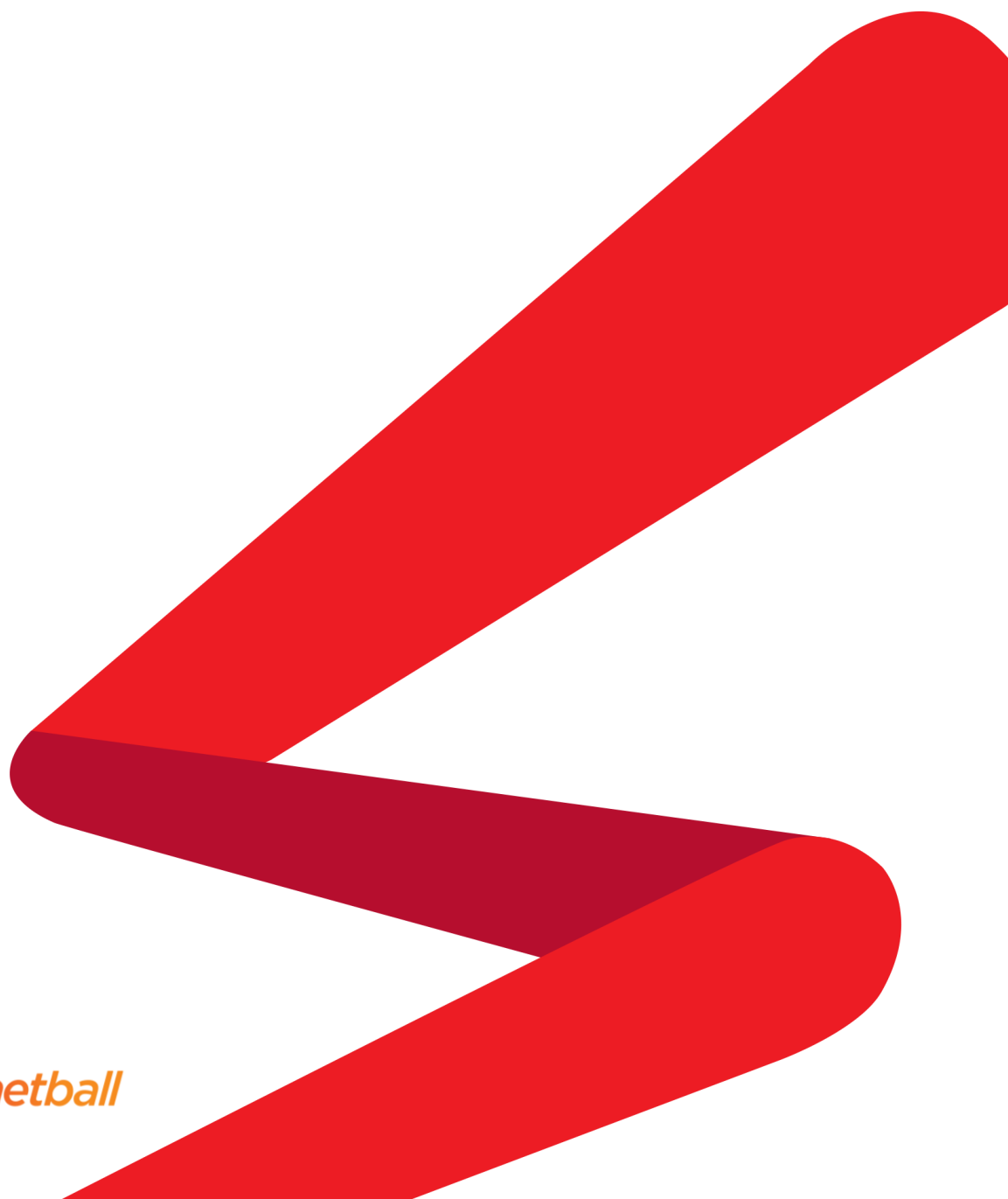


*mynetball*  
**HOW TO GUIDE**

ONLINE REGISTRATIONS



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## INTRODUCTION

Activating your online registration is much like running your own store:

1. The Association creates what Clubs can sell (**Registration Type**)
2. The Club creates items players can register to, or buy (**Registration Product**)
3. The Club then “stocks” the product and creates a registration form (**Registration Signup Form**)
4. Once the registration form has been sent out, members can sign up, or purchase items

This guide will show you how to create your products and sign up form, focusing on player registrations.

Ensure you are using Google Chrome and if you have any questions, contact the Stakeholder Relations Team:

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## UPDATE EXISTING REGISTRATION PRODUCTS

Once your Association has created their registration types, Clubs can begin the process of online registrations and create products.

**Existing** Registration Products can be edited to reflect the current season by following these steps:

- 1) Go to Registration >> Product Management >> Click the edit pencil relevant to the product you wish to update

Configure Membership Signup - Products ?

Add Member Subscription Product

Show Inactive Products

TITLE	CATEGORY	PURCHASES	PRODUCT TYPE	SUBSCRIPTION PERIOD	AVAIL. UNTIL	STATUS	EDIT	DELETE
Junior Registration - Under 17's	Membership	0	Subscription	01 Apr 2019-31 Mar 2020	Closed	Active		
Junior Registration - Under 9's to Under 15's	Membership	0	Subscription	01 Apr 2019-31 Mar 2020	Closed	Active		
Life Member Player Registration	Membership	0	Subscription	01 Apr 2019-31 Mar 2020	Closed	Active		
Non playing Committee member	Membership	0	Subscription	Expired	Closed	Active		
Senior Registration	Membership	0	Subscription	01 Apr 2019-31 Mar 2020	Closed	Active		
Junior Sports Voucher Discount	Membership	0	Item		Closed	Active		

- 2) Update the fields per the steps on page 4 of this guide
- 3) Click "UPDATE"
- 4) Click "Back to Management Screen"



## NEW REGISTRATION PRODUCTS

To create a **new** Registration Product, follow these steps:

- 1) Go to Registration >> Product Management >> Add Member Subscription Product

Configure Membership Signup - Products ?

[Add Member Subscription Product](#)

Show Inactive Products

TITLE	CATEGORY	PURCHASES	PRODUCT TYPE	SUBSCRIPTION PERIOD	AVAIL. UNTIL	STATUS	EDIT	DELETE
Junior Registration - Under 17's	Membership	0	Subscription	01 Apr 2019-31 Mar 2020	Closed	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Junior Registration - Under 9's to Under 15's	Membership	0	Subscription	01 Apr 2019-31 Mar 2020	Closed	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Life Member Player Registration	Membership	0	Subscription	01 Apr 2019-31 Mar 2020	Closed	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Non playing Committee member	Membership	0	Subscription	Expired	Closed	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Senior Registration	Membership	0	Subscription	01 Apr 2019-31 Mar 2020	Closed	Active	<a href="#">Edit</a>	<a href="#">Delete</a>
Junior Sports Voucher Discount	Membership	0	Item		Closed	Active	<a href="#">Edit</a>	<a href="#">Delete</a>

- 2) Complete the fields with the relevant information as follows:

**Name:** Give your product a name. For example, "2021 Senior player or 2021 Junior player etc."

**Category:** Select "Membership" from the dropdown menu

**Description:** Give your product a description. For example, "Select this product if playing Under 9's, Under 11's, Under 13's or Under 15's this calendar year"

**Price:** Select "simple" if you would like to offer a single price for the membership – this price should reflect the full registration fee for your club

Select "advanced" if you would like to nominate different prices for family members that register (family discount)

**Class:** Select "Membership Subscription/Registration"

**Number available:** \*Optional\* Enter a number if you would like to restrict sales of this product. If not, you can leave this blank.

**Available from:** Select the date your registrations open

**Available until:** Select the date your registrations close

**Active:** If this box is ticked, the product will be available to be "put on the shelf" ready to sell. (Registration Signup Form).

**Sort order:** \*Optional\* You can assign a number to your product to control the order of products on your signup form.

**Start date:** Start date for 2021 is 1/4/201

**End date:** End date for 2020 is 31/3/2022



**Person role:** Select the role most relevant to the product from the dropdown menu. For example, if the product is Senior registration, the role 'PLAYER: SENIOR' is applicable

**Automatically Register Participant To:** Select the Association running your competition

**Registration Type:** Select the Registration Type your member will be assigned to. For example, this will either be 'Junior' or 'Senior' if the product is a player membership. Once this is complete, the page will automatically refresh with the applicable costs

Amounts payable for the selected registration type	Age Range: 0-17	Total:65.00
	Netball Australia	0.00
	Netball South Australia	60.00
	████████ Association	5.00
<hr/>		
<small>The price entered <b>should</b> be greater than the maximum total across all age ranges, plus any discounts entered below.</small>		
<small>If the organisation name is in red it means that the registration type at that level is inactive - all parent types must be active before you can make this product active.</small>		
<hr/>		

**Discounts:**

General Discount: Enter a dollar value if you would like to offer a discount

Discount Description: Example – "Summer Season Discount"

Early Discount: Enter a dollar value to be subtracted

Early Discount Cutoff Date: Enter the date you would like the early discount to end

- 3) Click "UPDATE"
- 4) Click "Back to Management Screen"



## REGISTRATION PRODUCTS CONTINUED

Edit Registration Type/Product ?

[Back to Management Screen](#)

**Registration Type/Product details**

Name \*

Category

Description

Price \*  Simple   Advanced

Age Range: 17-100 Netball Australia Netball South Australia	Total:70.00  0.00 70.00
Age Range: 18-100 <input checked="" type="checkbox"/> Netball Association	Total:77.00  7.00

Amounts payable for the selected registration type

The price entered **should** be greater than the maximum total across all age ranges, plus any discounts entered below.  
 If the organisation name is in red it means that the registration type at that level is inactive - all parent types must be active before you can make this product active.

Allow product pricing to be discounted if the participant qualifies for a registration discount

Class \*  Membership Subscription/Registration  Saleable Item

Number available

Available from

Available until

Active

Sort order

**Subscription settings**

Start Date

End Date

Person Role \*

**Registration settings**

Automatically Register Participant To:

Registration Type

Registration Period

**Discounts**

General Discount

Discount Description

Early Discount

Early Discount Cutoff Date



## UPDATE EXISTING REGISTRATION SIGNUP FORM

Once you have created your products, you are ready to create your Registration Signup Form.

**Existing** Registration Signup Forms can be edited to reflect the current season by following these steps:

- 1) Go to Registration >> Signup Form Management >> Click "edit pencil" relevant to the sign up you wish to update

TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE
Netball Club Registration Form	Membership	1	8	Active			

- 2) Update the fields per the steps on page 8 of this guide
- 3) Click "SAVE"
- 4) A green box will appear at the top of the page, confirming that your changes have been saved

### Edit Online Registration Form

[Back to Management Screen](#)

Item(s) updated successfully

- 5) Click "Back to Management Screen"

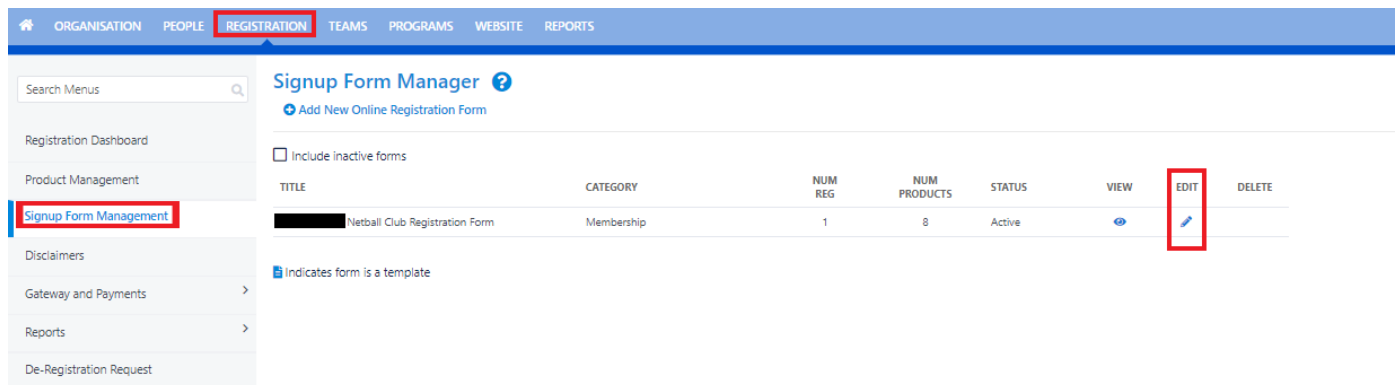




## NEW REGISTRATION SIGNUP FORM

To create a **new** Registration Signup Form, follow these steps:

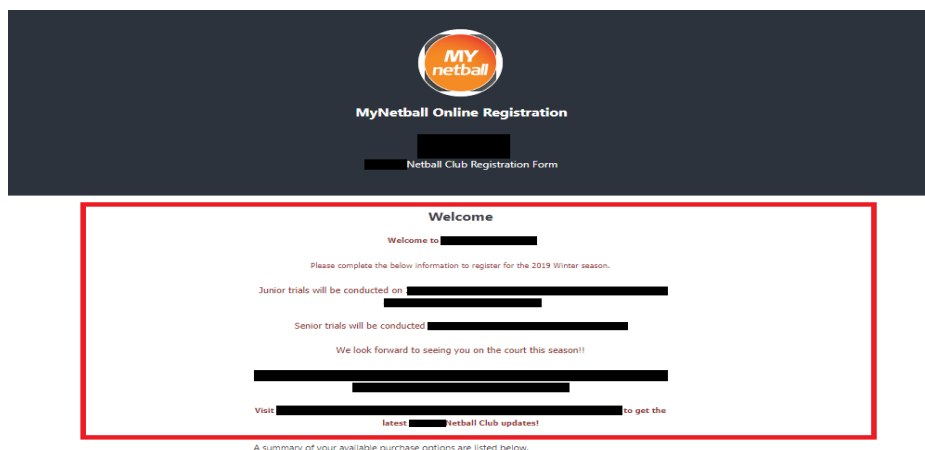
- 1) Go to Registration >> Signup Form Management >> Add New Online Registration Form



- 2) Select "NA – Membership Signup Template" from the dropdown menu and click "REFRESH". The form will then populate the most common options
- 3) Complete the fields with the relevant information as follows:

**Title:** Give your form a name. For example, "insert club name" 2020 Registration Form

**Top Description:** This description appears when someone begins the signup process. This can be used to provide information regarding trial dates or further information members need to know when registering (see image below)



**Status:** Selecting "ACTIVE" will allow people to find your form

**Sort order:** \*Optional\* If there are multiple signup forms, this controls the order they appear in

**Disclaimer:** Global Disclaimer is the disclaimer determined by Netball Australia and Netball SA



**Entity Disclaimer:** \*Optional\* Your club can choose to create a disclaimer, which you can then select from the dropdown menu. This disclaimer will display at the bottom of the screen once the member has finished the registration process. [Click here for instructions.](#)

**Contact Name:** Provide the name of the person responsible for your Registration Signups. For example, Clubs Recording Officer

**Contact Email:** Provide the email address of the person responsible for your Registration Signups

**Payment Gateway:** To accept online payments, you need to apply for a [MyNetball Payment Gateway](#), once complete this will appear as an option in the dropdown menu. Please note, do not select the MPS Disbursement Gateway

**Allow Offline Payments:** Tick this box if you allow payment to be made offline, by the member paying money directly into your nominated bank account

**Automatically add processing fee:** Will appear if the Payment Gateway is selected. The payment processing fee is added to the total amount payable. The fixed charge minimum is 31c and the variable charge is 1.78%

**Allow Part Payment:** Tick this box if you allow part payments. This will provide the member with the option to have payment processed in one, two, three or four instalments. The first instalment will be made immediately with any future instalments continuing in the subsequent calendar months on the 15<sup>th</sup>. Further information can be [found here](#)

**Offline Payment Description:** Enter the offline payment instructions you would like your members to follow. Example – List BSB and Account details for direct deposits

**Currency formats and tax fields:** These can remain unchanged unless your organisation doesn't collect GST, if so, the rate is to be set to 0



## REGISTRATION SIGNUP FORM - FORM FIELDS

**Personal Fields:** This lists the personal fields that will be displayed on the Signup Form. To ensure integrity of your data, some fields are mandatory.

**Other Fields:** \*Optional\* This lists the available fields that you can add to your Signup Form. You can select options from this list by clicking on the field and clicking on the right arrow to carry it across. In addition to this, you can create custom fields. [Click here for instructions](#)

**Selected Fields:** Fields listed here will be displayed on the Signup Form.

### Form Fields

#### Personal Fields

Personal fields are fixed in the order they appear on the form. Some fields (which are disabled) must appear on all forms.

\*If selected, Parent/Guardian fields will only display on the form if the person being registered is under 18. The fields are in a fixed order - First Name, Last Name, Email, Mobile, Address.

Select Field	Mand. Field
<input type="checkbox"/> Title	<input type="checkbox"/>
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Middle Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Name Known As	<input type="checkbox"/>
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Home Phone	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>
<input type="checkbox"/> School	<input type="checkbox"/>
<input type="checkbox"/> Country of Birth	<input type="checkbox"/>
<input type="checkbox"/> Nationality	<input type="checkbox"/>
<input checked="" type="checkbox"/> Parent/Guardian fields*	<input checked="" type="checkbox"/>

#### Other Fields

##### Available Fields

Custom Fields (N/A)
3rd language spoken
Ambulance Member
Date of Expiry
Do you play netball at school
Have you participated in NSG this year?
How did you find out about NSG
If other, please let us know
Medicare Number
NIMAS ID
NIMAS Internal ID
NSG T-Shirt Size
Preferred NSG Pack Delivery Location [INACTIVE FIELD]
Private Health Insurance Company
Private Health Insurance Member Number

##### Selected Fields

Field	Mand. Field	Display Name	Group Name
<input checked="" type="checkbox"/> Do you identify as Aboriginal and/or Torres Strait Islander?	<input checked="" type="checkbox"/>		This information keeps N
<input checked="" type="checkbox"/> In which country were you born?	<input checked="" type="checkbox"/>		This information keeps N
<input checked="" type="checkbox"/> Are there any languages other than English spoken at home?	<input checked="" type="checkbox"/>		This information keeps N
<input type="checkbox"/> If Yes, then what other languages are spoken?	<input type="checkbox"/>		This information keeps N
<input checked="" type="checkbox"/> Do you have a disability?	<input checked="" type="checkbox"/>		This information keeps N
<input type="checkbox"/> Existing Medical Conditions / Injuries / Allergies	<input type="checkbox"/>		Medical Information
<input type="checkbox"/> Regular Medication	<input type="checkbox"/>		Medical Information



## REGISTRATION SIGNUP FORM - CONTINUED

The products you have already created and made active, will be listed in the '**Available Registration Type/Products**' section. These are currently sitting in your 'storeroom' ready to be added to your shelf (Registration Signup Form). To do this, simply click on the product you wish to add to your Signup Form and click the right arrow, to move the product across.

This will now appear in the '**Selected Registration Type/Products**' list.

**Registration Type/Products**

Displayed as radio buttons: customer will be able to choose one item only.

Available Registration Type/Products		Selected Registration Type/Products
	→	Junior Registration - Under 9's to Under 15's ▲
	←	Life Member Player Registration ▼
	→→	Senior Registration
	←←	Junior Registration - Under 17's
		Non playing Committee member

Saleable items

Displayed as check boxes: customer will be able to choose multiple items.

Available Saleable items		Selected Saleable items
	→	Junior Sports Voucher Discount ▲
	←	▼
	→→	
	←←	



## Behaviour Options:

**Manually approve all registrants:** Ensure this box is not ticked

**Create logins for new registrants:** Ensure this box is ticked so those new to MyNetball will have a login sent to them once the registration process is complete

**Omit pay by credit card information from online payment form:** Ensure this box is ticked if your club does not manually process credit card information

**Display payment split information if possible:** Ticking this box will provide the member with a breakdown of their membership payment. For example, State fee, Association fee etc.

**Allow signups on behalf of family members:** Ticking this box will allow a parent or sibling to login to MyNetball and register either an existing family member or create a new family member. It is important to note that this does not need to be enabled for the advanced pricing to work.

**Allow no team preference:** Ensure this box is not ticked

**Syndication Options:** Ensure all boxes are not ticked

Advanced Settings

<b>Behaviour Options</b>	<b>Syndication Options</b>
<input type="checkbox"/> Manually approve all new registrants	<input type="checkbox"/> Syndicate to Entity Teams
<input checked="" type="checkbox"/> Create logins for new registrants	<input type="checkbox"/> Syndicate to affiliated CLUBS
<input checked="" type="checkbox"/> Omit pay by credit card information from offline payment form	<input type="checkbox"/> Syndicate to affiliated ASSOCIATIONS
<input type="checkbox"/> Display payment split information if possible	<input type="checkbox"/> Syndicate to affiliated ZONES
<input checked="" type="checkbox"/> Allow signups on behalf of family members	<input type="checkbox"/> Syndicate to affiliated REGIONS
<input type="checkbox"/> Allow no team preference	<input type="checkbox"/> Syndicate to affiliated STATES
	<input type="checkbox"/> Syndicate only to direct affiliates

[Save](#)

Once complete, click SAVE. This will generate the link at the bottom of your signup form for you to share.

Form Links

Public Link	<a href="https://netball.resultsvault.com/common/pages/reg/">https://netball.resultsvault.com/common/pages/reg/</a> [REDACTED]
Admin Preview	<a href="#">Preview</a> Note - this link can access inactive forms - do not publicise.
Social Media Share	<a href="#">f</a> <a href="#">t</a> <a href="#">g</a> <a href="#">in</a> <a href="#">pe</a>

