

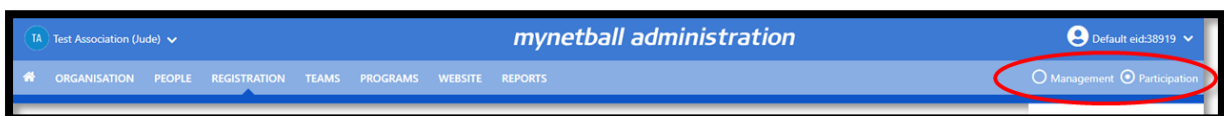
Quick Reference Guide: Signup Form Distribution

Once the organisation has created online signup form(s) it is ready to be circulated to members. There are several ways this can be completed such as via Social Media, Email or the MyNetball App.

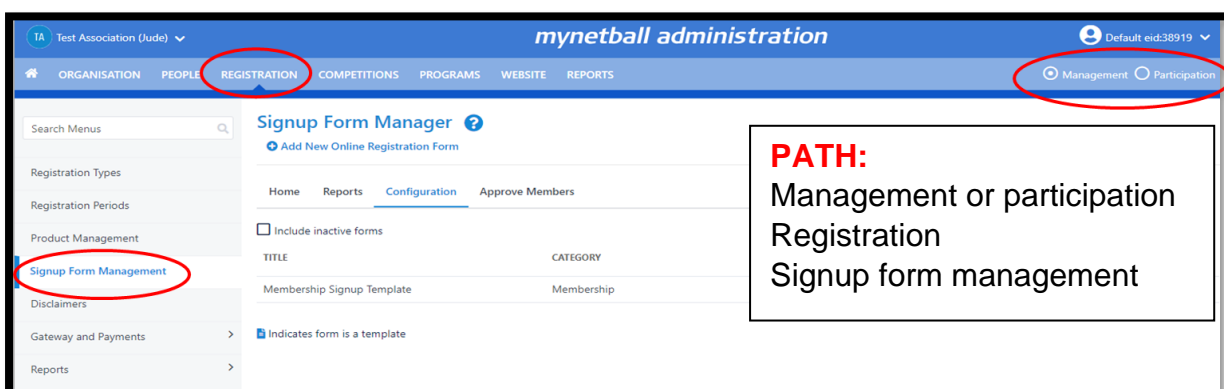
Email and Social Media

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 signup form distribution 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 **Signup Form Manager** page.

Here you can see any active forms that the organisation currently has. Click on the  **Edit** symbol next to the form that needs to be updated.

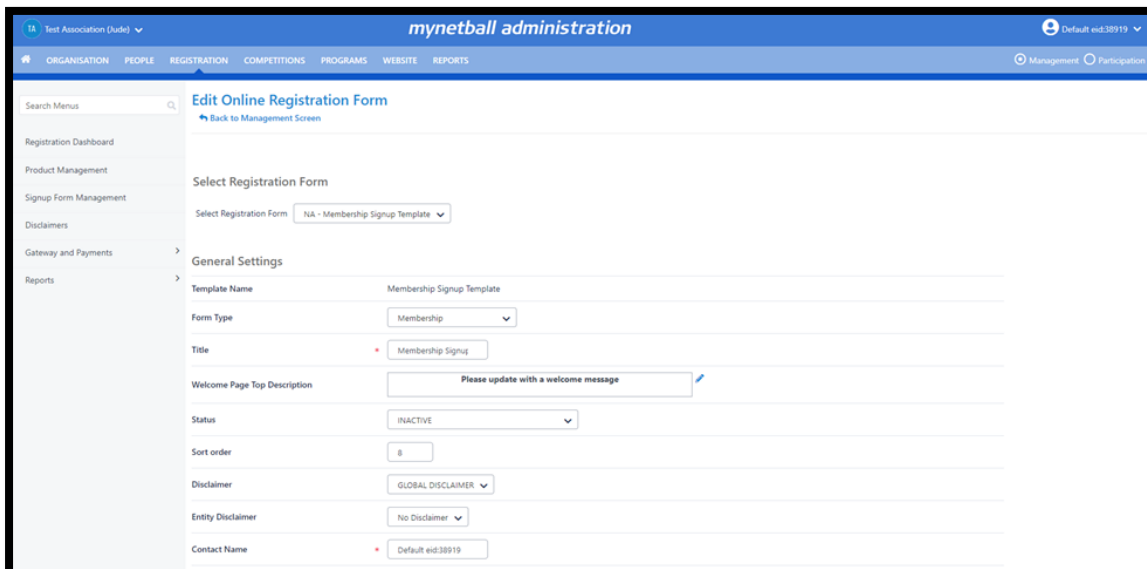
Signup Form Manager 

[Add New Online Registration Form](#)

Include inactive forms

TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE
2018 Future Firebirds Camp	Event/Program Registration	1	2	Active			

This will populate the **Edit Online Registration Form** page.



Edit Online Registration Form

Select Registration Form: NA - Membership Signup Template

General Settings

Template Name: Membership Signup Template

Form Type: Membership

Title: Membership Signup

Welcome Page Top Description: Please update with a welcome message

Status: INACTIVE

Sort order: 8

Disclaimer: GLOBAL DISCLAIMER

Entity Disclaimer: No Disclaimer

Contact Name: Default eid:38919


At the bottom of the page there is **Form Links**.

Form Links

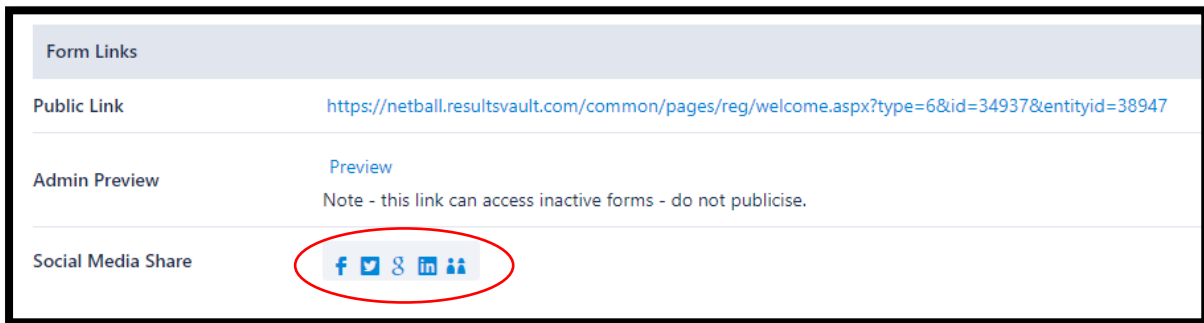
Public Link: <https://netball.resultsvault.com/common/pages/reg/welcome.aspx?type=6&id=34937&entityid=38947>

Admin Preview: [Preview](#)

Note - this link can access inactive forms - do not publicise.

Social Media Share: 

You can copy the link titled Public Link and email it out to members.



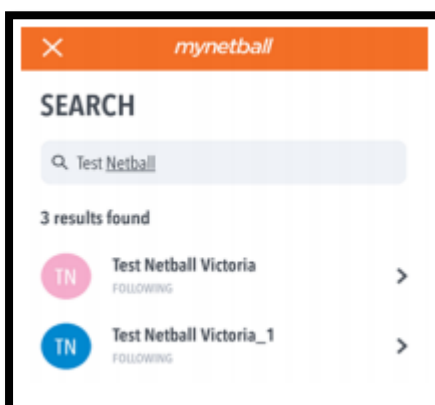
You can also **“Share”** this link on various Social Media platforms.

MyNetball App

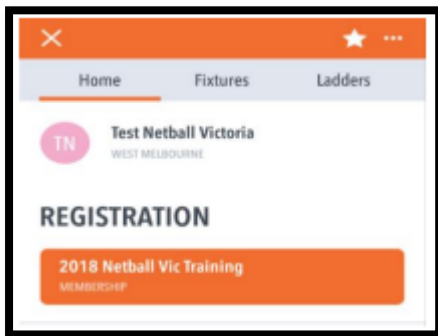
If the participant has never been affiliated with the organisation new members can find your form via the MyNetball App by clicking on the magnifying glass to search.



Type the name of the organisation they want to register to in the search bar.



Tap on the organisation the member wants to register to, they can access the organisations online signup form.



The member can click on the online signup form and can complete the process.

The member can save the organisation as a favourite by clicking on the star outlined below.

