Quick Reference Guide: NetSetGo Centre Registration

This Quick Reference Guide contains the following information:

- **Program Settings**
- **Registration Setup**
- **Submitting Application**
- **What's Next?**

The Association's or Club's NetSetGO center will need to set up every year.

The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can create their NetSetGo centre under **Management** or **Participation**.
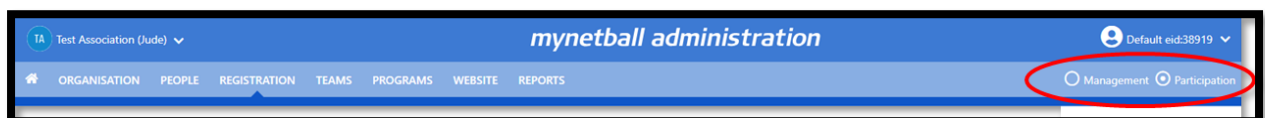
Clubs will not have the option to choose between management or participation, they will just be in participation.

PATH:
Management or participation
Programs
NetSetGo centre registration
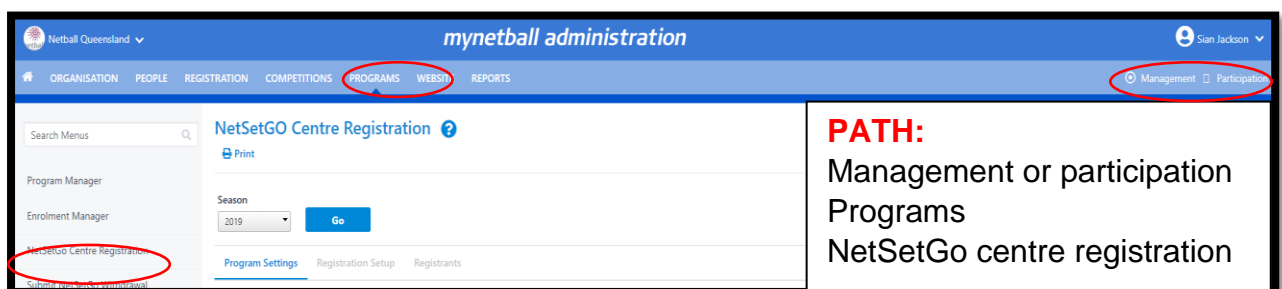
This will bring you to the **NetSetGO Centre Registration** page.

Program Settings

Select the season you require your NetSetGO Centre to be in.

Coordinator details;

- Insert Centre Coordinator Name
- Insert Coordinator Phone and or Mobile (visible on public find a club websites)
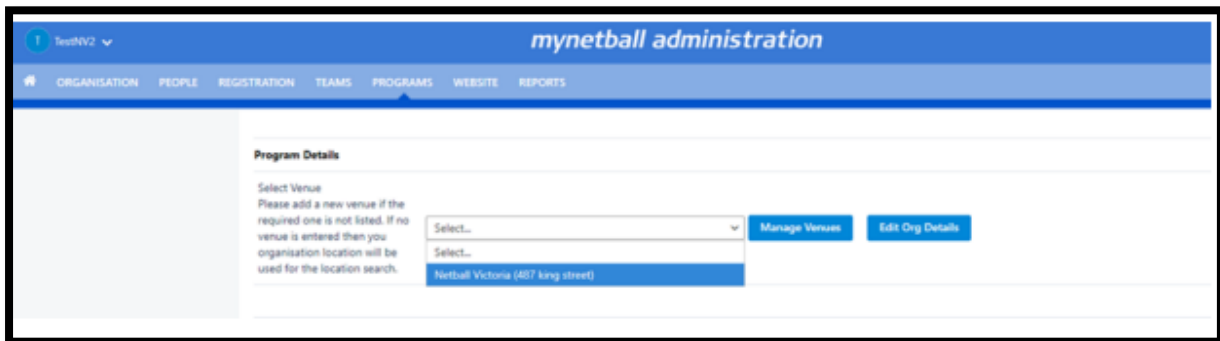- Insert Coordinator Email Address
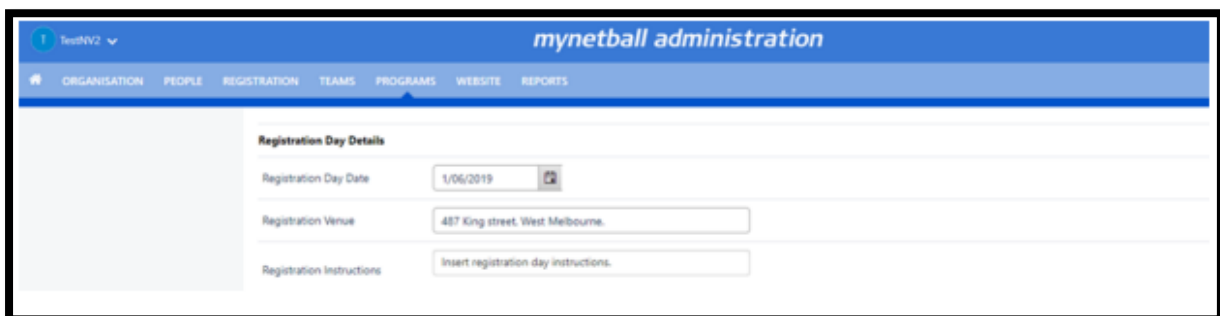

Program details;

- Select Venue from the drop-down box

Registration Day Details;

DO NOT complete the following information, unless you are holding a Registration Day event at your Venue.

- Enter Registration Day Date
- Enter Registration Venue
- Enter Registration Instructions (include time of registration if applicable)

Add/Edit your Programs;

For your Centre to be considered for approval at least one valid NetSetGO Program must be entered that runs for a minimum of 8 weeks. You can create more than one program and continually add programs throughout the year. A new program must be added for every NetSetGO Tier/Program you run.

- Select Add new Program
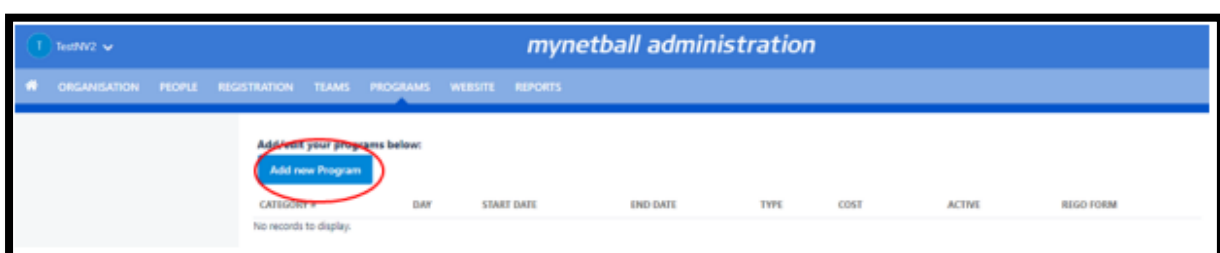
- Complete the following information regarding your specific NetSetGO Tier. Descriptions found on the following page.

NetSetGo Program Details

Program Type	* Net - Activity/Skills ⌄
Start Time	* 9:00 AM 🕓
Activity Start Date	* 7/10/2018 📅
Day of the week	Sunday ⌄
Activity End Date	* 7/11/2018 📅
Cost	* $0.00
Online Registration open date	📅
Online Registration close date	📅
Registration Limit	
Registration Period	* 2018 ⌄
Register participants to	* Netball Australia ⌄

If there is no registration type setup for the selected parent entity,
then the system will default to both the original entity and original registration type.

- Descriptions;

  - **Program Type*** - select either Net, Set or GO
  - **Start Time*** - enter the start time on the first day of your program
  - **Activity Start Date*** - enter the start date for the program
  - **Day of the week -** the day of the week will automatically set to your program start date
  - **Activity End Date*** - enter the last date of the program
  - **Cost*** - the total cost of the program for the participant. This cost MUST include;
    - the National Fee and Netball Queensland's NetSetGO membership which is $80.30 in 2020
  - **Online Registration Open Date** - the first date participants can register for your program through the online registration link
    - The first date that can be used is 15th January 2020
  - **Online Registration Close Date** - the last date participants can register for your program through the online registration link. The online close date must be within activity period
  - **Registration limit** - the limited number of registrants for a program
  - **Registration period*** - the registration period in which the program is running
  - **Register participants to*** - select the parent organisation participants will be connected to. This means the parent organisation will have

access to the participants profile if required. It does not necessarily mean participants are competing in their programs

- o **Status** - select whether the program is **Active** (available for registration) or **Inactive** (no longer available for registration)
- o **Description** - include a small description of your specific program
- o **Coach 1 – 4*** - select your NetSetGO programs coach

Centre Delivery Detail Information;

- Information in this section cannot be seen by the public
- Enter First Name
- Enter Last Name
- Enter Delivery Contact Phone Number
- Enter Business Name (If you are not a business, enter your Organisations name.)
- Delivery Instructions (If applicable.)
- Enter Address

Centre address details (used if delivery of items required)

Firstname	*	
Lastname	*	
Delivery Contact Phone Number	*	

We CANNOT deliver to PO/Locked Bag addresses, please enter a physical address. This address will be used as the sender address on participant packs.

Business Name (if delivery to commercial property)	*	
Delivery Instructions		
Address*		Start typing address
		My address cannot be found
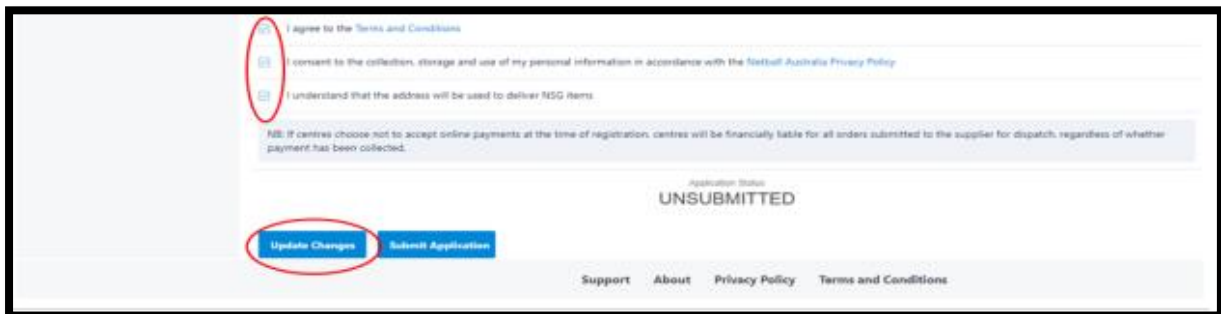
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*Mandatory fields must be completed.

Terms and Conditions;

- Select the following boxes
- Select Update Changes

Registration Setup

The next step is preparing the online registration form, and payment gateway for participants who are registering for your NetSetGO program. This component is found in the NetSetGO Centre Registration Setup tab.

Select **Registration Setup**

General Settings;

- Complete the following ***mandatory** fields regarding your NetSetGO Centre

Edit Online Registration Form

Season
2018 ▼   **Go**

Netball Queensland

Program Settings | Registration Setup | Registrants

General Settings

Template Name	Netball Australia NetSetGO
Form Type	Event/Program Registration ▼
Title *	2018 NetSetGO pla
Welcome Page Top Description	[net logo] ▲ ▼ ✏
Status	ACTIVE ▼
Sort order	5
Disclaimer	GLOBAL DISCLAIMER ▼
Entity Disclaimer	No Disclaimer ▼
Contact Name *	Lee Wilson
Contact Email *	lee.wilson@netballc

- Descriptions:

    o **Title*** - displays at the top of the sign-up form. You can name the form as you chose however Netball Queensland recommend that you put the relevant year at the start of the title and leave NetSetGO in the title. i.e. 2018 NSG Test Association Registration Form
    o **Welcome Page Top Description -** this will display at the top of the welcome page. It is auto filled with information about NetSetGO but can be altered by selecting edit (pencil icon). Add whatever welcome message you want to have displayed at the top of your form, any information that you want your members to know before they purchase your product would be entered
    o **Status –** status is automatically set and locked

- o **Sort Order -** the order in which the **Sign-up Form** will display on your website. This seems to default to 8. You can leave this as 8 as there is only one NSG Signup Form
- o **Disclaimer -** Global Disclaimer (from Netball Australia). *This cannot be edited.*
- o **Entity Disclaimers -** if you have added any custom disclaimers you can select the one you want to use from the drop-down list
- o **Contact Name*** **-** the IT User that is logged in when setting up the form will automatically have their details entered into these fields. Make sure you update this season to season, so participants are contacting the correct people
- o **Contact Email*** **-** see above

Payment setting;

- Descriptions;

  - o **Payment Gateway -** select either of the following payment gateways depending on what the Association or Club has decided to use,
    - MPS Disbursement Gateway (NA)
    - MyNetball Payment Service
    - No Gateway
  - o **Allow Offline Payment –** having this box ticked your members will be able to register and will not be required to pay. The Association or Club will need to chase up the member for the funds
  - o Allow part Payment – only tick this box if you want to allow members to opt in to part payments. Refer to **Quick Reference Guide – Part Payments** for more information
  - o **Automatically Add Processing Fee –** select;
    - **Apply to online payments** and enter the
    - **Variable Charge** of **1.78%*** and
    - **Fixed Charge** as **$0.31** to cover any processing fee costs incurred
  - o **Offline Payment Description** – only need to complete if allowing offline payments. Provide members with additional information on how to pay
  - o Currency Format – do not edit
  - o Tax Description – do not edit
  - o Tax rate – take out if not registered for GST
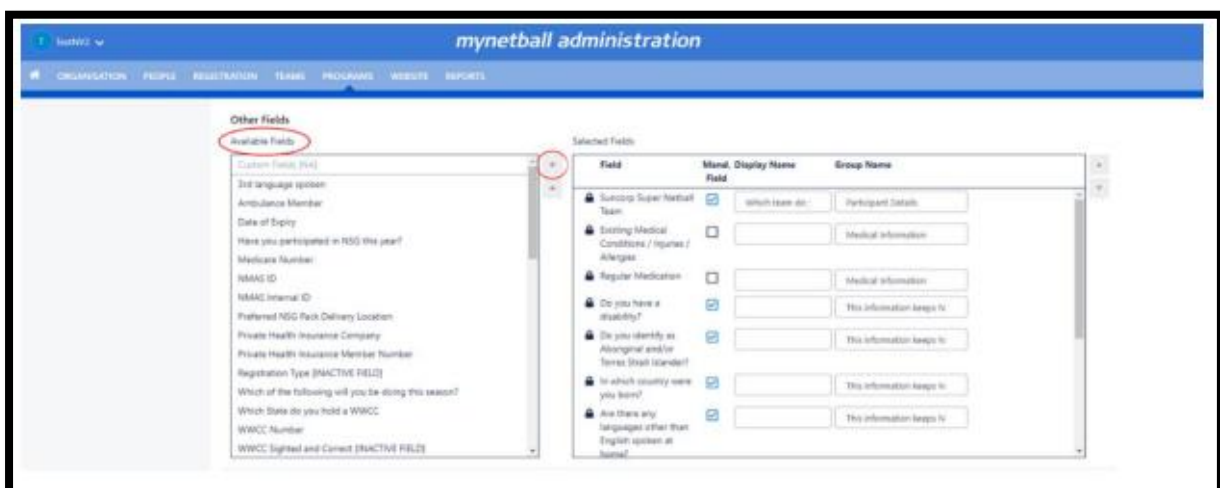
Form Fields;

Personal Fields: Personal Fields are the questions that appear on your NetSetGO Centres registration form. Fields that have a lock next to them cannot be removed.

Tick or untick the fields you want included by selecting the box to the left of its title. After selecting a field, you can also make it mandatory by ticking the "Mand. Field" box.

*Fields with the lock symbol cannot be removed.

Other Fields;

Selected Fields appear on your NetSetGO Centre Registration Form. Only edit **Selected Fields** if you wish to include a custom question found under **Available Fields.**
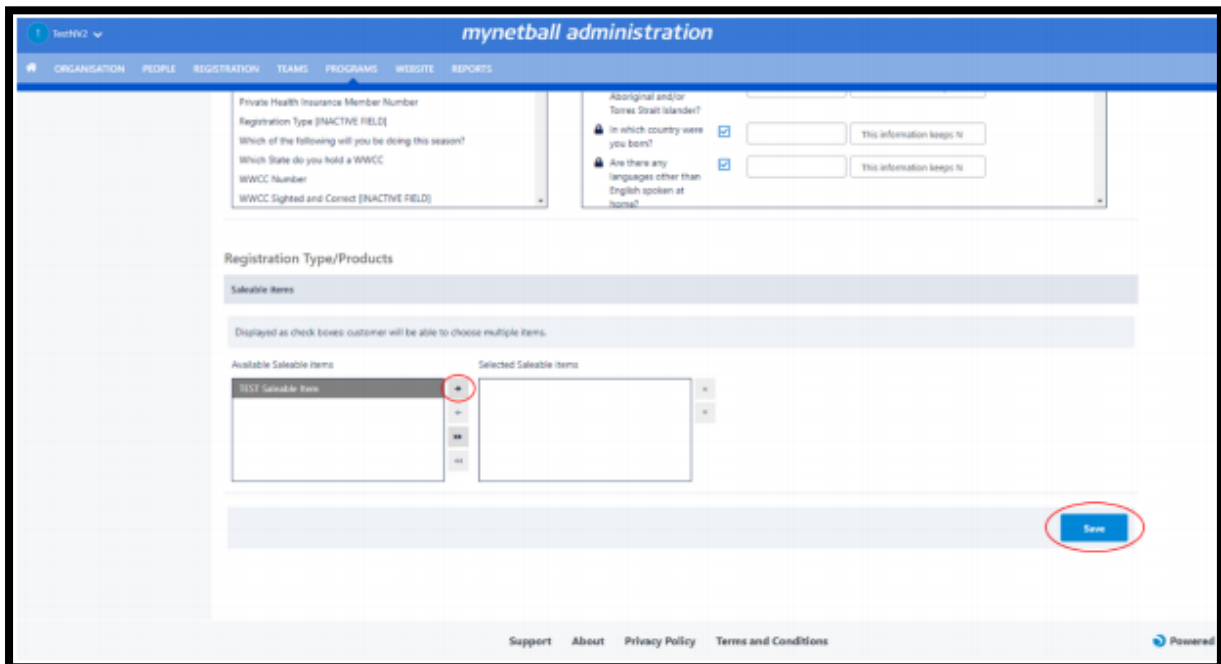
- Select the field from the **Available Fields** column on the left
- Click → to add to **Selected Fields**
- Drag the **Selected Field** to move up/down the question list
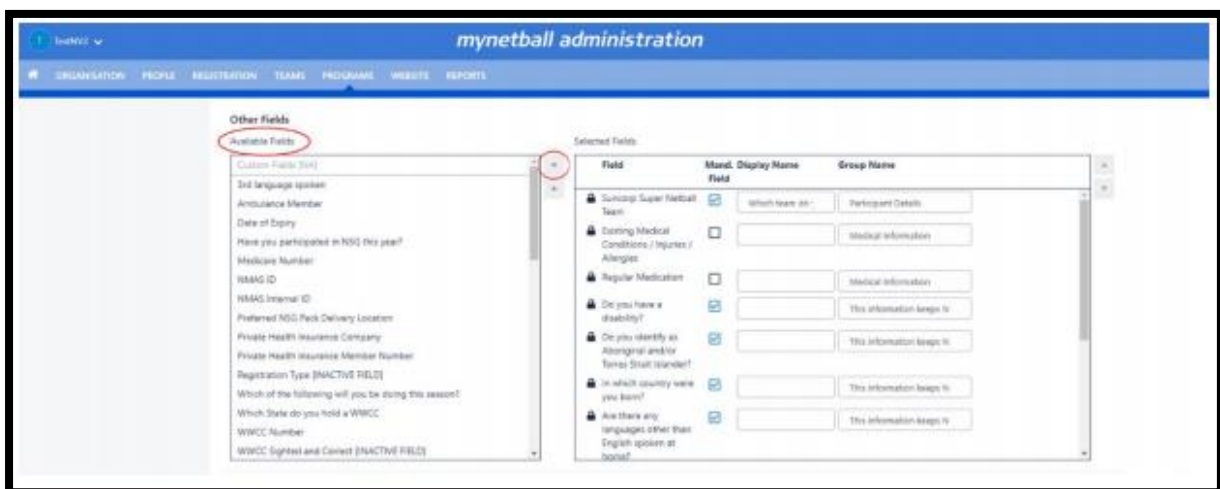
Saleable Items;

Saleable Items appear on your registration form by completing the following steps:

- Select the required **Saleable Item** from the **Available Saleable** Items column on the left
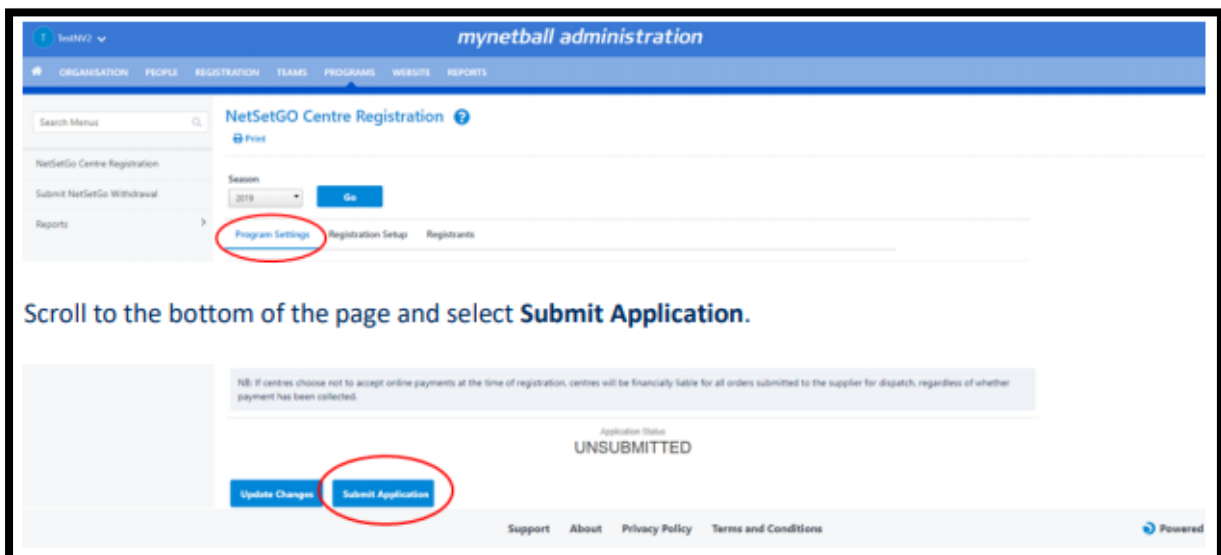- Click → to add to **Selected Saleable** Items
- Select Save

Submitting Application

Return to Program Settings

- Scroll down
- Select submit application

What's next?

- Netball Queensland will review your NetSetGO Centre Application
- The NetSetGO Coordinator will be contacted to discuss the application if required
- Once the application has been approved by Netball Queensland a NetSetGO registration link will be automatically generated
  - Found on the registration setup tab
  - Scroll to the bottom