

Aussie Hoops

Online Registration



Aussie Hoops Online Regos: Getting Started

Online registration and payment is now available for Aussie Hoops. As an Aussie Hoops Association, it is encouraged that you offer this to your participants. But don't worry, this is a good thing because it will save you time, you just need to know a thing or two about how it works which is outlined in this guide.

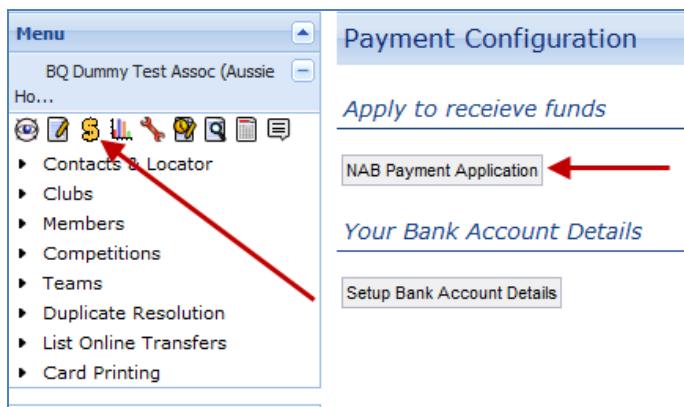
The process is very easy. Your participants can register and pay online either through the Aussie Hoops website www.aussiehoops.com.au or your Association/Club website.

How Does it Work?

Getting setup is relatively pain free, and won't take you long. Read on...

1 - Setup your NAB account

1. Log into <http://reg.sportingpulse.com/v5> (contact SportingPulse or your governing body for logins)
2. Click on the yellow dollar sign then click **NAB Payment Application**



3. Open NAB business cheque account by following the steps below

Make an application

- Drop into your local branch. You'll find your nearest branch at nab.com.au / branch or via our mobile iphone application.
- Call 13 30 86 from 7am-9pm AEST weekdays, or 8am-6pm AEST on weekends.

Authorised signatories verification

All of the authorised signatories you list will need to pop in to a NAB branch for verification. This can be done at any time during branch opening hours.

For verification, remember to bring 100 points of current identification. Below is a list of documents which you can use to make up the 100 points of identity. Documents must be current and confirm your full name, date of birth and residential address – with at least one document verifying your identity by photograph.

Examples of accepted Documents:

Drivers Licence - Australian Government Issue	(70 Points)
Passport or other International Travel Document	(70 Points)
Birth Certificate	(70 Points)

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Medicare Card	(30 Points)
Utility Bill/Registration Notice >3 months old	(30 Points)
Rates Notice	(30 Points)

4. Lastly, don't forget to link your NAB account to your Aussie Hoops database. Login to your AHC database and click the yellow dollar sign (as above). Click **Setup Bank Account Details** this time and add your account details. This will ensure your first year of annual fees is waived, and any funds received go straight into your account.

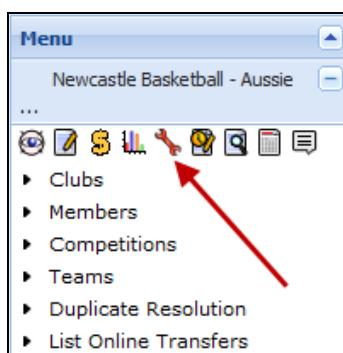
2 - Confirm product pricing

Before you start taking online registrations, you need to ensure that the pricing is correct for your Aussie Hoops Centre. Below is the default pricing:

- \$65 First time Participant
- \$35 Returning Participant

If you would like to change this, complete the following steps:

1. Click the configuration icon as shown below:



2. Select **Products**
3. Click **Edit** for each product

Products					
Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited. If you wish to add a new product click the 'Add a New Product' link.					
Group	Name	Price	Archived ?	Created By	
	2010 Aussie Hoops Program	65.00		National	Edit
	2010 Aussie Hoops Program - Returning Participant	35.00		National	Edit
Add a New Product					

4. Select whether the product is single or multiple-priced (ie family discounts for 2nd child etc)

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Details

Name: 2010 Aussie Hoops Program
Group:

Pricing

Price: Single price (price is the same across all registrations, incl. Multiple prices (changes in the case of multiple, family, reg.)

Single Pricing: \$ 65.00

Multiple Pricing:

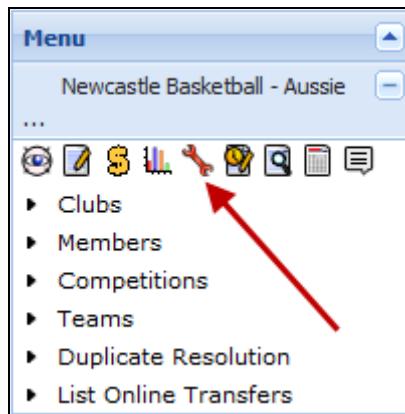
First Adult	\$ 0.00	First Child	\$ 65.00
Second Adult	\$ 0.00	Second Child	\$ 60.00
Third Adult	\$ 0.00	Third Child	\$ 55.00
Subsequent Adult	\$ 0.00	Subsequent Child	\$ 55.00

Update 

5. Confirm pricing , then click **Update**

3 – Confirm your form

If you would like to make any changes to your form, click the configuration icon:



Select the **Registration Forms** link

Configuration

These configuration options allow you to modify the data and behaviour of the system

Manager Users and Security Password Management Permissions	Configure Database Fields Custom Fields Field Options Manage Lookup Information Member Packages	Change Log Members Welcome
Setup Registrations and Payments Transfer Settings Payment Splits Products	Manage Competitions Venues	Other Sync Log
Registration Forms 		

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Your Registration Form should appear on the next screen, ready to edit.

4 – Go Live

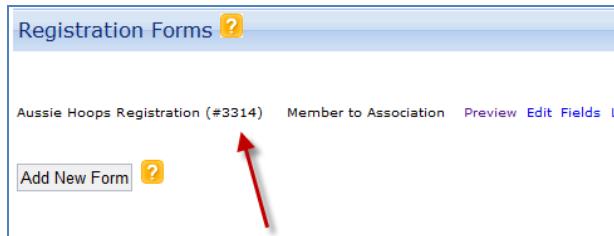
From the Aussie Hoops Website...

All Aussie Hoops online registrations can be processed through www.aussiehoops.com.au. Parents can just click on **Register Here** and then select the appropriate Aussie Hoops Centre from the list then complete their registration form from there. All currently registered Aussie Hoops Centres should appear on this list.

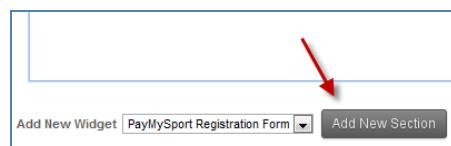
From your FIBA Organizer Website...

Alternately, if you would like to put a link to your form directly on your FIBA Organizer Website, please complete the following steps:

1. Complete the steps in “4 – **Modify your form**” as above, and take note of the ID number of your form, as indicated below (please note yours will be a different number).



2. Login to your FIBA Organizer Website as the Website Editor
3. Go into the **Widget Manager**
4. Select **PayMySport Registration Form** from the drop down list at the bottom of the screen and click **Add New Section**



5. This item will then appear in your Widget Manager. Right-click it and select **Edit** to add in your form number, and customise the caption and image (a default **Register Here** button will appear if you don't add your own image). You should at least customise the caption so that your participants know that this form is for Aussie Hoops registrations.

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Add a new entry to 'PayMySport Registration Form'

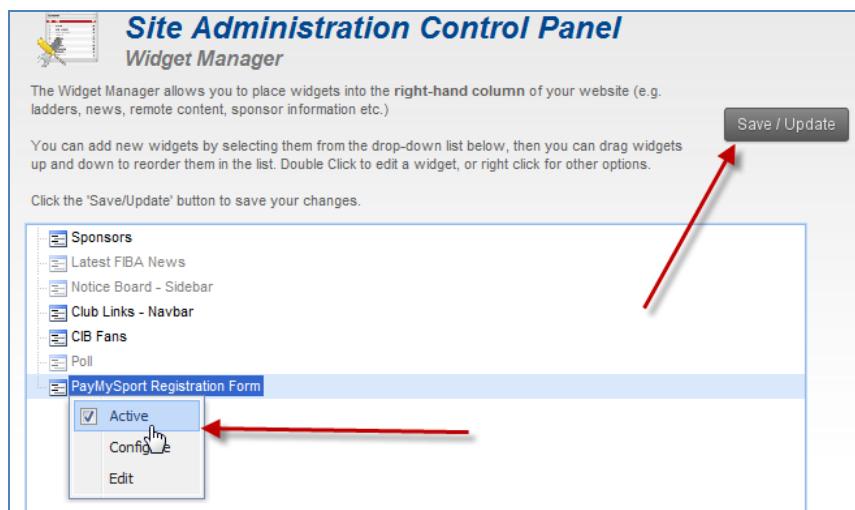
Link Caption
Register Here for Aussie Hoops

Form Number Click here to find out how to get the form number

Select Image

or Upload Directly
 No file chosen

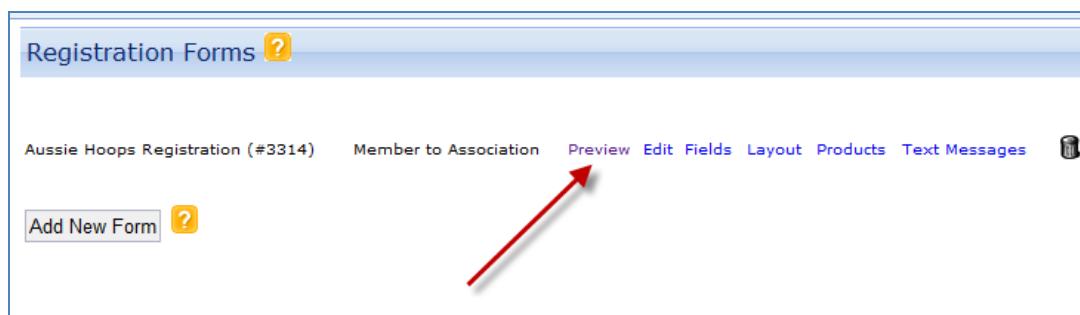
6. Return to the **Widget Manager** and right click to select **Active** then click **Save/Update**. This will put your form live on your website.



From a 3rd Party Website

If you don't use a FIBA Organizer Website, you can insert an html link to your form by previewing the form and taking the URL from the top of the screen, see below:

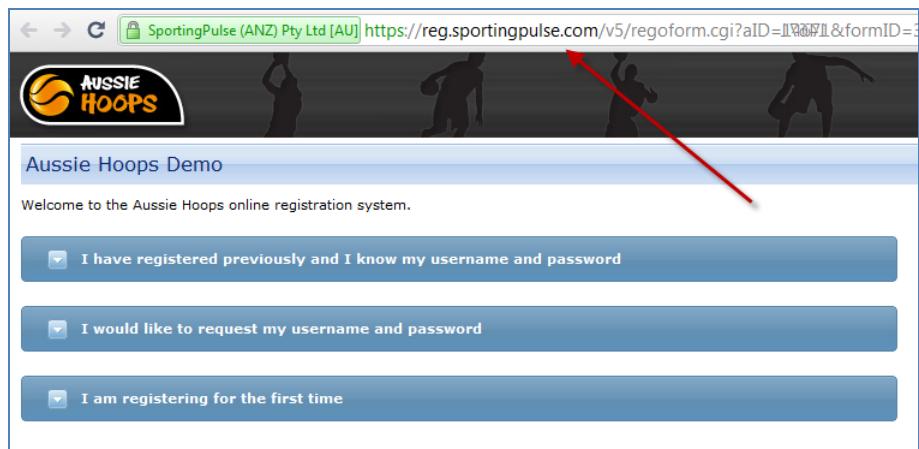
Follow the steps above in "4 – Modify your form" then click **Preview**:



The URL is then available from the address bar at the top of the screen, as shown below. Simply copy and paste this URL into an html link on your website.

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Aussie Hoops Demo

Welcome to the Aussie Hoops online registration system.

I have registered previously and I know my username and password

I would like to request my username and password

I am registering for the first time

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