

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

For a NEW Club or School. Contact admin@netballhamilton.org.nz to create the Club or School



Club Manager can create/add Teams to Competitions

Club Managers can create teams and register into Competitions. The Club Manager can also add coaches, team managers, players and umpires to registered teams



Team Manager adds players, umpires and coaches

A Team Manager can register teams for events or competitions and add players and official's details. The Team Manager can only do this to teams they are registered in. A Club Manager can register all teams within the Club.

NB: For Club or School teams registering a lot of teams; an upload.xls file is available. Please contact admin@netballhamilton.org.nz for more 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
- If you are a Club Manager, you will see your Club profile
- If you are a parent, you may also see your child's profile (provided it is linked to your account)

The screenshot shows the 'Club Profile' page for Nicola Test Cobras. At the top left is the Hamilton City Netball Centre logo. The page title is 'Club Profile'. Below the title is a blue navigation bar with the text 'Hi Nicola Test, you are viewing:' followed by a dropdown menu set to 'Overview' and a 'Menu' button. A light blue banner below the navigation bar states '2022 is currently open for registration' with a 'Register Now' button. The main content area features a profile card for 'Nicola Test Cobras' which is circled in red. Below this are three club cards: 'Caden Cobra' (CC), 'Cajun Cobras' (COBRA 2), and 'Cobra7 Seven' (CS). The 'Cajun Cobras' card is also circled in red. Each club card displays the club logo, name, and a status of '\$ No fees outstanding'.

Club / School Profile| Info

- **Overview** Tab allows you to view upcoming games for current registered teams and will show any teams that are needing attention. Teams Needing attention are system messages that will only appear if required fields are not populated
- **Teams** Tab allows you to add, edit or archive
- **Draws** Tab allows you to view Competitions or Tournaments your teams have entered in previous years
- **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
- **Fees** Tab allows you to view current or previous invoices
- **Details** Tab shows you other Club Managers attached to the profile and allows you to edit the contact details or Club logo. You can also add another Club Manager

Club / School Profile| Registration

Register an existing or new team into a Competition

Hi Nicola, you are viewing: + 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

- The 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

HAMILTON CITY NETBALL CENTRE

Junior Cobras: 2022 Tuesday futureFERNs Year 3

+ Add Player + Add Staff Home

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

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 |

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>