

Quick Reference Guide: Assigning a Role

All Organisations (Associations, Leagues, Clubs and NetSetGO Centres) are able to add a Role to an individual's MyNetball profile.

Examples of roles could be Junior Coach, Scorer, Umpire and Administrator.

This Quick Reference Guide contains the following information around assigning a role to a participant:

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Assigning a Role

This process is the same whether you are an Association, League or Club. You would just be in different modes.

Associations & Leagues can manage their sign-up form under **Management** or **Participation**.

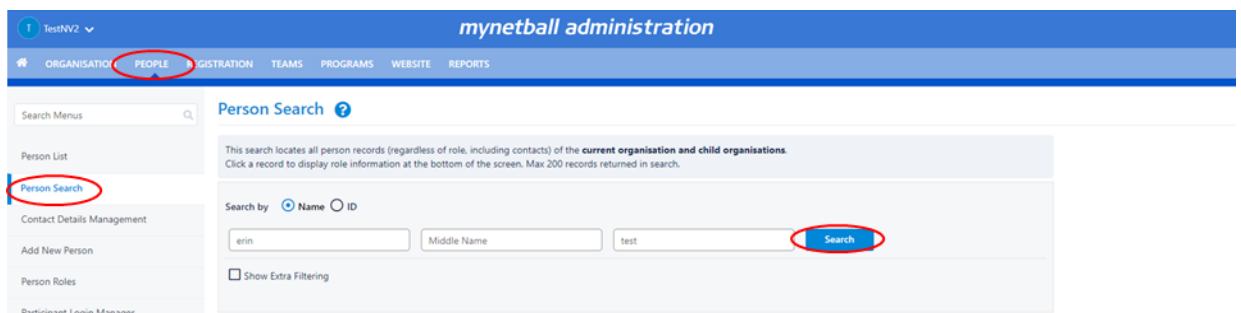


Clubs will not have the option to choose between management or participation, they will just be in participation.



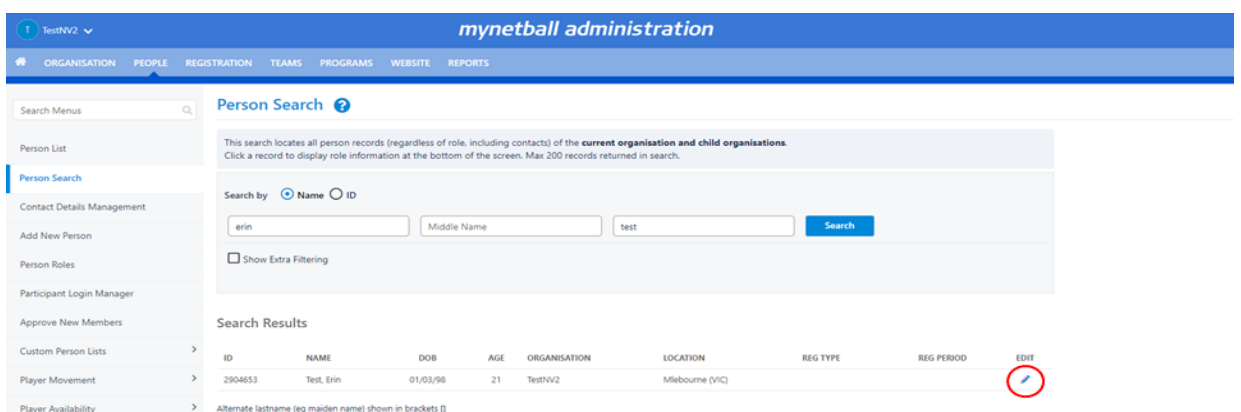
➤ Scenario 1: NetSetGO Coach has previously registered through your Organisation

People >> Person Search

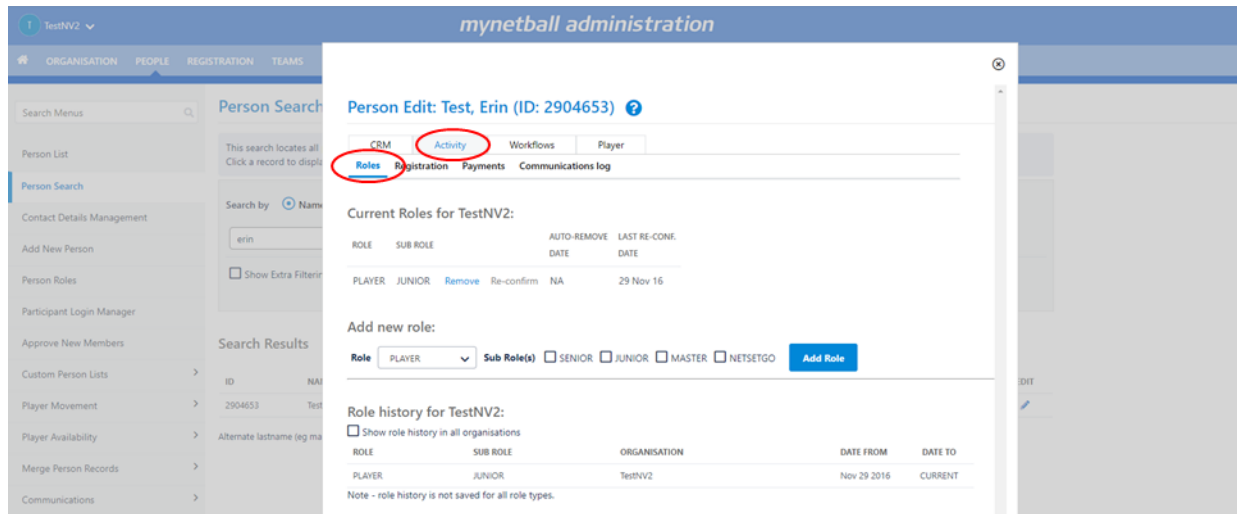


Search for the participants record using either their name or MyNetball ID number, then select **search**

Select **Edit** icon



Select Activity >> Roles



Person Edit: Test, Erin (ID: 2904653)

CRM Activity Workflows Player

Roles Registration Payments Communications log

Current Roles for TestNV2:

ROLE	SUB ROLE	AUTO-REMOVE DATE	LAST RE-CONF. DATE
PLAYER	JUNIOR	Remove	Re-confirm NA 29 Nov 16

Add new role:

Role: **PLAYER** Sub Role(s): SENIOR JUNIOR MASTER NETSETGO **Add Role**

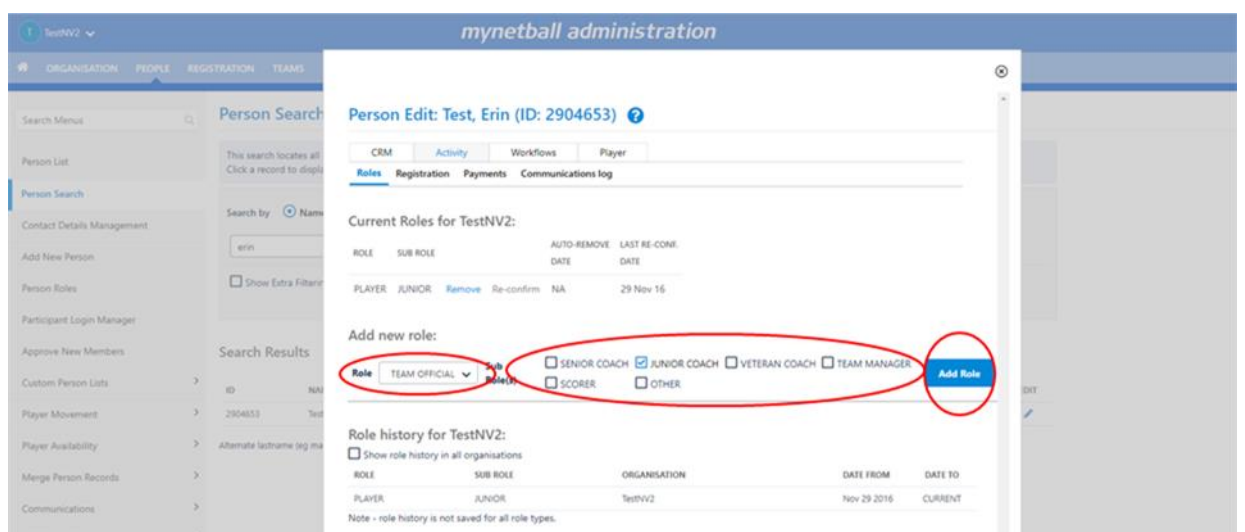
Role history for TestNV2:

Show role history in all organisations

ROLE	SUB ROLE	ORGANISATION	DATE FROM	DATE TO
PLAYER	JUNIOR	TestNV2	Nov 29 2016	CURRENT

Note - role history is not saved for all role types.

Select Role >> Sub Role >> Add Role



Person Edit: Test, Erin (ID: 2904653)

CRM Activity Workflows Player

Roles Registration Payments Communications log

Current Roles for TestNV2:

ROLE	SUB ROLE	AUTO-REMOVE DATE	LAST RE-CONF. DATE
PLAYER	JUNIOR	Remove	Re-confirm NA 29 Nov 16

Add new role:

Role: **TEAM OFFICIAL** Sub Role(s): SENIOR COACH JUNIOR COACH VETERAN COACH TEAM MANAGER SCORER OTHER **Add Role**

Role history for TestNV2:

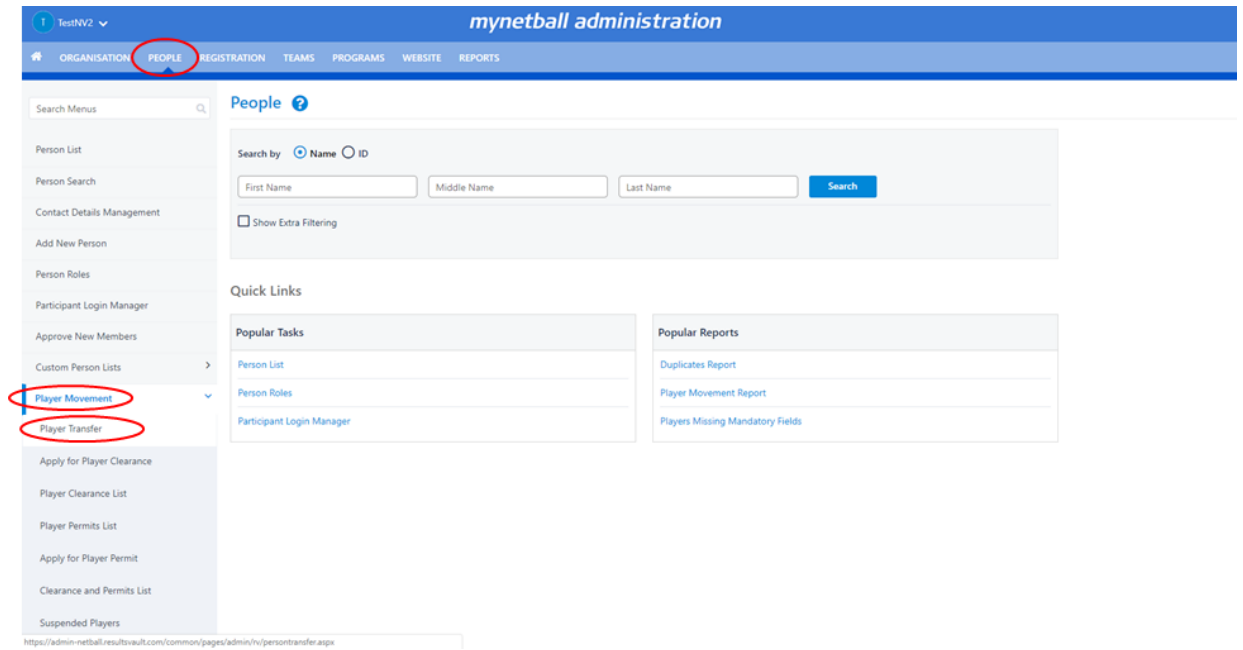
Show role history in all organisations

ROLE	SUB ROLE	ORGANISATION	DATE FROM	DATE TO
PLAYER	JUNIOR	TestNV2	Nov 29 2016	CURRENT

Note - role history is not saved for all role types.

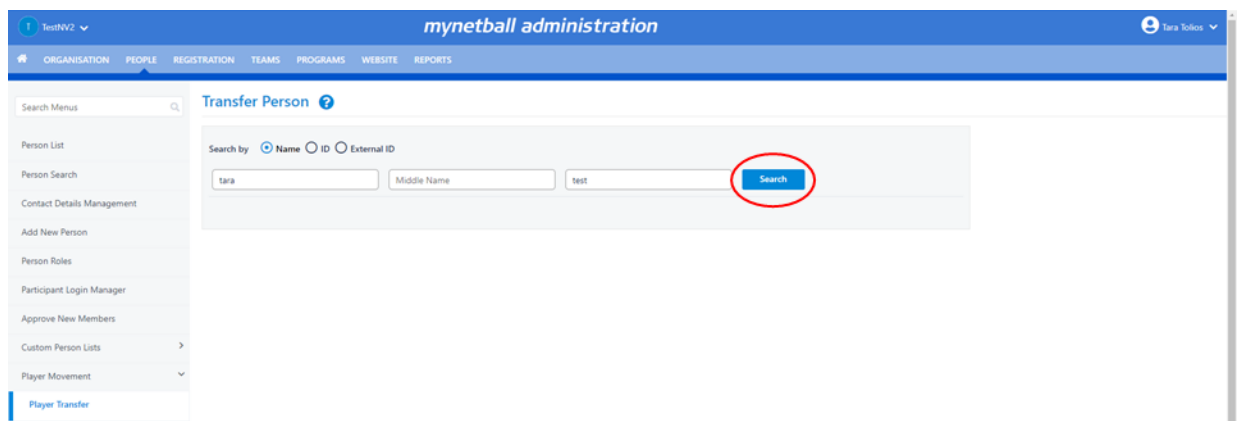
- **Scenario 2:** NetSetGO Coach has never registered through your Organisations MyNetball Profile but has a MyNetball account.

People >> Player Movement >> Player Transfer



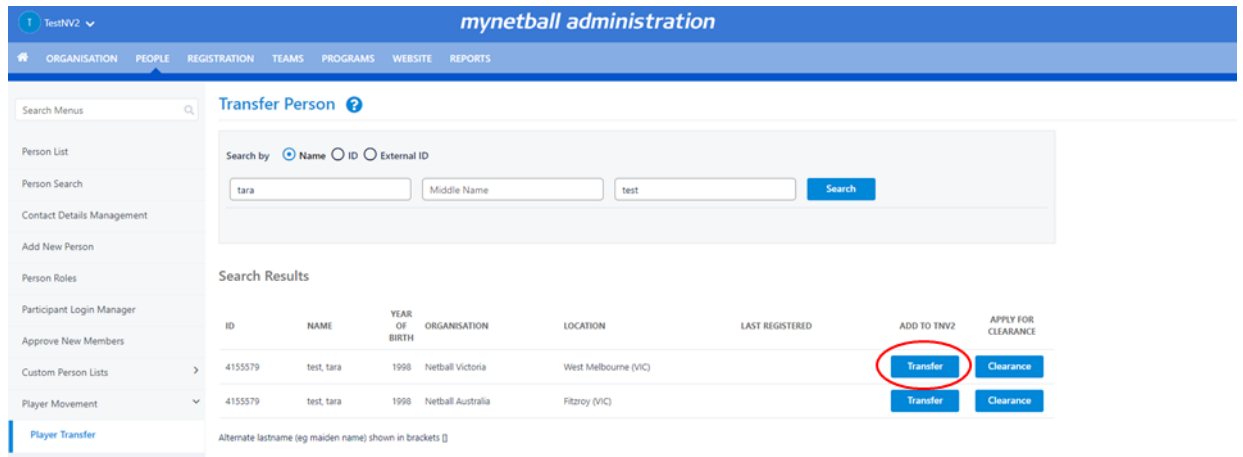
The screenshot shows the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'PEOPLE' menu is expanded, showing options like 'Person List', 'Person Search', 'Contact Details Management', 'Add New Person', 'Person Roles', 'Participant Login Manager', 'Approve New Members', 'Custom Person Lists', 'Player Movement', and 'Player Transfer'. The 'Player Movement' and 'Player Transfer' items are circled in red. The 'Player Transfer' sub-menu is also visible, containing 'Apply for Player Clearance', 'Player Clearance List', 'Player Permits List', 'Apply for Player Permit', 'Clearance and Permits List', and 'Suspended Players'. The main content area shows a search form for 'People' with fields for 'First Name', 'Middle Name', and 'Last Name', and a 'Search' button. Below the search form are 'Quick Links' and 'Popular Reports' sections.

Search for the participants record using either their name or MyNetball ID number, then select **search**.



The screenshot shows the 'Transfer Person' page in the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'PEOPLE' menu is expanded, showing options like 'Person List', 'Person Search', 'Contact Details Management', 'Add New Person', 'Person Roles', 'Participant Login Manager', 'Approve New Members', 'Custom Person Lists', 'Player Movement', and 'Player Transfer'. The 'Player Transfer' sub-menu is selected. The main content area shows a search form for 'Transfer Person' with fields for 'Name', 'ID', and 'External ID'. The 'Search' button is circled in red.

Select Transfer

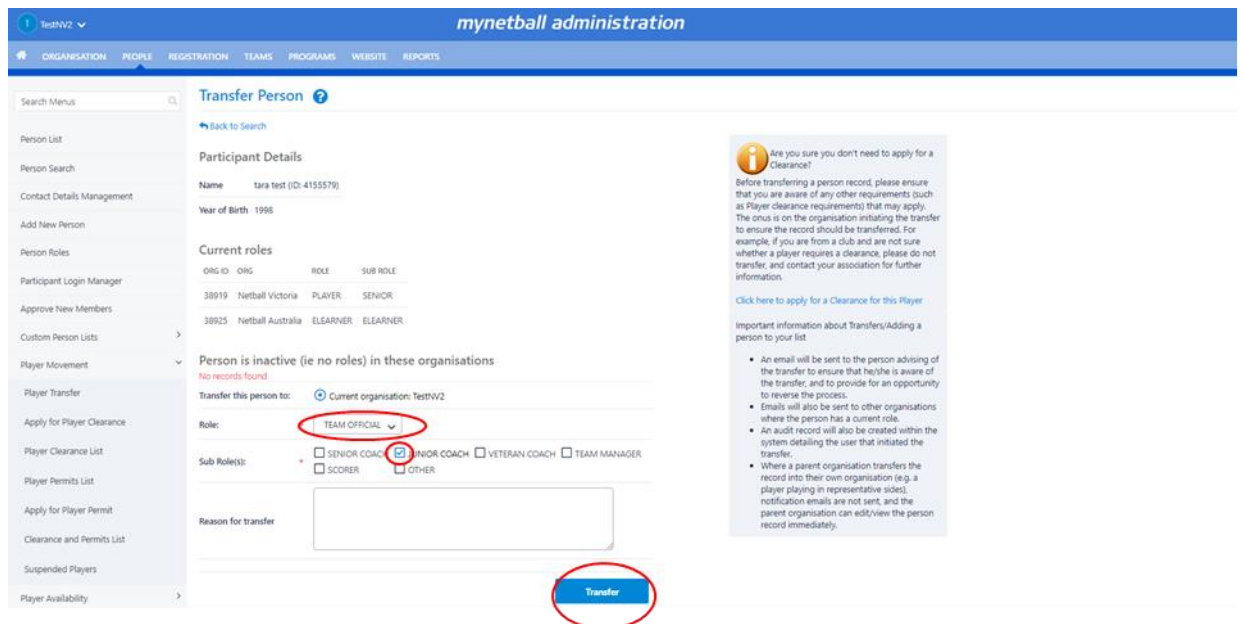


The screenshot shows the 'Transfer Person' search results page. The search criteria are Name: tara, Middle Name: (empty), and External ID: test. The results table is as follows:

ID	NAME	YEAR OF BIRTH	ORGANISATION	LOCATION	LAST REGISTERED	ADD TO TNV2	APPLY FOR CLEARANCE
4155579	test, tara	1998	Netball Victoria	West Melbourne (VIC)		Transfer	Clearance
4155579	test, tara	1998	Netball Australia	Fitzroy (VIC)		Transfer	Clearance

Alternate lastname (eg maiden name) shown in brackets []

Select Role >> Sub Role >> Transfer



The screenshot shows the 'Transfer Person' role selection screen. The participant details are: Name: tara test (ID: 4155579), Year of Birth: 1998. Current roles are listed as follows:

ORG ID	ORG	ROLE	SUB ROLE
38919	Netball Victoria	PLAYER	SENIOR
38925	Netball Australia	ELSEARNER	ELSEARNER

Person is inactive (ie no roles) in these organisations: No records found.

Transfer this person to: Current organisation: TestNV2

Role: TEAM OFFICIAL SENIOR COACH JUNIOR COACH VETERAN COACH TEAM MANAGER

Sub Role(s): SENIOR COACH JUNIOR COACH VETERAN COACH TEAM MANAGER SCORER OTHER

Reason for transfer: (text area)

[Transfer](#)

Informational text on the right: Are you sure you don't need to apply for a Clearance? Before transferring a person record, please ensure that you are aware of any other requirements (such as Player clearance requirements) that may apply. The onus is on the organisation initiating the transfer to ensure the record should be transferred. For example, if you are from a club and are not sure whether a player requires a clearance, please do not transfer, and contact your association for further information. Click here to apply for a Clearance for this Player. Important information about Transfers/Adding a person to your list: An email will be sent to the person advising of the transfer to ensure that he/she is aware of the transfer, and to provide for an opportunity to reverse the process. Emails will also be sent to other organisations where the person has a current role. An audit record will also be created within the system detailing the user that initiated the transfer. Where a parent organisation transfers the record into their own organisation (e.g. a player playing in representative sides), notification emails are not sent, and the parent organisation can edit/view the person record immediately.

➤ **Scenario 3:** NetSetGO Coach has never had a MyNetball profile

Please contact your NetSetGO Centre/Club/Association/League because you will require to register through your roles corresponding sign-up.