

Quick Reference Guide: Product Management

Contains;

- **Creating Registration Products**
- **Making Products Inactive**
- **Creating Saleable Items**

Creating Registration Products

Products are items that participants will be able to purchase through an online form. There are 2 types of product that can be set up; **Membership Subscription** and **Saleable Items**.

Membership Subscriptions are designed for taking online registrations. These include Netball Queensland Membership fees, Association fees were applicable as well as any organisation fees that the organisation may wish to collect.

Saleable Items are designed for selling items such as uniforms etc.

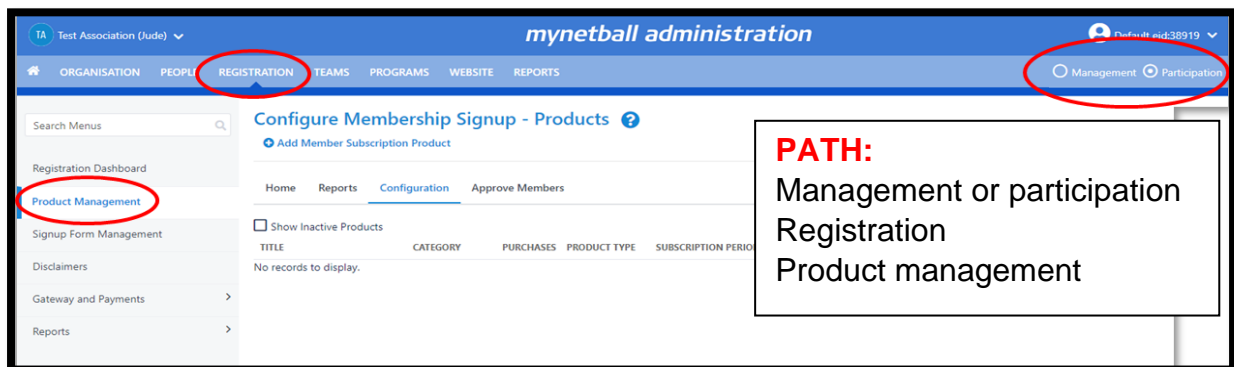
The process below is the same whether you are an Association or Club. Associations complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

Associations can manage their products under **Management** or **Participation**.



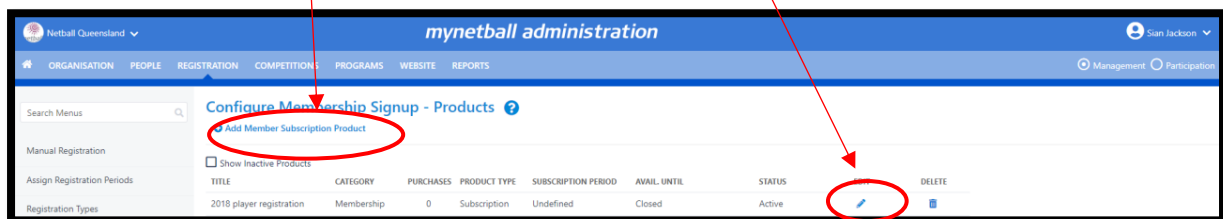
Clubs will not have the option to choose between management or participation, they will just be in participation.



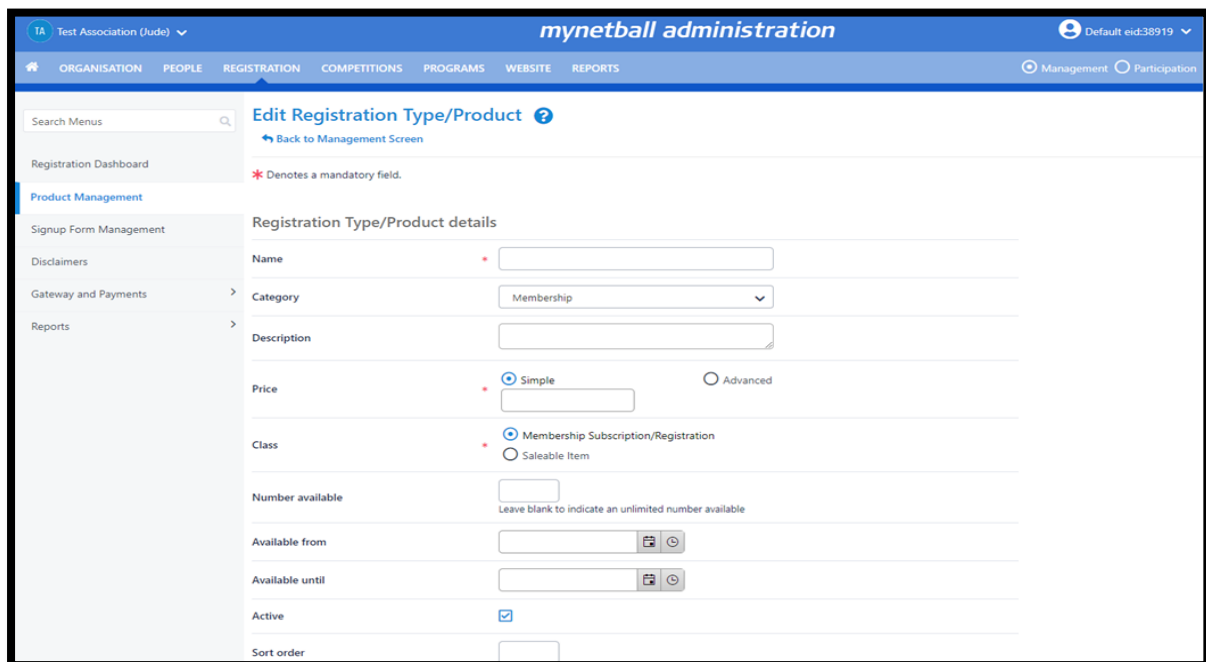


This will bring you to the **Configure Membership Signup – Products** page.

Click on **Add Member Subscription Product** or **Edit** a product that was used in previous years.



This will bring you to the **Edit Registration Type/Product** page.



NOTE: The following when updating the details of an organisation * denotes mandatory field:

- **Registration Type/Product Details**

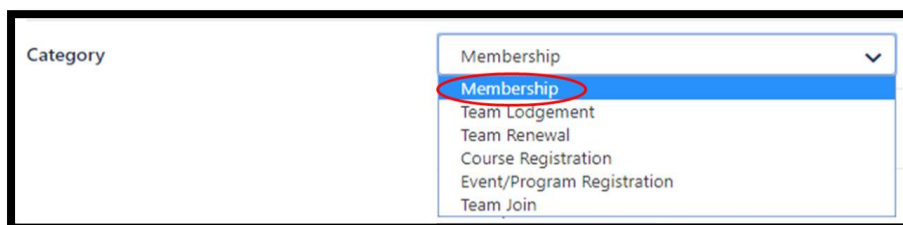
- **Name*** - this is what will display as the name of the product

Clearly identify the year of the product and type of product. i.e. 2018 Senior Membership, 2018 Junior Membership etc.

- **Category** - the options here will depend on the type of organisation you are. Clubs will only have Membership, Course registration and Event/program registration to choose from while Associations will have options team entries (Lodgement, Join and Renewal)

The category that you select indicates which signup form the product will be available on. i.e. Membership = Membership Signup form

For the purposes of online registration, the category needs to be **MEMBERSHIP**.



The category options are:

- **Membership** - annual memberships
- **Team Lodgement** – use to register new teams to an event (*not relevant for Clubs*)
- **Team Renewal** – used to register returning teams to an event (*not relevant for Clubs*)
- **Course Registration** – links the item to a course. This is generally applied automatically to e-learning products (*not relevant for Clubs*).
- **Event/program registration** – links the item to an event. This is generally applied automatically to by our event management suite
- **Team Join** - allows players to join a team that exists in the database. (*not relevant for Clubs*)

- **Description** - this is a longer description of the product, which will display underneath the product name on a signup form.

You can add a description of your choice here to clearly identify the product. i.e. 2018 Senior – Born on or before 31/12/2000.

- **Price*** - select SIMPLE and enter the total cost for the product (which includes the Netball Queensland membership and any Association and/or Club fees)

The amount needs to be above the registration liability, which is the cost set against the **Registration Type**.

i.e. If your Association put an organisational fee in the **Registration Types** of \$50 then the total amount listed here **MUST** be at least \$140 to cover the organisational fee PLUS \$90 Netball Queensland fee. Anything above \$140 would be club fees.

If you do not put an amount that is above the registration liability, the system will warn you of this, but it will not stop you from proceeding. It will also switch off any discounts the participant would be entitled to. Double check this.

Pricing has been saved but be aware that your product pricing is below the registration liability of **73.00**
Dynamic pricing, Product Discounting and funds disbursements will also be switched off

NOTE: that changing the price after any products have been sold do not affect these previous sales.

- **Class*** - for registrations to your organisation, this must be set as **Membership Subscription/Registration** otherwise it will **NOT** give the participant a registration

Class *

Membership Subscription/Registration
 Saleable Item

Saleable Item is for things that you are selling, such as; hoodies, drink bottles or hats.

Number available i

Available from 📅 ⌚

Available until 📅 ⌚

Active

Sort order

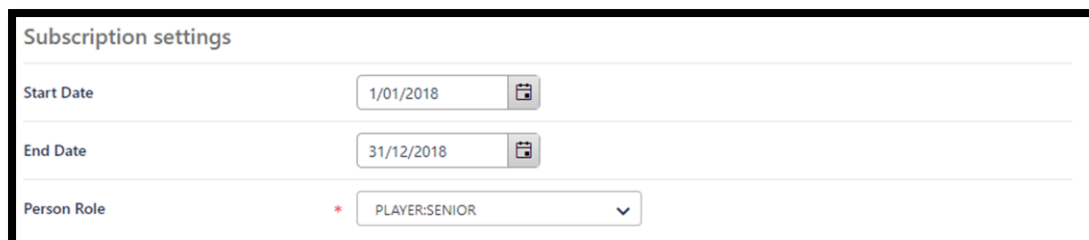
- **Number Available** – if the Association or Club can only take a certain number of players, you can cap it here

If you leave it blank that will mean that an unlimited number are available.

- **Available from** - the period in which members can register to the product. This can be set to make the registration products available at a certain date in the future
- **Available until** – the period in which members can no longer register to the product. This can be set to make the products are unavailable after a certain date
- **Active** - this must be ticked for the product to be active

If you are not ready for people to be able to purchase this product then you may want to consider leaving it **Inactive** (untick the box).

- **Sort Order** - the order in which the product will display on the signup form is selected when moving products onto the signup form. This can be left blank



Subscription settings

Start Date: 1/01/2018

End Date: 31/12/2018

Person Role: * PLAYER:SENIOR

- **Registration Settings**

- **Start Date** – the start of a registration period. This is mainly for display purposes to indicate to the participant when a membership is valid from and until
- **End Date** – the end of a registration period. This is mainly for display purposes to indicate to the participant when a membership is valid from and until

i.e. Start Date – 01/01/2020; Finish Date – 31/12/2020.

- **Person Role*** - when the person registers this role will be added to their profile. The person role must match the role in the registration type below

i.e. Player: Senior, Umpire: Senior, Umpire: Junior, etc.



Registration settings

Automatically Register Participant To: Test Association (Jude)

Registration Type: Senior

Registration Period: 2018

- **Registration Settings**

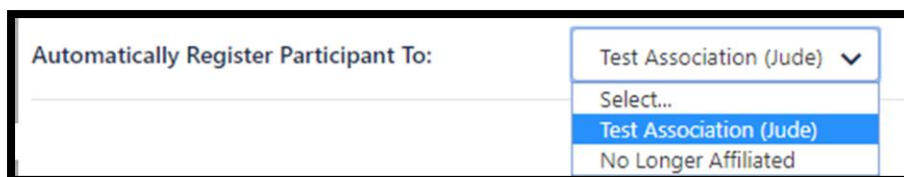
THIS IS THE MOST IMPORTANT PART OF SETTING UP YOUR PRODUCTS.

FAILURE TO PUT ANY DETAILS HERE WILL RESULT ON THE PARTICIPANT PURCHASING THE PRODUCT BUT NOT GETTING A REGISTRAION.

- **Automatically Register Participant To** - this is the organisation the player will be automatically registered to when they register

i.e. Test Association (Jude)

Typically, this will be the Association which runs the competition that clubs or teams are competing in.

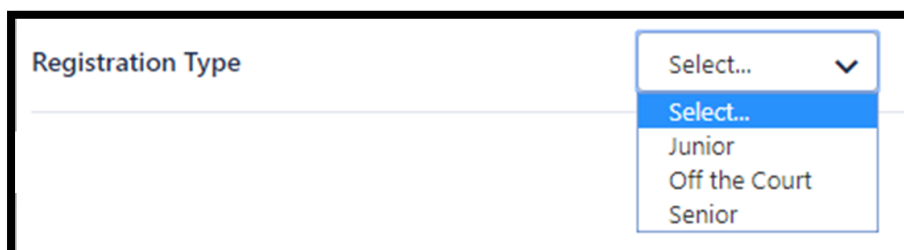


If your Club sits under more than one Parent Organisation (Association) then you need to set up one product for Parent 1 and a separate product for Parent 2.

When you select the Organisation to register the participant to, the Registration Period will automatically change to the one set as default (which is done when updating the **Registration Types** to the new registration period).

- **Registration Period** - what year the registration will apply to. i.e. 2016, 2017, 2018 etc.
- **Registration Type** - the registration type that the member will be registered as when they purchase this product

This list should contain each of the **Registration Types** that was created by the Association. i.e. senior or junior etc



Once you select the Registration Type the page will refresh and bring you back up to the top of the page.

There you will see that there is a new section in **Registration Type/Product Details**.

Registration Type/Product details

Name * 2018 Test Association Senior Membership

Category Membership

Description Born on or before 31/12/2000

Price * Simple Advanced
\$100.00

Age Range: 17-100	Total:0.00
Netball Australia	0.00
Age Range: 18-100	Total:83.00
Netball Victoria	73.00
Test Association (Jude)	10.00

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

Amounts payable for the selected registration type - this information will be automatically populated based on the registration type selected below.

Here you will see a breakdown of the registration liability showing you how the membership fee will be distributed (based on the **Registration Type**).

If the Association has added any organisational fees to their **Registration Types**, then the breakdown of the costs will be displayed here.

Age Range: 17-100	Total:0.00
Netball Australia	0.00
Age Range: 18-100	Total:83.00
Netball Victoria	73.00
Test Association (Jude)	10.00

Amounts payable for the selected registration type

When setting the total cost of the product, account for these fees.

i.e. If you are expecting \$100 into the Club bank account, you need to charge \$240 for a membership. If the participant already has a Netball Queensland membership, then they will be charged \$90 less but the Club will still receive \$100.

Allow product pricing to be discounted if the participant qualifies for a registration discount MUST be ticked. This means that participants will not be charged for secondary registrations.

Amounts payable for the selected registration type	Age Range: 17-100	Total:0.00
	Netball Australia	0.00
	Age Range: 18-100	Total:83.00
	Netball Victoria	73.00
	Test Association (Jude)	10.00

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

Scroll to the bottom of the page again.

Discounts

General Discount

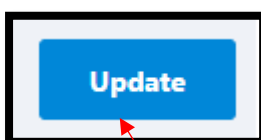
Discount Description

Early Discount

Early Discount Cutoff Date 

- **Discounts**

- **General Discount** - if you want to offer a general discount here. It will be discounted as the participant registers. Please note that this is a \$\$ amount, not percentage
- **Discount Description** - you can provide details of the discount however this does not appear to the participant
- **Early Discount** - the total amount that is to be discounted i.e. \$20
- **Early Discount Cut-off Date** - that date at which early discounts no longer apply



Click **Update**.

NOTE: A separate product for each registration type **Must** be created.

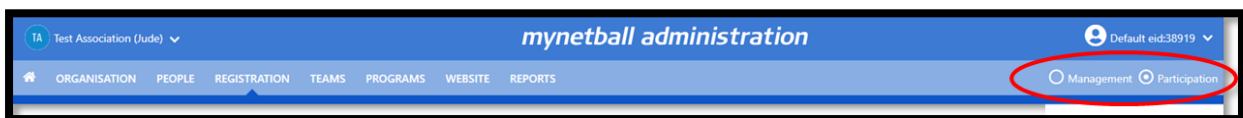
NetSetGO should **NOT** be included here. Registrations for NetSetGO are completed through the **Programs** tab within MyNetball.

Making Products Inactive

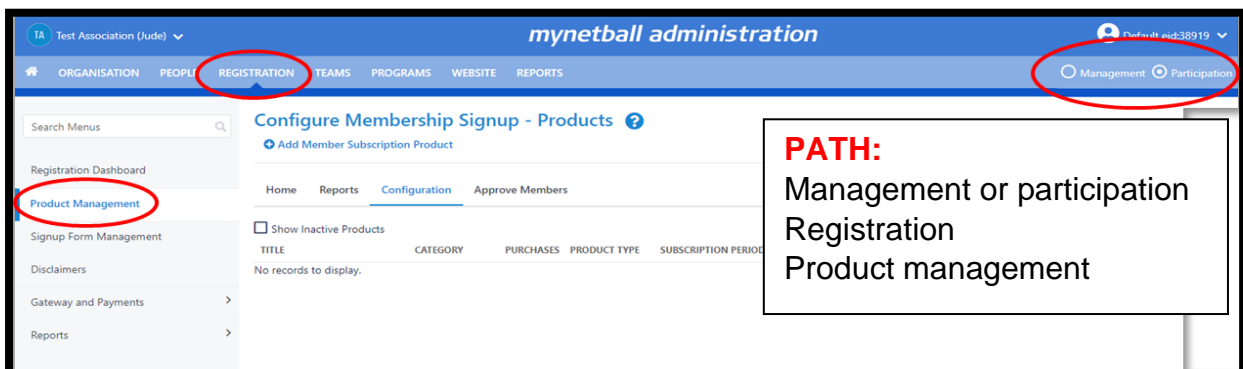
Netball Queensland recommend that you make any products you are no longer using inactive as this will help you with your product management.

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.

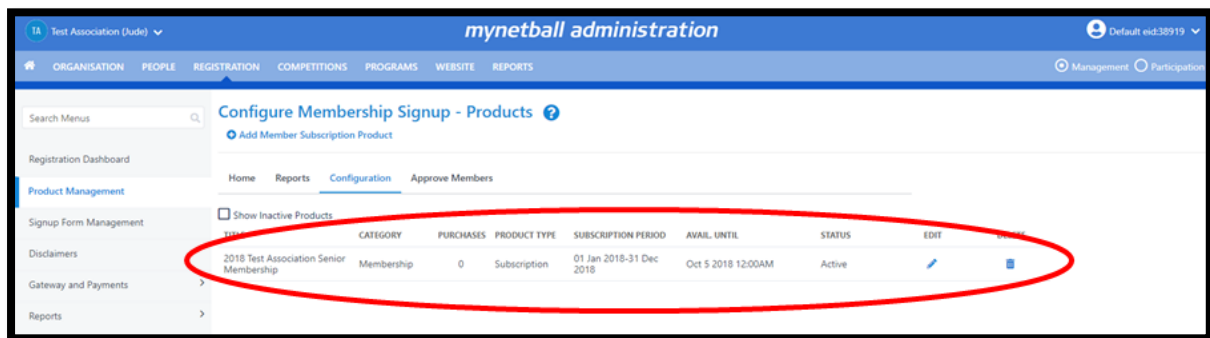
Associations can manage their products under **Management** or **Participation**.



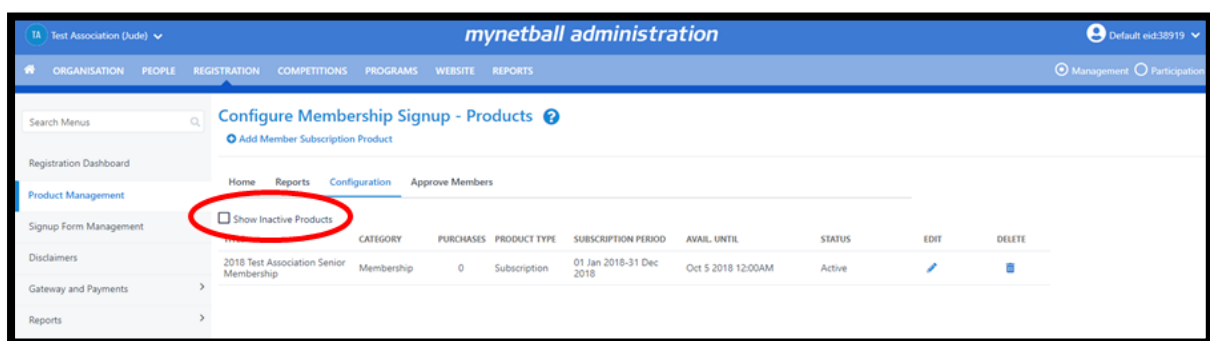
Clubs will not have the option to choose between management or participation, they will just be in participation.




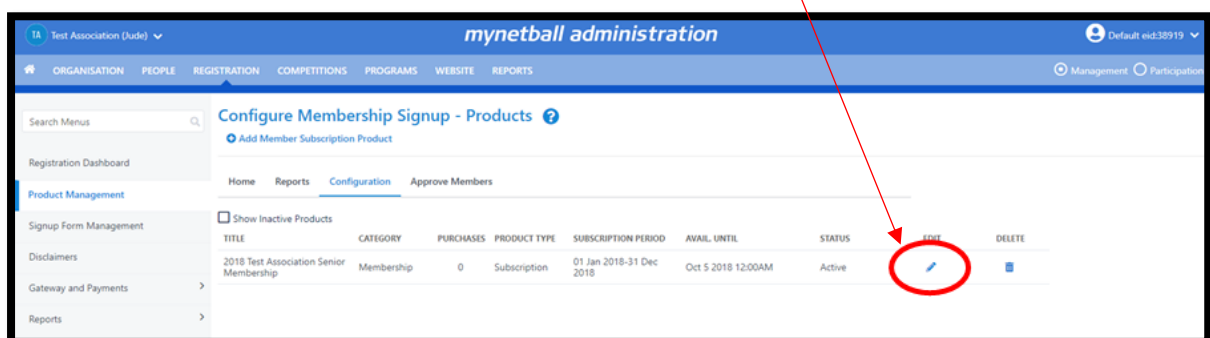
This will bring you to the **Configure Membership Signup – Products** page. Here you will see all the active products your organisation has.



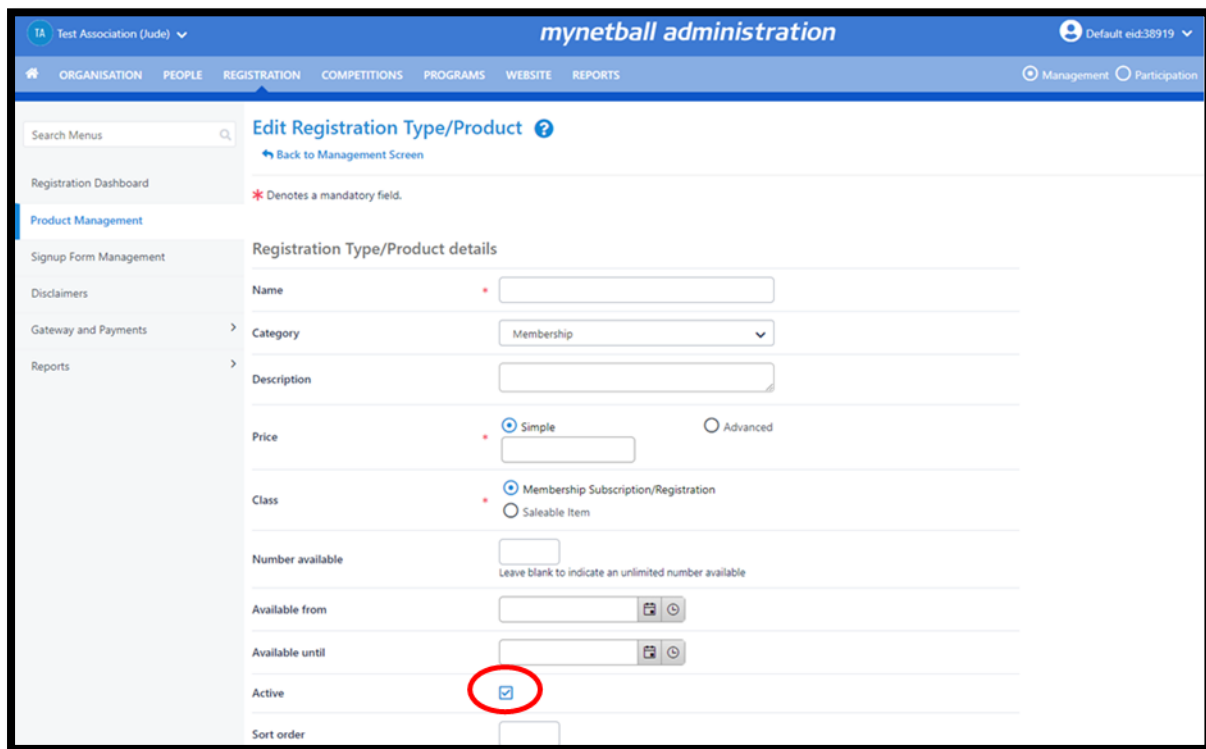
To see any inactive products, you can click on the **Show Inactive Products** option and your list will include any items you have previously made inactive.



To make a product inactive, click on the  symbol next to the product you want to update.



This will bring you to the **Edit Registration Type/Product** page. Here you need to untick the **Active** box.



Scroll to the bottom of the page and click **Update**.

NOTE: that once a product has been purchased it cannot be deleted so Netball Queensland recommend that you make any products you are not using **Inactive**.

Creating Saleable Item Products

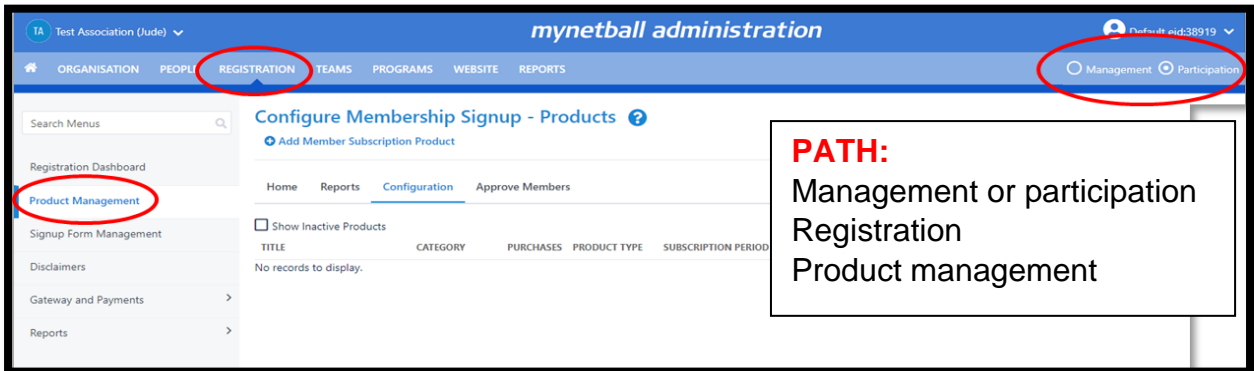
Setting up saleable items allows the Association or Club to sell items such as uniforms.

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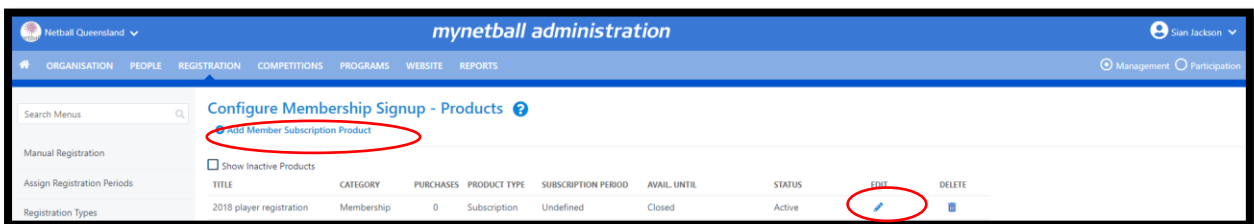


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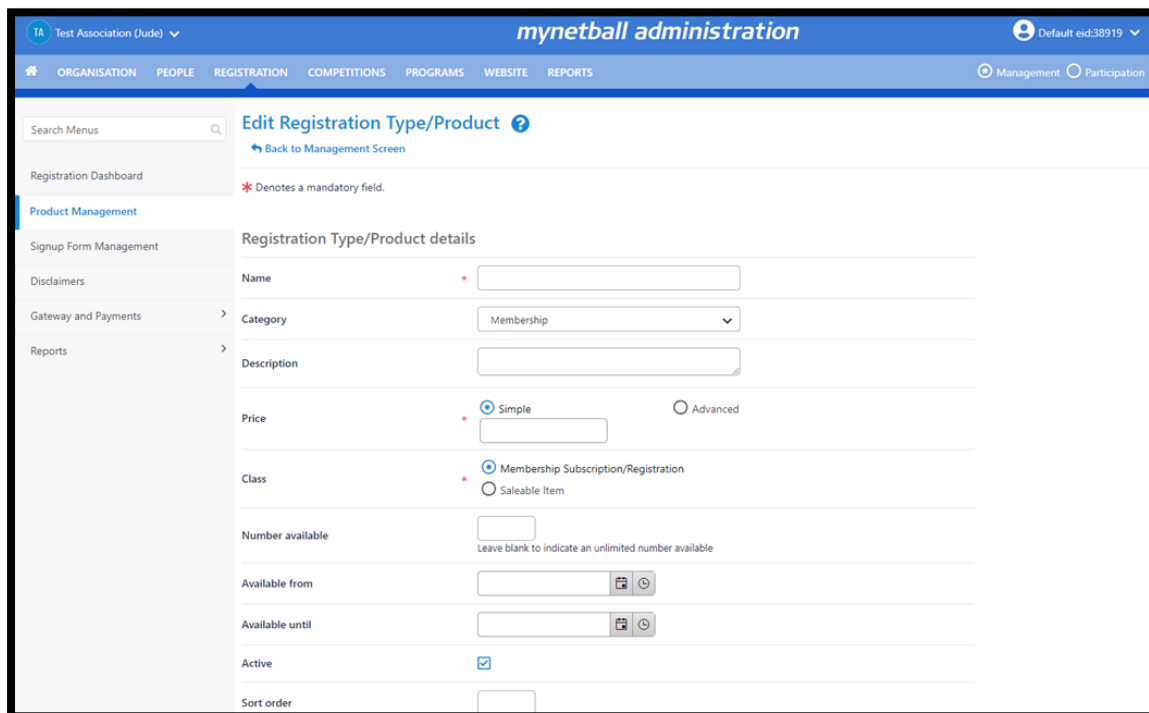


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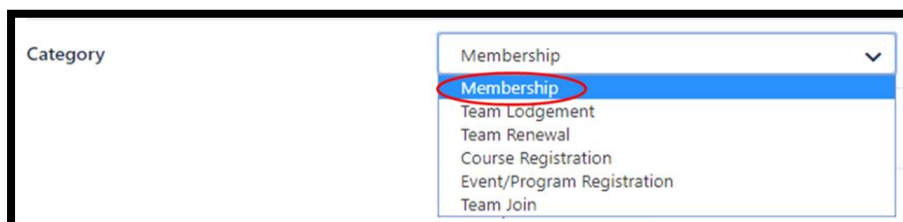


NOTE: The following when updating the details of an organisation * denotes mandatory field:

- **Registration Type/Product Details**

- **Name*** - this is what will display as the name of the product. i.e. Hoodie etc
- **Category** – the category that you select here indicates which signup form the product will show up on. i.e. Membership = Membership Signup form

If you are wanting to sell this item at the time of registration, then the category needs to be **MEMBERSHIP** or **EVENT/PROGRAM REGISTRATION** for **NSG**. If you are wanting to sell this item after registration, you can still use the membership category but will need to create a separate form.



- **Description** - this is a longer description of the product, which will display underneath the product name on a signup form
- **Price*** - select SIMPLE and enter the total cost for the product

NOTE: that changing the price after any products have been sold do not affect these previous sales.

- **Class*** - must be set as **SALEABLE ITEM** otherwise it will give the participant a registration

Class * Membership Subscription/Registration
 Saleable Item

Number available i

Available from

Available until

Active

Sort order

- **Number Available** – if the Association or Club only have a limited number of the item you can cap it here

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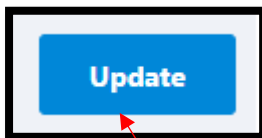
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Discounts	
General Discount	<input type="text" value="0.00"/>
Discount Description	<input type="text"/>
Early Discount	<input type="text" value="0.00"/>
Early Discount Cutoff Date	<input type="text"/> 

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- **General Discount** - if you want to offer a general discount here. It will be discounted as the participant purchases the item. Please note that this is a \$\$ amount, not percentage
- **Discount Description** - you can provide details of the discount however this does not appear to the participant
- **Early Discount** - the total amount that is to be discounted i.e. \$20
- **Early Discount Cut-off Date** - that date at which early discounts no longer apply



Click **Update**.

Repeat until you have created all your **Saleable Item Products**.

Now you have all **Membership Products and or Saleable Items**, you need to create a **Signup Form** to allow members to access the products and register for the current season.