

## Quick Reference Guide: Registration Types

Associations must update their registration types for the new registration period (year).

This can only be done once the registrations types are updated at Netball Australia and Netball Queensland levels and needs to be completed before the Association and or Clubs can begin to accept registrations.

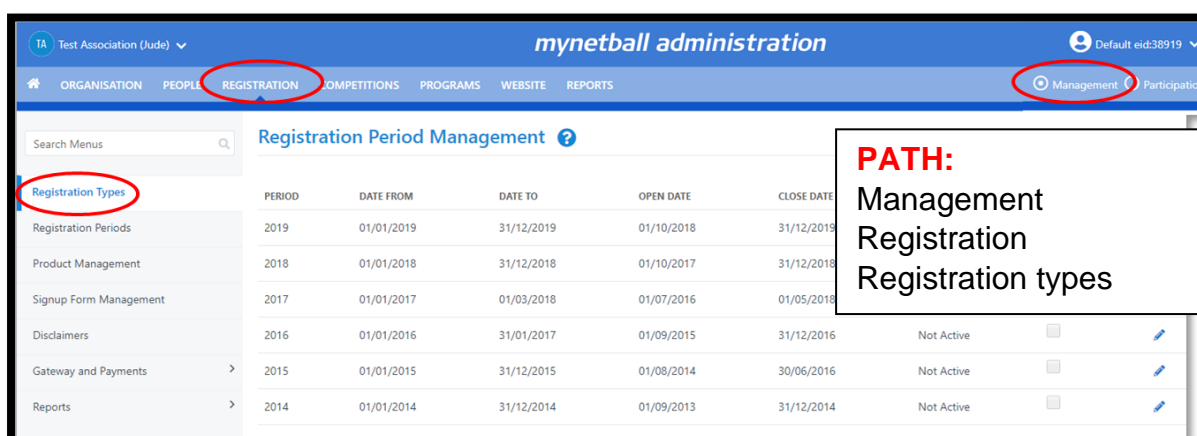
Netball Queensland will advise when registrations are open at State Level. It is up to each Association to determine when they want to open registrations, post Netball Queensland's opening date.

This process needs to be completed for **EACH** registration type that the Association is wanting to offer. (i.e. Senior, Junior, NetSetGO – Net, Set & Go and Non-Playing Members – coach, umpire and Other Non-Playing Members).

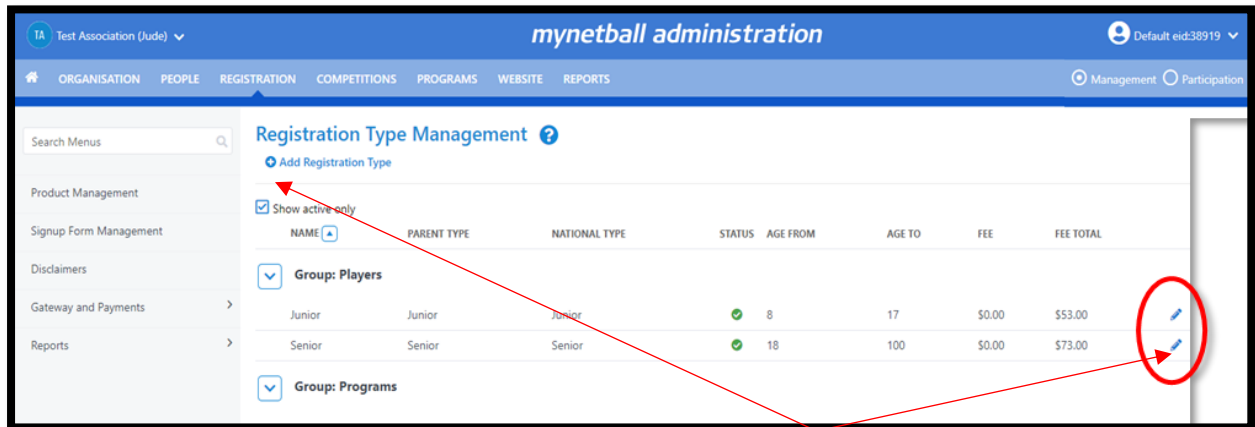
The registration type needs to be active at the parent level (NQ) for a child organisation (Association) to be able to select it.

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


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



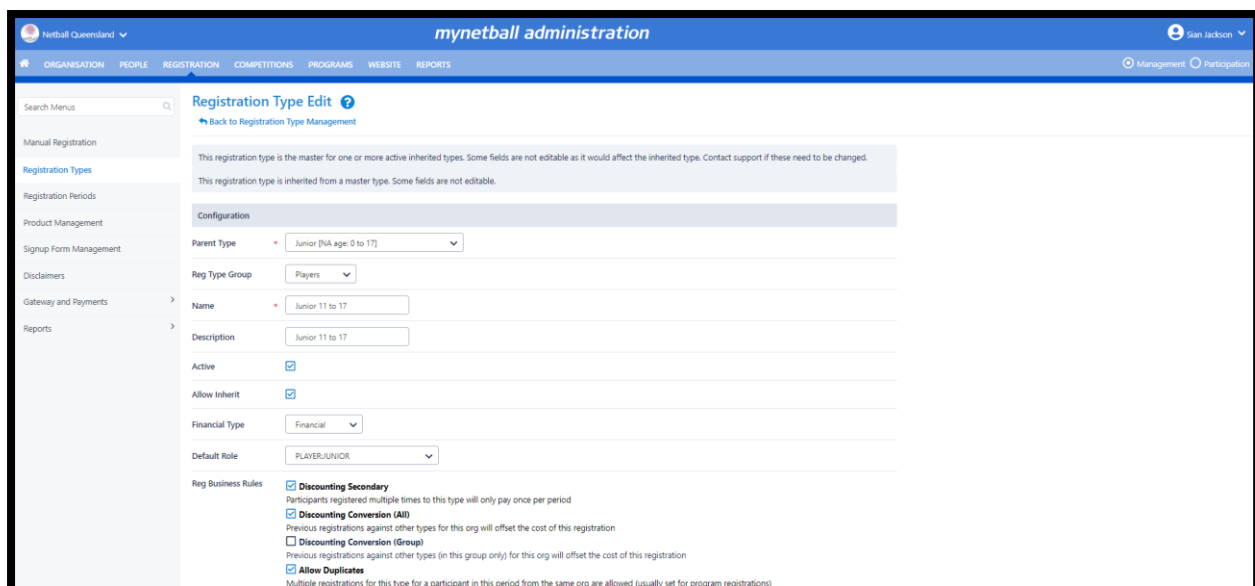
This will bring you to the **Registration Type Management** page.



Here you will see all the registrations types that your organisation offers.

Click on the  symbol next to the registration type you wish to update. Or **Add Registration Type**.

This will open the **Registration Type Edit** page.



Check the details in the **Registration Types** and update as required.

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

- **Configuration**

**\*\*IMPORTANT:** scroll down to the registration period and ensure it's set as 2020 first.

**Configuration**

Parent Type \* Junior [NA age: 0 to 17] ▼

Reg Type Group Players ▼

Name \* Junior 11 to 17

Description Junior 11 to 17

Active

Allow Inherit

Financial Type Financial ▼

Default Role PLAYER:JUNIOR ▼

Reg Business Rules

- Discounting Secondary**  
Participants registered multiple times to this type will only pay once per period
- Discounting Conversion (All)**  
Previous registrations against other types for this org will offset the cost of this registration
- Discounting Conversion (Group)**  
Previous registrations against other types (in this group only) for this org will offset the cost of this registration
- Allow Duplicates**  
Multiple registrations for this type for a participant in this period from the same org are allowed (usually set for program registrations)

- **Parent Type\*** – you cannot edit this
- **Reg Type Group** - you cannot edit this
- **Name \*** – name the registration type

Netball Queensland recommend that organisations do not change this.

- **Active** – determines if the **Registration Type** is active or not

This needs to be ticked to use the **Registration Type** for the season.

- **Default Roles** - you cannot edit this
- **Reg Business Rules**

Tick only the business rules boxes that apply to **THIS** registration type.

- **Discounting Secondary:** Participants registered multiple times to this registration type will only pay once per period

You need to consider your organisation's set up before ticking/unticking this.

Do you have more than one season? Do you want participants to pay an organisational fee each season or just once per year?

Ticking this means that if a player registers more than once to a Club under your Association or the Association itself, within the current registration period, the organisation fee (set up under **Fee Structure** below) will automatically be deducted from the total they pay for the additional registration(s).

Basically, it means that participants only have to pay the Association fee once per registration period.

If you want them to pay the Association fee per season (competition) that they play, then untick this option.

- **Discounting Conversion (All):** Previous registrations against other types for this org will offset the cost of this registration

Ticking this means the if a player registers more than once to the Association, to convert from a Non-Playing Member to a Senior, in the current registration period, the organisation fee will be automatically deducted from the total they pay (they only pay it once).

- **Discounting Conversion (Group):** Previous registrations against other types (in this group only) for this org will offset the cost of this registration

This can be ticked or unticked.

- **Allow Duplicates:** Multiple registrations for this type for a participant in this period from the same org are allowed (usually set for program registrations).

You need to consider the Associations competitions before ticking/unticking this.

Do you have more than one season? Do you want participants to purchase membership products for each season?

Ticking this means that participants can purchase membership products (for consecutive seasons) and pay the club fees.

If you do not tick, participants will not be able to re-register for the new season, which makes it hard for Clubs to collect fees.

Netball Queensland recommend that you have this option ticked as it is NOT linked to duplicate Netball Queensland Membership fees.

- **Age Range**

**Age Range**

From  To

**Note:** From and To age can be changed to be within the fee structure bands below if you wish to restrict registration to a subset of ages.

The details here should be already populated from the previous registration period.

- **Registration Hierarchy**

Registration Hierarchy			
ORGANISATION NAME	AGE FROM	AGE TO	STATUS
Netball Australia	0	17	
Netball Queensland	11	17	

Ensure that the ages here are within the Netball Queensland's age range.

- **Fee Structure**

**Fee Structure**

Registration Period

FROM AGE	TO AGE	FEE	TAX RATE	
11	17	90.00	0.00	<a href="#">Edit</a>

**If you do not complete this step, then the registration type will not be updated for the new season. Complete even if the organisations fee is \$0.**

- The registration period must be the year of the new season
- Select **Edit** on the right-hand side

FROM AGE	TO AGE	FEE	TAX RATE	
11	17	90.00	0.00	Edit

Age From  Age To  Fee

Fixed Conversion Price  Tax Rate

- Ensure the ages match what you have previously stated (under Age Range) – this should have been automatically populated
- If the Association want to add fees to the registration type, this is where you enter them. If not type \$0
- Click **Update**

Related organisation fees for 2019

- ▼ Netball Australia
  - Ages 0 to 17: \$0.00
- ▼ Netball Queensland
  - Ages 11 to 17: \$90.00

You will be able to see the breakdown of the organisation fees. Click **Save**.

**Repeat** for all **Registration Types** that the Association needs to create for the new season.

Once you have completed this step, you can communicate to Clubs that online registrations for the new season are now open.