# Instructions for online results submission

## Getting your team ID and PIN

Go to netballresults.uk/login/find-my-details and then type the email address you supplied to the league organiser. If the email address you entered matches the information supplied to the league organiser then you will receive an email containing your login details. Remember to check your spam folder!

You can submit results **either** by text message on the day of the match **or** via the website.

## How to submit results by text message

The results line telephone number is **07520 633453**. You can submit results by text message as long as this is on the same day of the match. It is important you text through results in exactly the following format as they are handled automatically by a computer system. If you type anything else into your message, then it will be rejected. To save money, you will receive a confirmation email (not a text), so please check your inbox/spam folder carefully after a submission.

Send the following message:  **(your Team ID)** *space* **(your score)** *space* **(opposition score)**
for example:  1340 52 65     if your Team ID is 1340 and you lost 52-65
(your score always comes first)

You don't need your Team PIN to submit results by text message. Text messages are charged at standard UK rates and should be included in most text message bundles at no extra cost. Results are automatically displayed on the website when **either team** submits the score from the match, however **both teams** must submit a score to finally agree the result. If two teams disagree about the score, then the result will be removed from the website and an email will be sent to the primary and secondary team contacts with further instructions.

## How to submit results via the website

To submit results online, visit netballresults.uk and then click "Login" at the top right of the page. Type your Team ID and Team PIN into the boxes and click **Login**. If you can't remember either of these then click the "Find my login details" link and then enter your email address. Reminders of login details will only be sent to the primary or secondary contact email addresses.

Once you log in, your dashboard page will show you which results are awaiting submission. If you have results awaiting submission, then a **submit result** button will be visible on the right hand side. To keep the results system secure, remember to click **Logout** when you have finished.

## Switching team

You will be given a separate Team ID and Team PIN for each of your teams in the league. This is so you can share a different ID/PIN with different team captains and also so you can set them up as the contact for that team (so they get email messages if results don't match, etc.)

However, once you log in as one team, you can easily use the menu at the top of the page to switch between any team in your club.

## Updating your details

You can change your primary and secondary contact details by logging in to the website and clicking **Edit** next to your team info on the dashboard page. It is a good idea to have two current email addresses listed as this is where PIN reminders and system emails will go.