

**ENGAGE TEAM REGISTRATION SUPPORT**

**(Please follow instructions fully)**

**STEP 1:** CREATE YOUR TEAMS VIA ENGAGE

**STEP 2:** REGISTER TEAMS WITH THE LEAGUE VIA ENAGE

**STEP 3:** CONFIRM PLAYING TEAMS AND OFFICIALS VIA REGISTRATION FORM

**STEP 1**

**How do I create Team(s) via our club’s ENgage portal?**

1. Log into [ENgage](https://engage.englandnetball.co.uk/Account/Login)
2. In the ‘My Organisations’ box, select the thumbnail next to your club name
3. In the 3×3 grid of squares in the top left select ‘Team Management’
4. Select ‘Teams’
5. Click ‘New’
6. Set the ‘Team Name’ to that registered with the SoT League, and set the ‘Team Type’ as a ‘League Team’. The ‘Gender’ of the team is required, so please set to ‘Female’ with a min/max age of 14-100.
7. Click on the small disc icon to save

Repeat steps for all registered SoT League teams plus an additional ‘Team’ containing the registered officials for your club. Please name this ‘Club Name Officials’ e.g., Harriers Officials.

**Please note**: Once a team has been created, this is then editable for future years. There is no need to repeat the set-up process again, instead you can just edit the teams accordingly.

**How do I add/delete players to Team(s) via our club’s ENgage portal?**

To add a player:

1. In the ‘My Organisations’ box, select the thumbnail next to your club name
2. In the 3×3 grid of squares in the top left select ‘Team Management’
3. Select ‘Teams’
4. Select the correct Team from the list
5. Select ‘Players’
6. Select ‘Add Player’
7. Enter the individuals name
8. Select the magnifying glass icon
9. Click on the correct person
10. Select ‘Save’
11. Repeat these steps for all players wanted in the team.

To remove a player:

1. In the ‘My Organisations’ box, select the thumbnail next to your club name
2. In the 3×3 grid of squares in the top left select ‘Team Management’
3. Select ‘Teams’
4. Click the very first column (tick circle) against the player your wish to remove
5. A ‘Remove’ button will appear across the top
6. A confirmation screen will appear; press ‘Yes’ to confirm removal

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| **FAQs**  **Who has access to the Team Management section in our club’s ENgage portal?**  Only particular committee members, as identified in your club’s Organisation Profile tile have access. To see the full details of these individuals please click [here](https://d2cx26qpfwuhvu.cloudfront.net/englandnetball/wp-content/uploads/2020/07/21130944/Club-Committee-roles.pdf)  **I’ve set the team up with the incorrect name, how do I change this?**   1. In the ‘My Organisations’ box, select the thumbnail next to your club name 2. In the 3×3 grid of squares in the top left select ‘Team Management’ 3. Select ‘Teams’ 4. Click the downward-facing arrow on a row 5. Select the pencil icon 6. Enter the new team name   **My team has withdrawn from the league, how do I archive their info?**   1. In the ‘My Organisations’ box, select the thumbnail next to your club name 2. In the 3×3 grid of squares in the top left select ‘Team Management’ 3. Select ‘Teams’ 4. Click the circle next to the team name 5. Press ‘Archive’ |

**STEP 2**

**How do I request to join SoT League via ENgage?**

1. Log in to [ENgage](https://engage.englandnetball.co.uk/Account/Login" \t "_blank)
2. In the ‘My Organisations’ box, select the thumbnail next to your club's name
3. In the 3x3 grid of squares in the top left select ‘Team Management’
4. Select ‘Join a League’
5. Enter the ‘Name’ of the league ‘Stoke-on-Trent Area Netball’
6. Select the magnifying glass icon
7. Select the tick box of the team(s) you want to be linked to the league (in order to do this, you must have your team(s) set up in the Teams Management section of your ENgage club directory – Step 1 of this document)
8. Select ‘Save’

When the league accepts your request, you will be notified through an automatic email.

**Please note:** If you do not submit any teams to join the league, your request will not be accepted. You must submit your club AND the teams that you wish to compete in the league.

**STEP 3**

**What other paperwork is required from my club?**

Once you have completed your Teams and submitted these to the League via the ENgage portal your final task is to complete a ‘SoT League Registration Form’ for each TEAM and a further form for your OFFICIALS. Please make sure the names and details in the forms match that as created in your ENgage Teams. These forms will have been sent to your club contact along with this document. If you need help accessing these forms then please contact the SoT League Secretary: [stokenetballsec@hotmail.com](mailto:stokenetballsec@hotmail.com).

**Who do I send my registration forms to?**

The TEAM(S) registration forms are sent to the appropriate Division Liaison Officers, and the OFFICIALS registration form is sent to the League Officiating Lead. Details are as follows:

**Division Liaison Officers**

Div 1: Sophie Clarke - [stokenetballdiv1@outlook.com](mailto:stokenetballdiv1@outlook.com)

Div 2: Amy Keeling - [stokenetballdiv2@outlook.com](mailto:stokenetballdiv2@outlook.com)

Div 3: Shawnee Fryer - [stokenetballdiv3@outlook.com](mailto:stokenetballdiv3@outlook.com)

Div 4: Carolyn Owen - [stokenetballdiv4@outlook.com](mailto:stokenetballdiv4@outlook.com)

Div 5: Sheetal Walklate - [stokenetballdiv5@outlook.com](mailto:stokenetballdiv5@outlook.com)

**Officiating Lead:** Angela Nelson - [stokeleagueumpsec@outlook.com](mailto:stokeleagueumpsec@outlook.com)

**When is all this paperwork due?**

All paperwork is due before the first league week. The secretary will have identified the deadline for paperwork submission via email to all club contacts.

**Please note:** Once all paperwork is submitted correctly, your Division Liaison Officer and the Officiating Lead will acknowledge receipt of your paperwork via email. They will access your Team information via ENgage, and should they find any issues/difficulties then they will get in touch with you.

END OF GUIDE