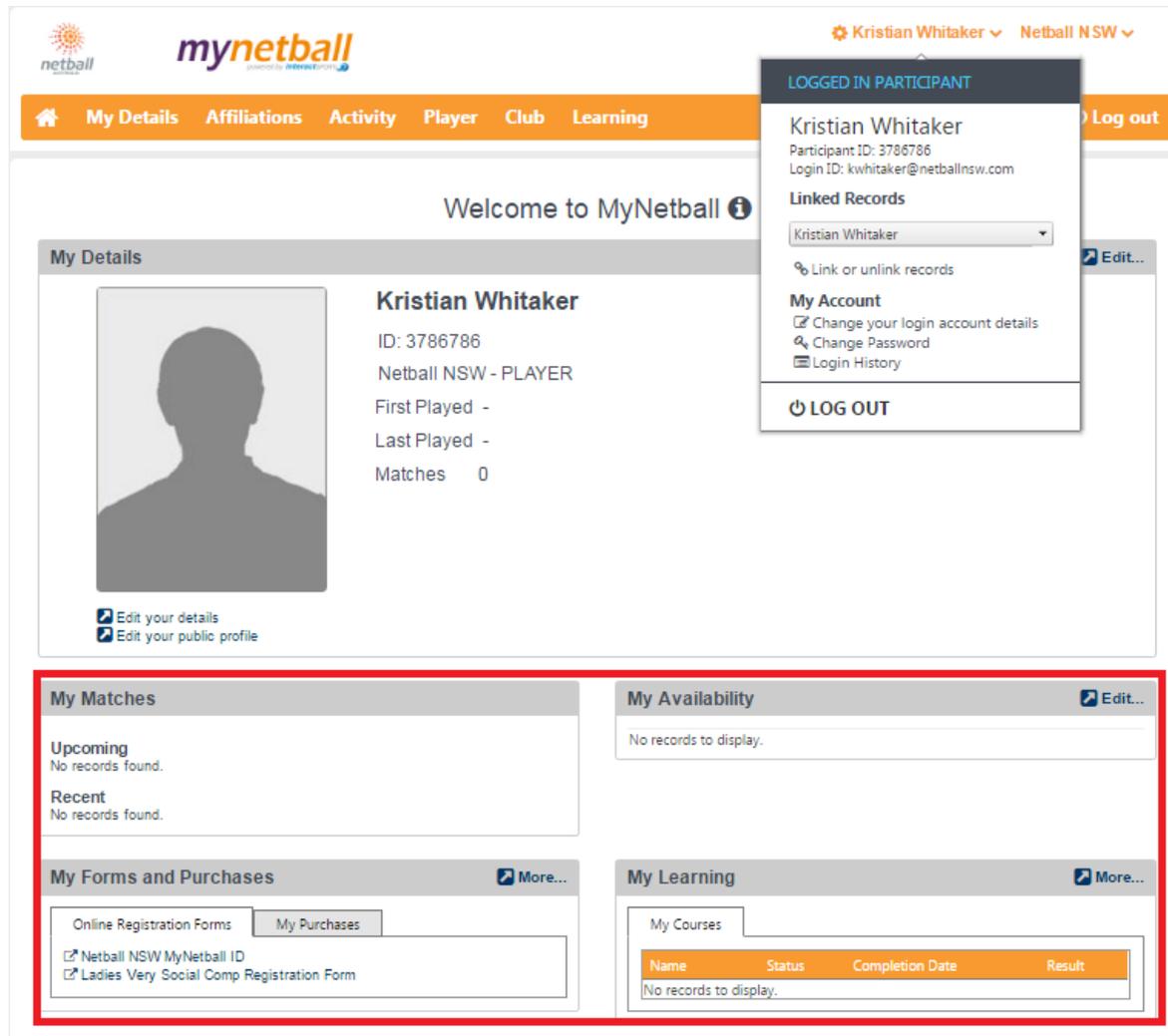
- Once the search is complete participants will see the list of results appear at the bottom of the page. When the participant identifies that it is their record they simply click the 'Reset Password'. Once this action is complete an email will be generated to the participants account for them to action a password reset. The reset password link sent in the email will only be valid for two hours meaning it is imperative that the participant actions the password change immediately.

Once the password reset is complete participants can go back to step 1 above and log in to their accounts. From there participants can update their details and complete various other functions which will be explained further later in this document.

The screenshot displays the MyNetball user interface. At the top, the user is logged in as Kristian Whitaker from Netball NSW. The main navigation bar includes links for My Details, Affiliations, Activity, Player, Club, and Learning. The user profile section shows Kristian Whitaker's details: ID: 3786786, Netball NSW - PLAYER, and 0 matches. A dropdown menu is open, showing options for 'My Account' (Change your login account details, Change Password, Login History) and 'LOG OUT'. The 'Change Password' option is highlighted with a red box. Below the profile, there are sections for My Matches, My Availability, My Forms and Purchases, and My Learning, all showing 'No records to display'.

Once a participant logs in they have the ability to change their login id or password from their profile. Referring to the image above, the participant simply hovers over their name in the top right hand corner and a drop down will appear with a list of actions. Under 'My Account' they have the ability to change password as well as change their login account details (both highlighted in the red box).

It is important to note if a participant wishes to change details such as their address or contact details this will need to be done via the 'My Details' tab in the orange menu bar.



Once a participant is set up and registered for the season the home page of their account will act as a hub for all their activity. Players will be able to keep track here of their upcoming and recent matches. Coaches and officials will also be able to see their current and completed learning which will be discussed below.

## Enrolling and Completing Learning and Accreditations

For new participants who are looking to become **Umpires**, **Bench Officials** and **Coaches** there are certain online learning courses they must complete. All of the theoretical components of learning that need to be completed **must** be accessed through the participants MyNetball profile.

The steps below will show participants the entire process from enrolling in learning to completing the learning and checking progress and results.

1. Once a participant logs in they will be able to complete all tasks related to their accreditations through the 'Learning' tab in the orange menu bar. From the drop down from the 'Learning' tab click on 'Online Learning'. This will take the participant to the below page. From here they can see under My Courses all the courses they have enrolled in and have either completed or have still in progress, which may read as incomplete.

ID	Name	Type	Enrollment Date	Status	Completion Date	Result
AFGAY	Coach - Development Online Course	📖	25/01/2017	Completed	01/03/2017	Info
AFOCD	Coach Developer - Development Accreditation	📖	15/06/2017	Completed	13/07/2017	Info
AF1AJ	Coaching Our Way - Player Centred	📖	01/03/2017	Completed	29/08/2017	Info
AFOAYC2	Development Coach F2F Accreditation Course	📖	12/10/2016	Completed	12/10/2016	Info
AFOAYC2	Development Coach F2F Accreditation Course	📖	12/10/2016	None	12/10/2016	Info
AFOAXC1	Foundation Online Coach Accreditation	📖	29/04/2016	Completed	01/05/2016	Info
AFOAXC	Getting to Know NetSetGO	📖	29/04/2016	Completed	01/05/2016	Info
AFOAZC3	Intermediate Coach Accreditation Course	📖	23/03/2017	Not Attempted		Info
AFOAZC3	Intermediate Coach Accreditation Course	📖	12/11/2016	None	12/11/2016	Info
AFOAZC3	Intermediate Coach Accreditation Course	📖	12/11/2016	Completed	12/11/2016	Info
AFOJ4X0	National High Performance Coaching Conference	📖	02/11/2017	Not Attempted		Info

2. In order to enrol in additional courses, participants will need to click on the 'Browse Available Courses' button.
  - This will take them to the Netball Australia learning portal.
  - This will default directly to the Browse learning tab with all the available courses (refer to the image below).

Full catalogue 1 - 10 of 38 items

Sort: Title ▾ Search catalogue 🔍

**Advanced Coach Accreditation Course**  
Information The Advanced Coach Accreditation further develops the complex coaching philosophies and principles undertaken in the Intermediate Coach Accreditation. A focu...

Not Enrolled 6 program components Netball Netball Access Netball Australia 1 prerequisite

**B Camp**

Not Enrolled Netball Netball Access Netball Australia 1 prerequisite

**Bench Officials Education Course**  
Bench Officials have an important role to play – they are responsible for ensuring the correct score is recorded, the correct time is played and other match details are recorded...

Not Enrolled 6 modules Netball Netball Access Netball Australia

- The participant can either scroll through the pages of available courses or search the catalogue on the right hand side of the page. Once the participant finds the course they are after, they simply click on it to open the specific course.

**Test: Rules of Netball Theory Examination** Enrol

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⌚ This Test will take approximately 1 hour to complete.

**Overview**

Welcome to the Netball Australia Rules of Netball Theory Examination (formerly known as Section 1 Umpire Theory Exam).  
It is highly recommended that prior to commencing this exam you read a copy of the Rules of Netball. It is available for purchase from the [here](#).

To pass the Rules of Netball Theory Examination, you must score at least 70%. If you score less than 70% you will need to complete the exam again to be registered as a pass with Netball Australia, your State Netball Organisation and your local Association/Club.

When you click the 'Next' button you will have one (1) hour to complete the exam, so make sure you have enough time set aside without interruptions. If you don't finish within the required time it is still worth submitting the exam as you may have enough correct answers to pass.

Good luck!

**Provider** Netball Australia

- From this page the participant will be able to see the full overview of the course before enrolling.
  - To enrol the participant simply **clicks on the enrol button** in the top right hand of the page. Please note some courses will not allow a participant to register if they have not completed the pre-requisites for that course. You will however be notified on that screen what pre-requisites are still outstanding.
- Along with seeing their learning history on their MyNetball profile as showed above in step 1, participants can also look at their learning from the My Learning dashboard. Simply click over to the 'My Learning' link from the image below. Here the participant will be able to see courses that are current, completed, expired or failed. Any courses that are current can be launched and completed from here.

My Learning Browse Learning My Learning Transcript Return to MyNetball

**Current** Completed Expired Failed

**Rules of Netball Theory Examination**  
Status: *Not Attempted*

**Launch** More