

**How to evidence your athlete’s membership status**

Please follow these instructions, in order to prove to a league that your athletes have valid full England Netball membership:

1. Log into ENgage
2. In the ‘My Organisations’ box, select the thumbnail of the organisation
3. Click ‘Members’
4. Select ‘Membership List’ on the left-hand side menu
5. If you are using a PC, click the ‘Shift’ or ‘Fn’ or ‘Ctrl’ key whilst pressing the ‘PrtScr’ key on your keyboard. However, if you are using a tablet device, skip to point 5a

5a. For a tablet device, please press the ‘Power’ button and the volume down key

1. Paste the screenshot into an email to the league
2. If there is more than one page of members, please select the arrow at the bottom of the membership list, then repeat (as necessary) point 5 or 5a and 6