



Procedure for creating an Online Registration Form via MyNetball for Junior and Open Players.

Introduction:

Note this process applies to players, coaches and umpires however at this stage does not include NetSetGo.

This procedure has three (3) components:

- ➔ Step 1: Develop the additional questions specific to your club.
- ➔ Step 2: Create your own Membership types such as Junior, Senior with pricing attached.
- ➔ Step 3: Creating an Online Registration Form.

Step 1: Additional Questions

- Create a list of questions that your Club wish to be answered on the online form.
- The following questions are mandatory in MyNetball therefore there is no need to include them in your Club questions: First Name, Last Name, Date of Birth, Gender, email address, Address, Mobile Phone Number, Next of Kin Emergency Contact Number and Name, Photography Consent and Medical Conditions.

Log on as an Administrator:

Head to **People/Custom Person Lists/ Custom Fields Management**

- Select - Add new custom field

Example Question Setup:

We want to know if there are any Players who wish to assist in coaching.

Name: Coaching

Description: Would you be interested in Coaching? If yes or maybe, please indicate which grade.

Type: As we want to know which age group, for example – 11U, 13U, 15U, 18U or Open they are prepared to coach we would select the Check box list as there are more than 2 options as an answer.

Options: 11U, 13U, 15U, 18U or Open. They all need to be separated by a comma to make them options.

Select: Prohibit editing by logged in participants.

Apply to Role/Sub Role: We want this question to be available to all players therefore we select Role: Players

Active: Select

Sort Order: Is the sort order that the questions are displayed as. Start your first question with the number 1 and second questions as sort 2 etc.

Make sure to save after creating by pressing the tick on the right.



Step 2: Membership Products

Now you need to add the Membership Products that you are selling on your **Online Registration Form**. You can create any number of products which can be included in membership signup forms. For each product that has a different price structure you will need to create a different Membership Product.

You do not need to create a NetSetGO product, this is done in the NetSetGO Centre Registration.

Head to **Registration/Product Management**

- Select – Add Member Subscription Product.

[Configure Membership Signup - Products](#) ?

[Add Member Subscription Product](#)

Show Inactive Products

TITLE	CATEGORY	PURCHASES	PRODUCT TYPE	SUBSCRIPTION PERIOD	AVAIL. UNTIL	STATUS	EDIT	DELETE
Coaches and Managers	Membership	0	Subscription	01 Feb 2018-25 Dec 2019	Dec 25 2019 12:00AM	Active	Edit	Delete
Junior Netball Winter 2019	Membership	0	Subscription	Undefined	Mar 2 2019 12:00AM	Active	Edit	Delete
Non Playing Umpires	Membership	0	Subscription	06 Apr 2018-31 Dec 2019	Dec 25 2019 12:00AM	Active	Edit	Delete

- Set up the form, filling in the mandatory details that are marked with a red asterisk *.

Notes: The subscription dates are for the entirety of the year, copy the same dates used in the Available From/To boxes.

Make sure your price is the total cost: Your club fees, WDNA fee and the NetballWA fee.

Set up the Registration settings to WDNA and select the type for the relevant age group; Junior/Senior.

- Make sure that the Active box is ticked, otherwise your players will not be able to select it in your Signup Forms. Don't forget to press 'Update' at the bottom when you are finished.
- Repeat process as necessary, i.e. Open registration or any registrations for Junior with a different cost.

Step 3: Online Registration Form

Once you have created your Products, you can now create your Registration form for your players. They will use this form to register themselves and you are able to monitor the players.

Head to **Registration/Signup Form Management**

- Select – Add New Online Registration Form

[Signup Form Manager](#) ?

[Add New Online Registration Form](#)

Include inactive forms

TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE
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- Create a form for Juniors to register with and a separate form for Open players. If you would like your Coaches and Team Official to sign up this way, you can set up a form for them also.
- When you open a new form it will have a drop down box appear that says 'NA – Membership Signup Template' keep it as this and hit refresh and the form will appear.



WDNA
Wanneroo Districts Netball Association Inc.

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Kingsway Sporting Complex, Madeley WA 6065
(08) 9409 9950
enquiries@wdna.net.au



General Settings	
Template Name	Membership Signup Template
Form Type	Membership
Title	* Membership Signup Template
Welcome Page Top Description	Please update with a welcome message
Status	INACTIVE
Sort order	8
Disclaimer	GLOBAL DISCLAIMER
Entity Disclaimer	No Disclaimer
Contact Name	* Amy Whitehead
Contact Email	* enquiries@wdna.net.au

General Settings-

Form type: Membership

Title: This can be whatever you would like e.g. 2019 Junior Registration Form

Top Description: Your introduction to the form and welcome, for example: Welcome to the 2019 Netball Season. Please complete this form to register as a player and member. Registrations close (insert date). If you have any queries, please contact (If you do not have online payments, please inform players here that payment will not be made through this form.)

Status: Active – this will activate the form. You can activate it once checked.

Disclaimer: Global Disclaimer

Entity Disclaimer: Add the Code of Behaviour from the WDNA website, to add a Disclaimer go to **Registration/Disclaimers** and copy and paste it there.

Contact Name and Email: Club Coordinator should put their details in.

Payment Settings-

Unless your club has created a payment gateway, then online payments will not be available for this form.

If you do have a payment gateway, you will need to first create your form and save it. When you go back in you can select 'MYNETBALL PAYMENT SERVICE' from the dropdown options.

If you are taking offline payments, you can add the account details into the General Setting Description box.

Fixed Charge: 0.31 **Variable Charge:** 1.78

Form Fields-

Here are all of the questions that you may ask in your forms. Mandatory fields cannot be changed but you may tick fields you wish to include.



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Other Fields: Scrolling down the box on the left you will find any custom fields that you created earlier. You can add them by selecting them and pressing the small arrow to move them across, here you can mark them as mandatory for your players to answer.

Registration Type/Products-

Here is where you can add your products for registration.

i.e. In a Junior form you would want to select all Junior products, so that your player can click through the form and select the relevant age group registration.

Registration Type/Products

Displayed as radio buttons: customer will be able to choose one item only.

Available Registration Type/Products

Open - 18 & Over 2019 - Kidsport
Junior Player (10-17yrs) 2019 - Kidsport Voucher

Selected Registration Type/Products

Junior Player (10-17yrs) - Winter 2019
Junior Player (turning 18) - Winter 2019
Open - 18 & Over - Winter 2019

The Advanced settings can be left as they stand as they are correct.

Advanced Settings

<p>Behaviour Options</p> <p><input type="checkbox"/> Manually approve all new registrants</p> <p><input checked="" type="checkbox"/> Create logins for new registrants</p> <p><input checked="" type="checkbox"/> Omit pay by credit card information from offline payment form</p> <p><input type="checkbox"/> Display payment split information if possible</p> <p><input checked="" type="checkbox"/> Allow signups on behalf of family members</p> <p><input type="checkbox"/> Allow no team preference</p>	<p>Syndication Options</p> <p><input type="checkbox"/> Syndicate to Entity Teams</p> <p><input type="checkbox"/> Syndicate to affiliated CLUBS</p> <p><input type="checkbox"/> Syndicate to affiliated ASSOCIATIONS</p> <p><input type="checkbox"/> Syndicate to affiliated ZONES</p> <p><input type="checkbox"/> Syndicate to affiliated REGIONS</p> <p><input type="checkbox"/> Syndicate to affiliated STATES</p> <p><input type="checkbox"/> Syndicate only to direct affiliates</p>
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[Save](#)

Form Links

Public Link <https://netballresultsvault.com/common/pages/reg/welcome.aspx?types=1&id=36996&entityid=46364>

Admin Preview [Preview](#)
Note - this link can access inactive forms - do not publicise.

Social Media Share [f](#) [S](#) [i](#) [t](#)

Press 'Save' to create the form.

Form Links-

The link listed beside **Public Links- MyNetball public portal** is the link that you can send out to your players of the completed form. You too can use this link to preview the form you have just created before sending it out to your players for them to fill out and complete.