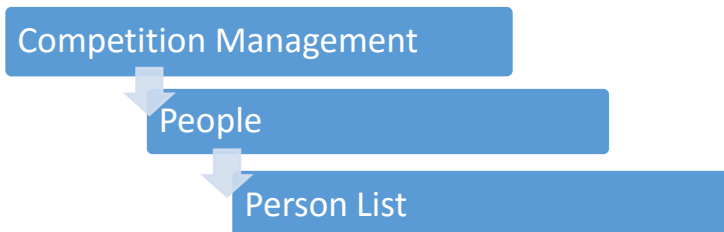


## Updating a Member Record in MyNetball

If the circumstance arises where you need to update a member's record i.e. they have a change of address, follow the steps below to edit their personal information.



Your entire list of players will appear in alphabetical order however you can find the person you wish to edit by adding specific information in the Advanced Search Criteria.

The screenshot shows the MyNetball website interface. At the top, there are logos for Netball Australia and MyNetball (powered by interactSPORT). The navigation menu includes: Competition Management, Competition Participation, Website (SportzVault), Home, Competition, People, Registrations, Online Forms, Programs, Umpires, Communications, Reports, and Help. The user is logged in as Jen Camilleri, and the location is Test Netball Victoria.

The main section is titled "Person List/Search" with a "Help on this topic" link. Below this, there are options to "Add new Player" and "Run this page full screen".

The search criteria section includes:
 

- Role: PLAYER (dropdown)
- Sub Role: ANY Sub Role (selected), SELECT Sub Roles...
- Hide Advanced Search Criteria: (toggle)
- Person Name or ID: (input field), Name contains text (dropdown)
- Date of birth range\*: From (input) To (input) (dd/mm/yyyy)
- Gender\*: Male (checkbox), Female (checkbox), Undisclosed (checkbox)
- Registration: Registration Period (dropdown), Registration Type (dropdown)
- Organisation: Include records within the current organisation (selected), Test Netball Victoria; Include records within the selected organisation: (dropdown); Also include records from child organisations of the selected organisation (checkbox)

A note states: "Note: Where data has not been entered for a person for items marked with \*, and no selections are made for these items, they are ignored in the search."

Below the search criteria is a "Display Output Fields..." section with a "Display List" button.

The player list is displayed with the following columns: ID, Full Name, Email Address, Home Phone, Mobile Phone, and Work Phone. The list contains four entries:

ID	Full Name	Email Address	Home Phone	Mobile Phone	Work Phone
2891576	Doh, John	mynetball@netballvic.com.au			
2766715	Farrell, Paige	pfarrell@interactSPORT.com			
1794852	Finstone, Fred		9555656		
2868196	Jeffrey, Sarah	sarah.jeffrey@gmail.com		0416014256	

1. Under the heading labelled “Role” from the drop down list change player to “Any Role”

Search Criteria Make selections and click the Display List button.

Role: **PLAYER** (dropdown menu open showing options: PLAYER, CONTACT, UMPIRE, TEAM OFFICIAL, OFFICE BEARER, SUBSCRIBER, **ANY ROLE**, NO ROLE)

Sub Role:  ANY Sub Role  SELECT Sub Roles...

Criteria: Name contains text

From: (dd/mm/yyyy) To: (dd/mm/yyyy)

Male  Female  Undisclosed (de-select check boxes to ignore gender)

Registration Period: Registration Type:

2. In the advanced Search Criteria there are a number of fields you can choose to help narrow your search for a particular member but the most common practise is to enter the persons name.
3. Click on the “Display List” button

#### Person List/Search

[Help on this topic](#)

Search Criteria Make selections and click the Display List button.

Role: **ANY ROLE** (dropdown menu)

Sub Role:  ANY Sub Role  SELECT Sub Roles...

Hide Advanced Search Criteria

Person Name or ID: **John Doh** (Name contains text)

Date of birth range\*: From (dd/mm/yyyy) To (dd/mm/yyyy)

Gender\*:  Male  Female  Undisclosed (de-select check boxes to ignore gender)

Registration: Registration Period: Registration Type:

Organisation:  Include records within the current organisation: Test Netball Victoria  Include records within the selected organisation:   Also include records from child organisations of the selected organisation

Note: Where data has not been entered for a person for items marked with \*, and no selections are made for these items, they are ignored in the search.

Display List

Double click a row to edit, or right click a row for other options

Filter List:

ID	Full Name	Email Address	Home Phone	Mobile Phone	Work Phone
2891576	Doh, John	mynetball@netballvic.com.au			

4. Select the record you want to edit
5. To edit, either double click the record or right click and select Edit Record.
6. The record will open for editing.
7. Once you have finished updating the relevant information click on the green “Update” button.
8. Click “OK” to save changes in the confirmation message box.

**NOTE – An \* denotes a mandatory field and if those fields are left blank it will not allow you to update the members record.**