



How to Process a Taster Rate Affiliation

This guide has been designed to provide all club secretaries and affiliation contacts with support affiliating a new or returning player that is eligible for Taster Rates*

Before you begin to affiliate your player/s, please ask the player to complete an individual membership registration form, which can be found [here](#) and make sure you have checked that they are eligible for this promotion. For further guidance on how to do this, please click [here](#).

1. Find your player/s and add/update their contact information

Affiliating a returning member:

- 1) Log into MyNet and search for the player in "Manage Members". You will need to search using first name, last name and DOB.
- 2) Click on the words "Register 1st Claim". This is a hyperlink that will take you to the individual's profile so that you can update their personal information.
- 3) Please check that all the contact details are up to date and all fields marked with an asterisk have been completed.
- 4) Then click "Next" in the bottom right corner to proceed to the next screen.
- 5) Finally, click "Save" in the top or bottom right hand corner of the screen.

Affiliating a new player:

- 1) Log into MyNet and search for the player in "Manage Members". You will need to search using first name, last name and DOB, even if you know they don't exist in the database.
- 2) Click "Add New".
- 3) Using the completed Individual Membership registration form that all new members should complete before their data is entered into MyNet for data protection purposes, proceed to populate the mandatory fields. Registration forms can be found [here](#).
- 4) Then click "Next" in the bottom right corner to proceed to the next screen.
- 5) Click "Save" in the top or bottom right hand corner of the screen.

2. Check your "Submit Affiliations – Basket" (but do not submit)

Click the "Submit Affiliations – Basket" in the menu on the left hand side of the screen and check that all of your players are present in the basket.

3. Email England Netball's Customer Services team

- 1) Email the Customer Services team at affiliations@englandnetball.co.uk. In the email please state:
 - a. [Your full name](#)
 - b. [Your England Netball ID](#)
 - c. [The name of your club](#)
 - d. [Your club's ID](#)
 - e. [The number of players in your basket](#)
- 2) England Netball will then add the discount to the eligible records and email you by return to let you know when you can submit and pay. This step is **imperative** to ensure the Taster Rate discount is added. *(Please note: England Netball cannot add the discount retrospectively once a membership has been activated).*

4. Once notified, "Submit Affiliations – Basket" (this time submit)

Customer Services will email you to confirm the discount has been applied. *(Please note this is a busy period for the Customer Services team and although we will make our best endeavors to process this for you as soon as possible, please allow up to two working days).*

- 1) Login to MyNet and select the "Submit Affiliations – Basket" in the menu on the left hand side of the screen. Tick the box on the far left hand side of the screen, next to the club name to highlight the record you wish to submit and affiliate.
- 2) Click "Actions" to the right of the screen, followed by "Submit Affiliations". This will create the invoice and take you to an online payment page.

5. Payment

The Bulk Payment screen will allow you to download and print your invoice. There are a number of ways to pay. Please click [here](#) for further information.

Once England Netball is in receipt of the payment and the payment has been recorded against the club or group's account, the affiliated players will have access to their membership benefits.

*Members are eligible if they have not been affiliated in the last three membership periods (meaning their last affiliation ended 31 August 2015 or earlier).