

## Coventry and Warwickshire Netball Association

### Online Registrations User Guide

Rev. August 12th 2016

#### 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.

Click the link on the website to reach the online registration form or copy and paste the link below into your web browser.

<https://webservices11.wufoo.eu/forms/coventry-warwickshire-netball-registration-form/>

#### 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. If registering prior to the season commencing leave this field blank.
4. Complete your title, first name and last name



## Coventry and Warwickshire Netball League

### Coventry & Warwickshire Netball Registration Form

Registration for Season 2016/2017

<b>Club Name *</b> Highway	<b>Team *</b> B	<b>Total</b> <b>£0.00</b>
<b>Serial Number</b> <input type="text"/>		
<b>Mrs/Miss/Ms *</b> Miss	<b>Full Name</b> Amy Griggs <small>First                      Last</small>	

5. 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.

<b>Address *</b>		
<input type="text" value="47 Daleway Road"/> <small>Street Address</small>		
<input type="text" value="Finham"/> <small>Address Line 2</small>		
<input type="text" value="Coventry"/> <small>City</small>	<input type="text" value="West Midlands"/> <small>State / Province / Region</small>	
<input type="text" value="CV3 6JF"/> <small>Postal / Zip Code</small>	<input type="text" value="United Kingdom"/> <small>Country</small>	
<b>Mobile Number *</b> <input type="text" value="07977261092"/>	<b>Landline Number *</b> <input type="text" value="07977261092"/> <small>if you don't have a landline number, please re-enter your mobile number here</small>	<b>Email Address *</b> <input type="text" value="amygriggs1@hotmail.com"/>

6. If under 18 enter your date of birth in the Date of Birth Field and state your age in the box provided.
7. Use the dropdown to indicate if this is your first club registration this year and enter your England Affiliation number.

## England Netball Registration

For Club Secretaries use only

Is this your first club registration this season?

Please select an option

England Netball Affiliation Number

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

8. 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.

season?

Please select an option

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 Netball.

<b>Total</b>	<b>£16.00</b>
<b>Player and Umpire Over 18 - £16</b>	£16.00

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

- Player Over 18 - £13
- Player Under 18 - £10.50
- Player and Umpire Over 18 - £16
- Player and Umpire Under 18 - £13.50
- Second Club Registration Over 18 - £13
- Second Club Registration Under 18 - £10.50
- Re-Registration Charge - £5
- Umpire Registration - £3
- Non-Player - £3
- Honourary Member - £0

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

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

season?

Please select an option

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! \***

- Player Over 18 - £13
- Player Under 18 - £10.50
- Player and Umpire Over 18 - £16
- Player and Umpire Under 18 - £13.50
- Second Club Registration Over 18 - £13
- Second Club Registration Under 18 - £10.50
- Re-Registration Charge - £5
- Umpire Registration - £3
- Non-Player - £3
- Honourary Member - £0

**Total** £6.00

**Umpire Registration - £3** £3.00

**Non-Player - £3** £3.00

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

10. Next you need to upload your photograph. Please ensure that it complies with the measurements given and that it is a HEAD SHOT only, as per the example given on the form. 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 your registration card \***

Browse...

**Please upload a copy of Proof of England Netball Registration**

Browse...

**By submitting this form you are confirming the above the best of your knowledge!**

**You are also agreeing to abide by the Code of Conduct Constitution**

Please note that this registration will not be valid for the first match if A correctly!

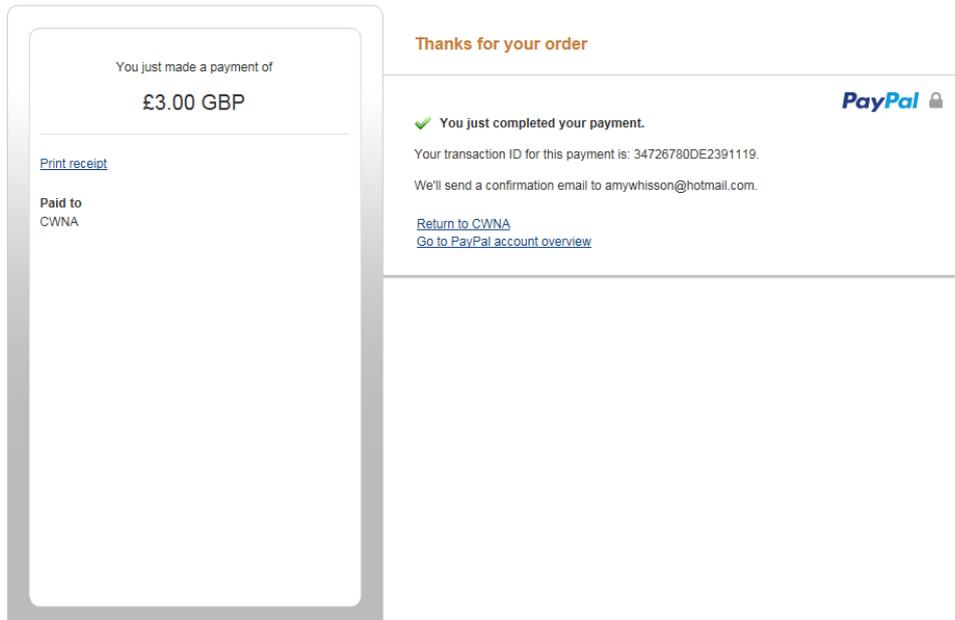
Once you click **submit** you will be transferred to PayPal to pay your registration fee

Submit

Your photo should be of your head and shoulders on a plain background.  
Please name the photo file name "firstnamesurname.jpg" e.g JaneDoe.jpg  
Maximum Size: 200x250 pixels



11. **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.
12. Please read the agreement to abide by the code of conduct and click 'Submit'
13. You will now be transferred to PayPal to make your payment
14. 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.
15. 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'.



16. 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.



Notes:

- i) All enquiries relating to the online registrations process and the rules around player registration should be directed to the League Registration Secretary on [cwna.registrations@live.co.uk](mailto:cwna.registrations@live.co.uk) or 07754 530680
- ii) Please ensure that you double check that you are paying the right amount of money for your registration type before you submit your payment in Paypal. If you do not and your payment is subsequently insufficient your registration WILL NOT BE VALID.
- iii) If registering after the commencement of the season you will need to upload a copy of your England Affiliation confirmation as you complete the form. Remember, if you do not provide confirmation that you are affiliated with England Netball your registration will be invalid and you will not be eligible to play in the Coventry and Warwickshire League.
- iv) Registrations after commencement of the season must be submitted using this online form within 5 working days of the newly registered players first fixture played.