

Coventry and Warwickshire Netball Association

Online Registrations User Guide

Reviewed November 2019

Getting Started

Before you begin the online registration you will need to register with England Netball via Engage and have your membership number to hand.

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. 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

Full Name

Amy	Poole	X
First	Last	

Total **£0.00**

4. 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 x

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

5. If under 18 enter your date of birth in the Date of Birth Field and state your age in the box provided.
6. 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? * No

England Netball Affiliation Number * 0123456

7. 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.
- If you are registering as an umpire you will be required to enter your number and select your qualification from the drop down.

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.

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

- Player - £8
- Non Player - £8
- Honorary Member - £0

Are you a qualified Umpire? *

Yes

Umpire Qualification Held *

CA

Umpire Number *

CA123

8. Please read the agreement to abide by the code of conduct and check the box. Copy available on the website.
9. Please read the agreement to abide by the England Netball Social Media policy and check the box. Copy available on the website.
10. Click next page and you will be taken to the CWNA Privacy Statement. Please read and click the checkbox to accept the terms.

Supporting Documents

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) *

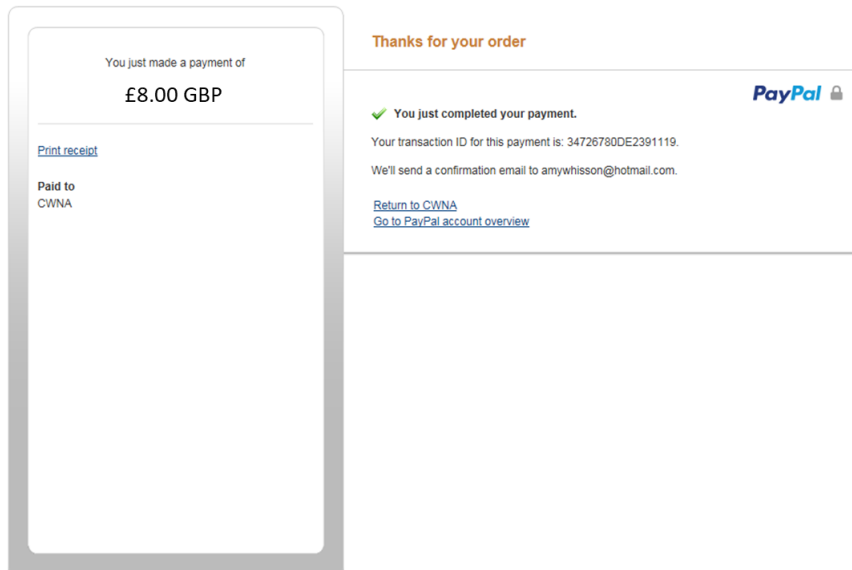
Agreed

By submitting this form you are confirming the above information is accurate to the best of your knowledge!

Please note that this registration will not be valid for the first match if ALL the above is not completed correctly!

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

11. Click submit. You will now be transferred to PayPal to make your payment
12. 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.
13. 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'.



14. 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.



Additional notes for Registration secretaries:

- All players, umpires, coaches and club officials must be registered with England Netball via Engage before registering with the CWNA League.
- In preparation for the season a full copy of the England Netball (EN) manifest must be emailed to the CWNA registrations email address below by the date published:

Cwna.registrations@live.co.uk

- League registrations must be present on the EN manifest to be valid.
- When the season has started players must be registered on Engage and the CWNA Online registration site by midnight the day before they are due to play for the first time. A new copy of the EN Manifest must be sent to the CWNA registrations email address.
- Instructions for downloading the EN manifest from Engage are detailed in the attachment below



club EN manifest
extract.pdf