

Friendly Manager | *Team &
Competition Registrations*



INTRODUCTION

This is aimed at Club/Team Managers to assist with setting up or amending Club/School teams into Hamilton City Netball Centre competitions.

- Login to Friendly Manager via Hamilton City Netball Centre website <https://netballhamilton.org.nz/>
- If you require a password reset – you can do this easily online, by selecting “Forgot password”
- If you are the Club Manager, you will have full access to all the Club/School details
- The Club Manager can create new teams your Club/School may need to add, or archive teams that no longer exist
- The Club Manager can enter teams into different competitions



Registration process



HCNC Creates Club/School

Contact
admin@netballhamilton.org.nz to
create Club or School.

Team to supply Team name and Club
Manager with contact details

This person will be responsible for
registering the teams, players and
fees



Club Manager/Administrator creates Teams and other Team Managers

Club Managers can add everything
for all teams - coaches, players and
umpires



Team Manager adds players, umpires and coaches

Club Manager or Team Managers
can register teams for events and
add player details



Players, Coaches and Umpires update contact information and other details

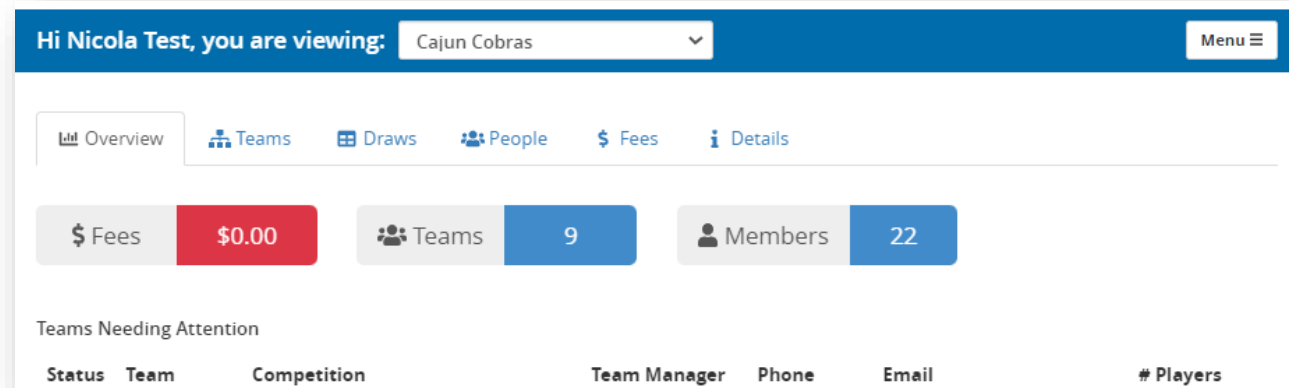
Club Manager Personal Profile

- Once you have logged into your Friendly Manager account, you will see your Overview page
- This will show any Club or Teams you manage
- It will also show any other players or child accounts you may have linked to your account

The screenshot displays the 'Club Profile' page for Nicola Test Cobras. At the top left is the Hamilton City Netball Centre logo. The main header shows 'Hi Nicola Test, you are viewing: Overview' with a dropdown menu and a 'Menu' button. Below this is a notification: '2022 is currently open for registration' with a 'Register Now' button. The user's name 'Nicola Test Cobras' is highlighted with a red circle. Below are three team cards: 'Caden Cobra' (CC), 'Cajun Cobras' (COBRA 7), and 'Cobra7 Seven' (CS). The 'Cajun Cobras' card is also highlighted with a red circle. Each card shows '\$ No fees outstanding'.

Club / School Profile| Info

- **Team** Tab allows you to add, amend or archive
- **People** Tab shows the players that have been registered to your team or club. Click on the 'All' button to view current and past players
- **Details** Tab shows you other Club Managers attached to the profile and allows you to edit the contact details and logo
- **Teams Needing attention** are system messages that will only appear if required fields are not populated



The screenshot shows a web interface for a club profile. At the top, it says "Hi Nicola Test, you are viewing: Cajun Cobras" with a dropdown menu and a "Menu" button. Below this is a navigation bar with tabs: Overview, Teams, Draws, People, Fees, and Details. The "Fees" tab is active, showing a red box with "\$0.00". To the right, there are two blue boxes: "Teams" with the number "9" and "Members" with the number "22". Below this is a section titled "Teams Needing Attention" with a table. The table has columns for Status, Team, Competition, Team Manager, Phone, Email, and # Players.

Status	Team	Competition	Team Manager	Phone	Email	# Players
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Club / School Profile | Teams

HAMILTON CITY NETBALL CENTRE

Hi Nicola, you are viewing: Cajun Cobras

+ Register Team Menu

Overview Teams Draws People Fees Details

Current 1 All 9

Team	Competition	Team Manager	Phone	Email	# Players
Junior Cobras	2022 Tuesday futureFERNs Year 3: Yr 3 Teams Learning Netball	Nicola Cobras	8474007	netballhcnctest@gmail.com	0

Click on Team name to get to the Team Profile View

Team Profile| People

- Team Profile view shows team members and what role they are assigned (e.g., Player, Umpire or Coach)
- You can remove a player no longer with your Club/School by clicking on the 'X'. You will be prompted to confirm if you want to 'Deactivate' or 'Remove' the player.

Deactivating a player will keep them as a member of the team but grey them out.

Click on the down arrow to see the Competitions the Team has been entered into

Junior Cobras: 2022 Tuesday futureFERNs Year 3 + Add Player + Add Staff Home

Competition: 2022 Tuesday futureFERNs Year 3: Yr 3 Teams Learning Netball Join Another Competition

Requires min 5 players.

Games People Game Time Exclusions View Draw

Name	Gender	DOB	Phone	Email	Shirt #	Role
Nicola Test Cobras	Female	01/01/1970	8474007	netballhcnctest@gmail.com		Team Manager

Team Profile | Game Time Exclusions

- This option must be entered at the time of the Team Registration
- Game time exclusions will be taken into consideration and the Club Manager will be notified if the exclusion has been accepted or declined
- This option can only be used for Club/School events (e.g., school ball)

Kiwi Cobras [Join Competition](#) [Home](#)

Competition: 2020 Double Up Summer League: A Grade [Add Person](#)

[People](#) [Games](#) [Game Time Exclusions](#) [View Draw](#)

Use this area to record any times when your team cannot attend games. All exclusions are subject to approval by a center administrator.

- If you are unable to play **Until** a given time, only select a time for the **Until** time selector.
- If you are unable to play **From** a given time, only select a time for the **From** time selector.
- If you are unable to play **between** a certain timeframe, select both the **From** and **Until** time selectors.
- Use the last option in the **Day** selector to specify a specific date you are unavailable to play.

Status	Day	From	Until	Reason	+ Add
Approved	Monday	7:00 PM	11:59 PM	Transport to venue	
Declined	Wednesday	2:00 PM	11:59 PM	Unable to get there from work	

Approval required from HCNC staff. Reason will be given as to why via email to Club Manager

Click to add an exclusion. This will make your team unavailable when scheduling game times

What happens next ...



Once a Team is registered for a competition, the team will need to be approved by HCNC staff.



Approval will require all details to be completed when registering your team (e.g., minimum players required and umpire)



When approved, the Club/School will receive an invoice. **NOTE:** These will be sent to the **Club Managers** email address



If approval is not given, you will receive an email advising why approval has not been granted

admin@netballhamilton.org.nz
<https://netballhamilton.org.nz/>
<https://www.facebook.com/netballhamilton>

