

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.

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ORGANISATION PEOP REGISTRATION COMPETITIONS PROGRAMS WEBSITE REPORTS										
Search Menus Q	Registrat	ion Period M	anagement 💡	[PATH:					
Registration Types	PERIOD	DATE FROM	DATE TO	OPEN DATE	CLOSE DATE	Management Registration Registration periods				
Registration Periods	2019	01/01/2019	31/12/2019	01/10/2018	31/12/2019					
Product Management	2018	01/01/2018	31/12/2018	01/10/2017	31/12/2018					
Signup Form Management	2017	01/01/2017	01/03/2018	01/07/2016	01/05/2018					
Disclaimers	2016	01/01/2016	31/01/2017	01/09/2015	31/12/2016	Not Active		1		
Gateway and Payments	2015	01/01/2015	31/12/2015	01/08/2014	30/06/2016	Not Active		1		
Reports	2014	01/01/2014	31/12/2014	01/09/2013	31/12/2014	Not Active		1		



This will bring you to the **Registration Period Management** page. Click on the *Lick* symbol next to the relevant period.

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Search Menus Q Registration Period Management ?									
Registration Types		PERIOD	DATE FROM	DATE TO	OPEN DATE	CLOSE DATE	STATUS	DEFAULT	EDIT
Registration Periods		2019	01/01/2019	31/12/2019	01/10/2018	31/12/2019	Not Active		
Product Management		2018	01/01/2018	31/12/2018	01/10/2017	31/12/2018	Active	4	1
Signup Form Management		2017	01/01/2017	01/03/2018	01/07/2016	01/05/2018	Not Active		1
Disclaimers		2016	01/01/2016	31/01/2017	01/09/2015	31/12/2016	Not Active		1
Gateway and Payments	>	2015	01/01/2015	31/12/2015	01/08/2014	30/06/2016	Not Active		1
Reports	>	2014	01/01/2014	31/12/2014	01/09/2013	31/12/2014	Not Active		1

A pop-up window will appear where you can edit the registration period.

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CRGANISATION PEOPLE	REGISTRATION	COMPETITIONS PROGRA	MS WEB	SITE REPORT	s			Manageme	nt O Participation
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Registration Types	PERIOD	DATE FROM	DATE	Description +	2019 Registration Per	iod		DEFAULT	EDIT
Registration Periods	2019	01/01/2019	31/1	Open Date 🔹	01/10/2018	(dd/mm/yyyy)	Activ		1
Product Management	2018	01/01/2018	31/12		20/12/2019	(dd/mm/sees)	e	A	1
Signup Form Management	2017	01/01/2017	01/05	Lock Date 🔹	50/12/2015	(dd/min/yyyy)	Active		1
Disclaimers	2016	01/01/2016	31/01	Close Date *	31/12/2019	(dd/mm/yyyy)	Active		1
Gateway and Payments	> 2015	01/01/2015	31/12	Active			Active		1
Reports	> 2014	01/01/2014	31/12	Allow inherit			Active		1
			$\overline{}$	Default	•				
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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.