

## **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.

🧶 Netball Queensland 🗸	mynetball administration	🙁 Sian Jackson 🐱
ORGANISATION PEOPLE REGISTRATION		M argement      Participation

TA Test Association (Jude) 🗸			· · ·	tball admini	stration			ult eid:38919 🗸
		ompetitions progr		πs	ſ		Management	Participatio
Search Menus Q	PERIOD	DATE FROM	DATE TO	OPEN DATE	CLOSE DATE	PATH: Manageme	ent	
Registration Periods	2019	01/01/2019	31/12/2019	01/10/2018	31/12/2019	Registratio		
Product Management	2018	01/01/2018	31/12/2018	01/10/2017	31/12/2018	Registratio	n types	
Signup Form Management Disclaimers	2017	01/01/2017	01/03/2018	01/07/2016	01/05/2018	Not Active		
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 Type Management** page.

TA Test Association (Jude) 🗸		mynetball a	dministration			🙁 Default eid:38919 🗸
A ORGANISATION PEOPLE	REGISTRATION COMPETITIONS PROGRAMS W	EBSITE REPORTS				Management     Participation
Search Menus	Registration Type Manageme	nt 😧				
Product Management	Show active only					
Signup Form Management	NAME A PARENT TYPE	NATIONAL TYPE	STATUS AGE FROM	AGE TO	FEE	FEE TOTAL
Disclaimers	Group: Players					
Gateway and Payments	> Junior Junior	noimat	8	17	\$0.00	\$53.00
Reports	> Senior Senior	Senior	18	100	\$0.00	\$73.00
	Group: Programs					

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.

Netball Queensland ~	mynetball administration
	TRATION COMPETITIONS PROGRAMS WEBSITE REPORTS
Search Menus Q	Registration Type Edit 🚱
Manual Registration Registration Types Registration Periods	This registration type is the master for one or more active inherited types. Some fields are not editable as it would affect the inherited type. Contact support if these need to be changed. This registration type is inherited from a master type. Some fields are not editable.
Product Management Signup Form Management	Configuration Parent Type * Junior (NA age: 0 to 17)
Disclaimers	Reg Type Group Regen
Gateway and Payments > Reports >	Name <ul></ul>
	Active C
	Financial V Default Role PLAYERUINICR V
	Reg Business Rules       Image: Secondary         Participants registered multiple intens to this type will only pay once per period         Image: Decounting Conversion AUD         Perious registrations against other types for this org will offset the cost of this registration         Image: Decounting Conversion (Group)         Previous registrations against other types (in this group only) for this org will offset the cost of this registration         Image: Decounting Conversion (Group)         Previous registrations against other types (in this group only) for this org will offset the cost of this registration         Image: Decounting of this type to the participant in this section if the type on an advect for promort registrations

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 🔽	3
Allow Inherit	3
Financial Type	Financial 🗸
Default Role	PLAVER:JUNIOR V
Pa V Pr V V	revious registrations against other types for this org will offset the cost of this registration

- **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 11 To 17
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

FROM AGE         TO AGE         FEE         TAX RATE           11         17         90.00         0.00         Edit	Fee Structure				
	Registration Period				
11 17 90.00 0.00 Edit	FROM AGE	TO AGE	FEE	TAX RATE	
	11	17	90.00	0.00	F Edit

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 11 Age				
Fixed Conversion Price 0.00 Tax R	0.00			Update

- Ensure the ages match what you have previously stated (under Age Range) – this should have been automatically populated
- $\circ\,$  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	
<ul> <li>Netball Australia</li> <li>Ages 0 to 17: \$0.00</li> <li>Netball Queensland</li> <li>Ages 11 to 17: \$90.00</li> </ul>	
	Save

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.