



How to Register Players for an Event

The NERGA web site is used to register players and guests for NERGA event.

When to register players

Registration **must** be performed during a pre-defined period

- Registration is automatically opened **14 days** before an event and
- Registration automatically closes **3 days** before an event
 - Closes at 20:00 on Wed evening for Saturday events and
 - Closes at 20:00 on Thursday evening for Sunday events

How to register players

- Log in to the NERGA Web site
- Select event
 - On the top Menu select **Inter** or **Rabbits**, then select the correct Zone (**Red/Green/Blue/Yellow**) from the drop down list.
- The relevant Inter/Rabbit and Zone page will display
- Scroll down to **Upcoming Fixtures** section – *Black background*
- Select “Enter Team” – Blue background

Enter existing Player

- Click on the down arrow next to Player 1
 - All players that have previously played a NERGA event are displayed in a drop down list.
 - Scroll down to the players name
 - Click on players name to add them to the team

Enter new Player

- Type in the new players in the white box at the top of the page (first name then Surname- John Smith)
- Then select the “Add New Player” button
- The new player will then be added to the drop down list and can be added to the team as per an existing player

Enter Guest (existing or new)

- Follow the same process as used to add a player

Submit

- Use the “Submit” button at the bottom of the page to submit your team.
- Details of the players entered are displayed on the next page

Change a Player

- Access the Event and details of the team in the same way as detailed above.
- Select the drop down arrow against the player that is being replaced
- Select the new player from the drop down list
- Select “Submit”