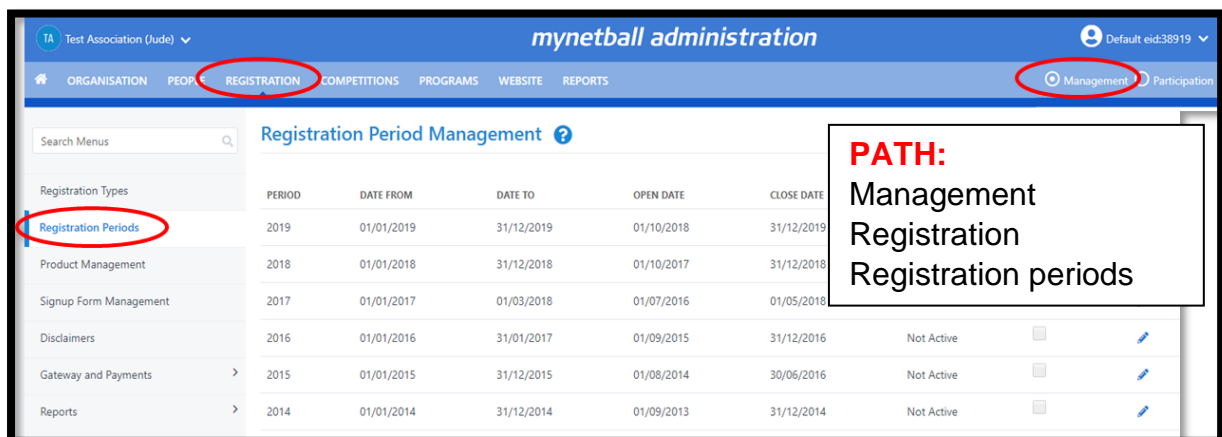## Quick Reference Guide: Registration Periods

The overall registration period is set by Netball Queensland; however Associations must set their own registration periods and open registrations accordingly.

Clubs do not need to complete this step, just Associations.

Associations can manage their registration period under **Management.**

To access this section, you will need to select **Registration, Registration Periods** on the left-hand side.
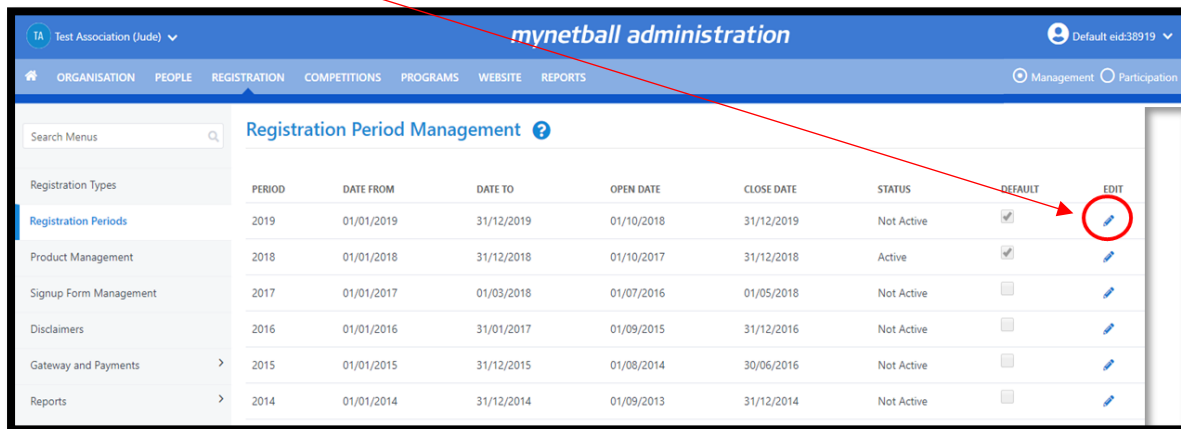
This will bring you to the **Registration Period Management** page.

Click on the ✏ **Edit** symbol next to the relevant period.

A pop-up window will appear where you can edit the registration period.
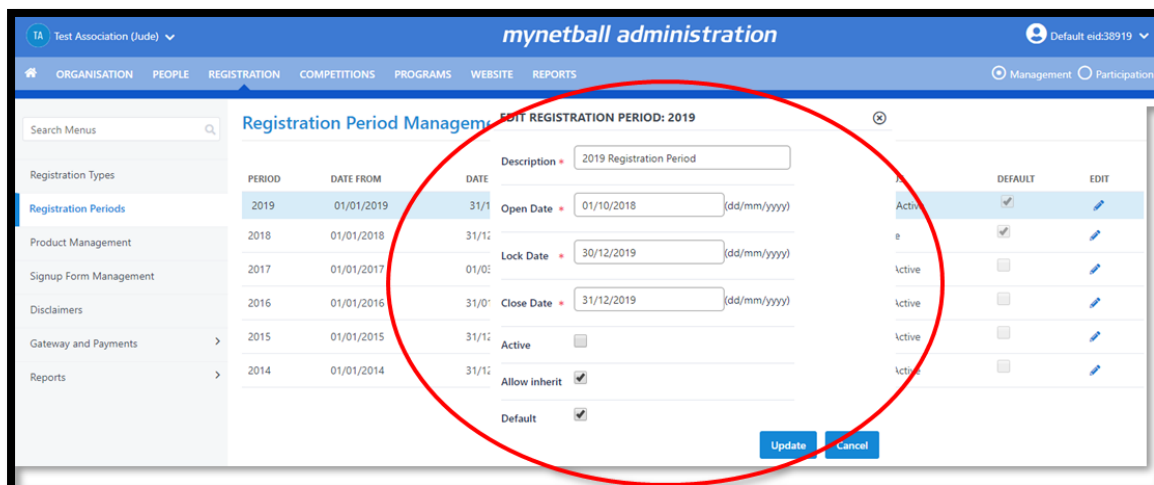
*NOTE: The following when updating the details of an organisation * denotes mandatory field.*

- **Description*** - a description of the registration period. i.e. 2020 Registration Period
- **Open Date*** - the date when registration is open for entry. No registration is acceptable before 15th January 2020
- **Lock Date*** - the date when registrations are no longer editable/reversible enter 16th January 2020
- **Close Date*** - the date when registrations are no longer accepted. No registration is acceptable after this date. Enter 31st December 2020

- **Active** - checking the box means the registration period will appear in the dropdown list for selection when setting up products. Non-used registration periods (from previous years) should be made inactive
- **Allow Inherit** - checking this box means that you are updating the Registration Period for your **'child'** organisations, so they can begin to accept registrations also
- **Default -** checking this sets the Registration Period as the default for child organisations

This helps if there is cross over between two years (2019 and 2020) but the 2019 products are already set up. Making 2020 the default option helps to eliminate the chance that the incorrect option in set up.

Netball Queensland recommend that you tick both allow inherit and default.

- **Click UPDATE**

Once you have completed this step, you need to update your **Registration Type** before 2020 registrations are open for your organisation and any affiliates.

Refer to **Quick Reference Guide: Registration Types** for details on how to complete this.