

MyNetball Online Registration Forms Manual

PLEASE NOTE: We recommend using **Google Chrome** as your web browser when working with MyNetball.



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Key Elements of Setting up an Online Registration Form

- Accurate member email addresses in MyNetball
 - A minimum of 80% email accuracy is required to use online registrations
 - Please contact Netball Victoria's Member Services team for further information or assistance
- Set up "Payment Gateway"
- Set up all "Products"
 - Senior
 - Junior
 - All Abilities
 - Off the Court
- Create your "Online Form"
- Record the unique URL/web link for your online form
- Communicate with members:
 - Their Username (MyNetball ID) and password
 - Information on 2016 registrations
 - Where to access the online form
 - Date in which they must be registered by
- Reporting
 - Transaction Report
 - Payment Gateway Report
 - Registration Product Report

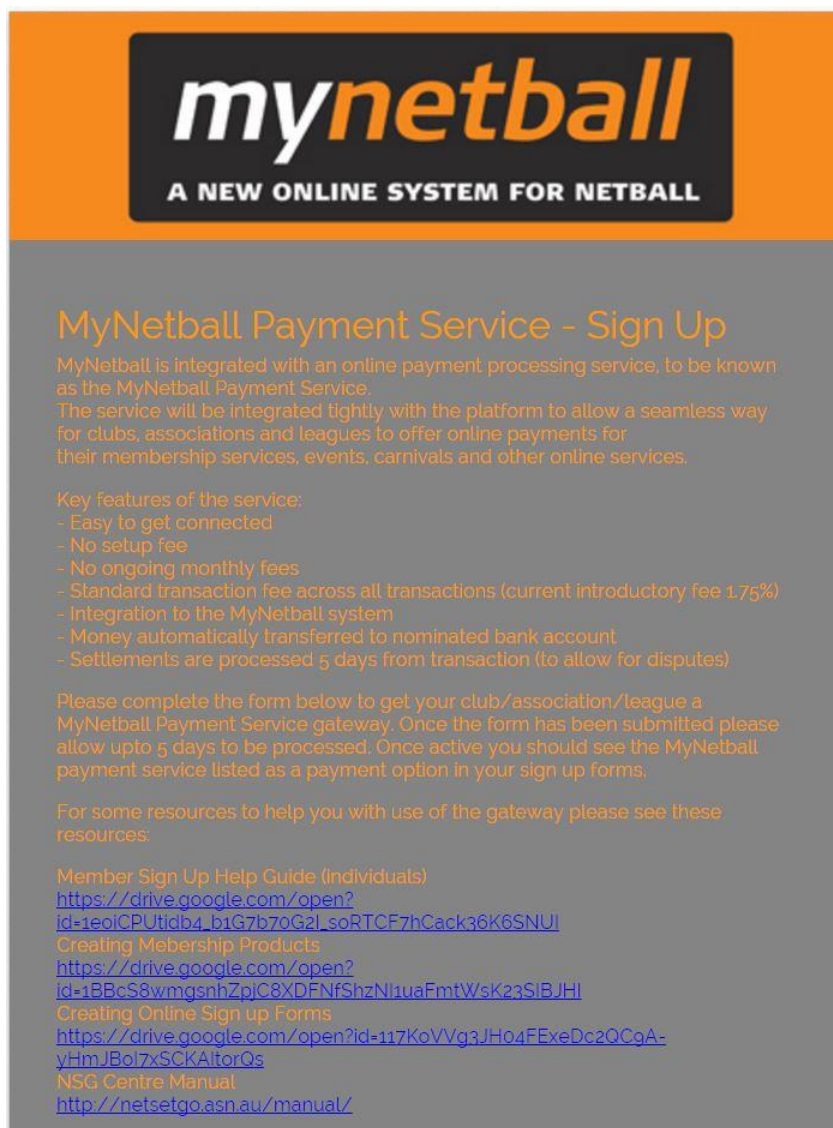
Payment Gateway

A payment gateway allows a direct connection of finances between an online payment and a nominated bank account. Hence, payments made online through your form are deposited straight into a bank account.

1. Access and create the Payment Gateway via the website address below.

<http://thecentre.netball.com.au/mynetball-payment-service/>

Below is part of the screen that will appear:



mynetball
A NEW ONLINE SYSTEM FOR NETBALL

MyNetball Payment Service - Sign Up

MyNetball is integrated with an online payment processing service, to be known as the MyNetball Payment Service.
The service will be integrated tightly with the platform to allow a seamless way for clubs, associations and leagues to offer online payments for their membership services, events, carnivals and other online services.

Key features of the service:

- Easy to get connected
- No setup fee
- No ongoing monthly fees
- Standard transaction fee across all transactions (current introductory fee 1.75%)
- Integration to the MyNetball system
- Money automatically transferred to nominated bank account
- Settlements are processed 5 days from transaction (to allow for disputes)

Please complete the form below to get your club/association/league a MyNetball Payment Service gateway. Once the form has been submitted please allow upto 5 days to be processed. Once active you should see the MyNetball payment service listed as a payment option in your sign up forms.

For some resources to help you with use of the gateway please see these resources:

Member Sign Up Help Guide (individuals)
https://drive.google.com/open?id=1eoiCPUtidb4_b1G7b7oG2l_soRTCF7hCack36K6SNUl
 Creating Membership Products
<https://drive.google.com/open?id=1BBcS8wmgshhZpjC8XDFNfShzNl1uaFmtWskK23SIBJHl>
 Creating Online Sign up Forms
<https://drive.google.com/open?id=117KoVVg3JHo4FExeDc2QCgA-yHmJBol7xSCKAItorQs>
 NSG Centre Manual
<http://netsetgo.asn.au/manual/>

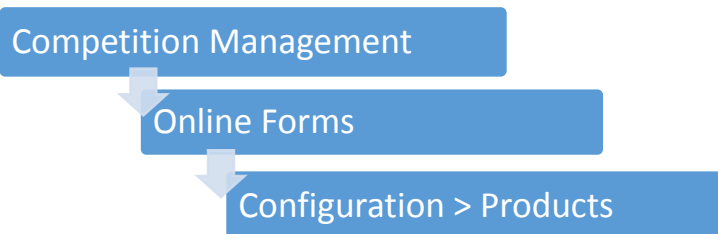
2. Complete all fields and submit the form

This information will be sent to Netball Australia for approval. The approval may take up to two weeks so please ensure you complete your Payment Gateway in advance to setting up your online Signup Form.

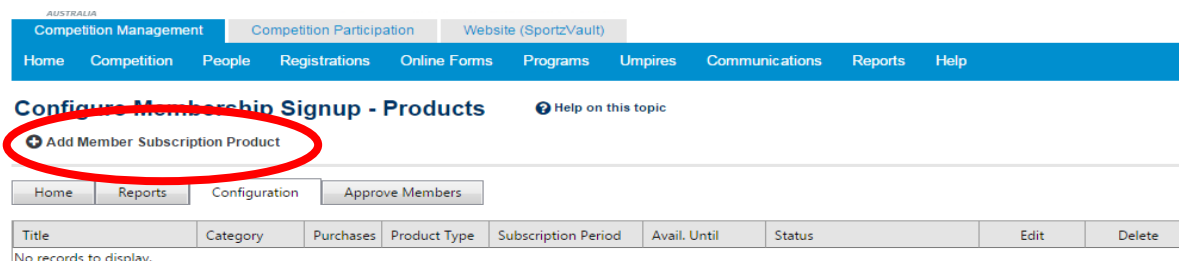
Creating Products

- A separate product for each registration type must be created, i.e. Senior, Junior, Off the Court, All Abilities

Products can be created through the below steps:



1. Add a Member Subscription Product



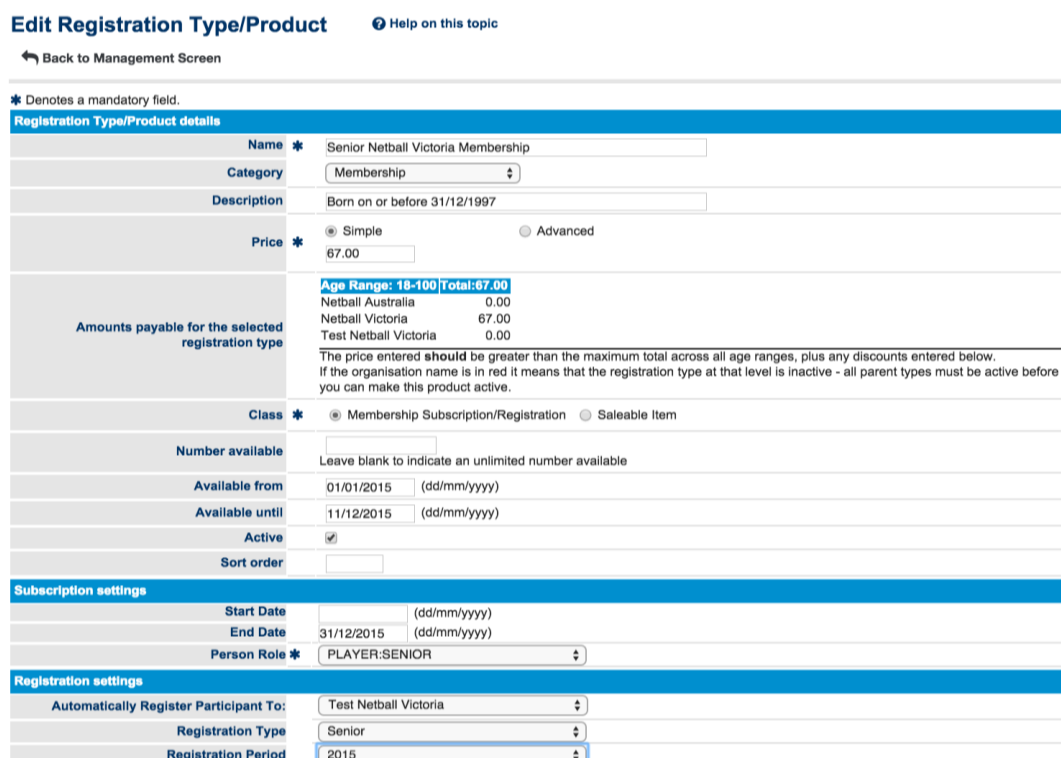
Configure Membership Signup - Products [Help on this topic](#)

[Add Member Subscription Product](#)

Home Reports Configuration Approve Members

Title	Category	Purchases	Product Type	Subscription Period	Avail. Until	Status	Edit	Delete
No records to display.								

- Set up a product for each member category i.e. Junior, Senior, etc. The below screen will appear.
- Enter the relevant details into each field. Please see Page 6 for further details on each field.



Edit Registration Type/Product [Help on this topic](#)

[Back to Management Screen](#)

* Denotes a mandatory field.

Registration Type/Product details

Name *	Senior Netball Victoria Membership
Category	Membership
Description	Born on or before 31/12/1997
Price *	<input checked="" type="radio"/> Simple <input type="radio"/> Advanced 67.00
Amounts payable for the selected registration type	Age Range: 18-100 Total: 67.00 Netball Australia 0.00 Netball Victoria 67.00 Test Netball Victoria 0.00 The price entered should be greater than the maximum total across all age ranges, plus any discounts entered below. If the organisation name is in red it means that the registration type at that level is inactive - all parent types must be active before you can make this product active.
Class *	<input checked="" type="radio"/> Membership Subscription/Registration <input type="radio"/> Saleable Item
Number available	Leave blank to indicate an unlimited number available
Available from	01/01/2015 (dd/mm/yyyy)
Available until	11/12/2015 (dd/mm/yyyy)
Active	<input checked="" type="checkbox"/>
Sort order	

Subscription settings

Start Date	(dd/mm/yyyy)
End Date	31/12/2015 (dd/mm/yyyy)
Person Role *	PLAYER:SENIOR

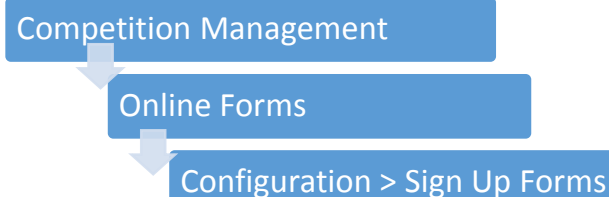
Registration settings

Automatically Register Participant To:	Test Netball Victoria
Registration Type	Senior
Registration Period	2015

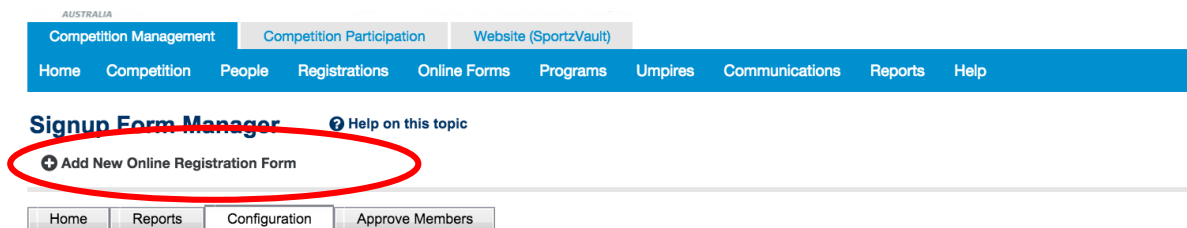
The below table outlines additional notes for each field:

NAME	Mandatory i.e. Senior, Junior, Off the Court, All Abilities
CATEGORY	For the purposes of online registration the category is Membership
DESCRIPTION	Enter in the age restrictions for the membership type: 2016 Senior – Born on or before 31/12/1998 2016 Junior – Born between 01/01/1999 – 31/12/2005
PRICE	Mandatory Price according to the NV membership categories. Please select Simple and enter the total cost for that product.
CLASS	Mandatory Set as “ Membership Subscription/Registration ”, otherwise it will not register members in MyNetball for their registration
NUMBER AVAILABLE	If your association/league/club can only take a certain amount of players you can cap it here
AVAILABLE FROM/TO	Restrict the period in which members can use the form
ACTIVE	If you would like the product available to be selected on the form be sure to tick the Active box
SORT ORDER	The order in which the product will display on the Signup Form i.e. By enter 1 the product will display first on the Signup Form
START/END DATE	Length of registration i.e. Start Date – 01/01/2016; Finish Date – 31/12/2016
PERSON ROLE	Mandatory When the person registers what role will be added to their profile? i.e. Player: Senior, Umpire: Senior, Umpire: Junior, etc
AUTOMATICALLY REGISTER PARTICIPANT TO	Mandatory This is the organisation the player will be automatically registered to when they register. i.e. Whitehorse Netball Association or Camberwell Netball Club
REGISTRATION TYPE	Mandatory The registration type the member will be registered as. i.e. Senior, Junior, Off the Court or All Abilities
REGISTRATION PERIOD	Mandatory What year the registration will apply to. i.e. 2015, 2016

Setting up the Online Signup Form



- Add a “New Online Registration Form”



Competition Management | Competition Participation | Website (SportzVault)

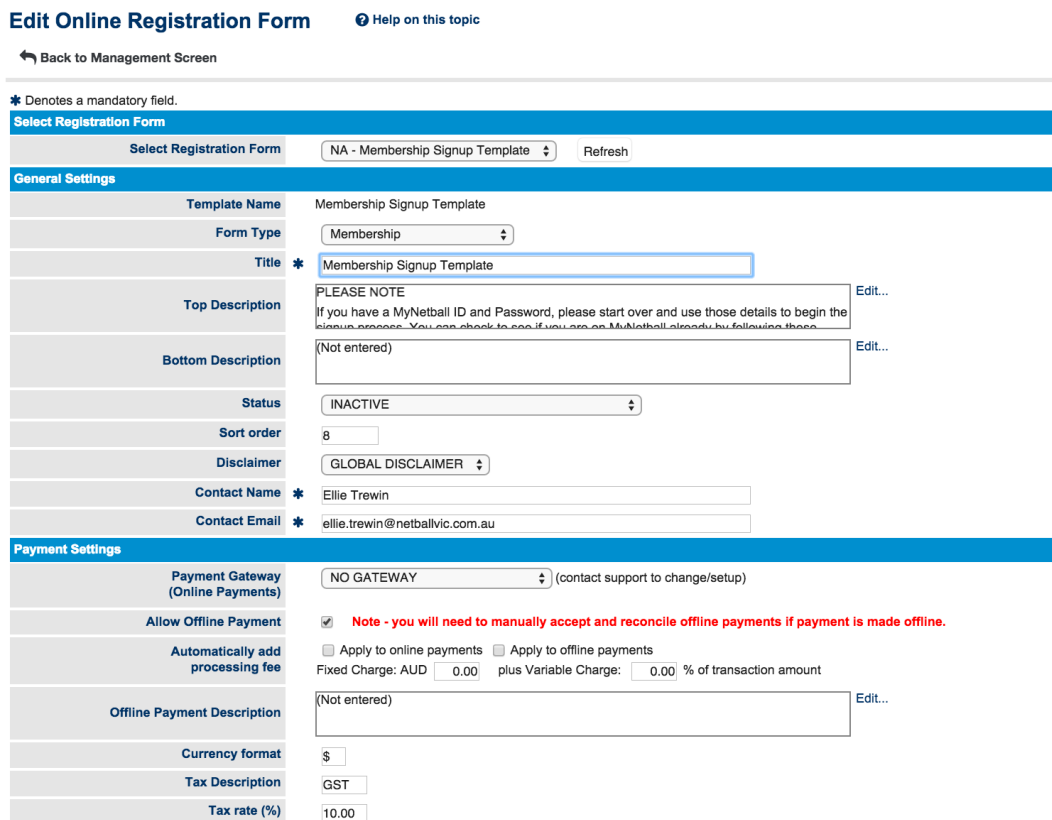
Home | Competition | People | Registrations | Online Forms | Programs | Umpires | Communications | Reports | Help

Sign Up Form Manager [Help on this topic](#)

+ Add New Online Registration Form

Home | Reports | Configuration | Approve Members

1. Select the **NA – Membership Signup Template**
2. Click **Refresh**
3. The below screen will appear



Edit Online Registration Form [Help on this topic](#)

[Back to Management Screen](#)

* Denotes a mandatory field.

Select Registration Form

Select Registration Form: NA - Membership Signup Template | Refresh

General Settings

Template Name	Membership Signup Template
Form Type	Membership
Title *	Membership Signup Template
Top Description	PLEASE NOTE If you have a MyNetball ID and Password, please start over and use those details to begin the sign up process. You can check to see if you are on MyNetball already by following these instructions .
Bottom Description	(Not entered)
Status	INACTIVE
Sort order	8
Disclaimer	GLOBAL DISCLAIMER
Contact Name *	Ellie Trewin
Contact Email *	ellie.trewin@netballvic.com.au

Payment Settings

Payment Gateway (Online Payments)	NO GATEWAY (contact support to change/setup)
Allow Offline Payment	<input checked="" type="checkbox"/> Note - you will need to manually accept and reconcile offline payments if payment is made offline.
Automatically add processing fee	<input type="checkbox"/> Apply to online payments <input type="checkbox"/> Apply to offline payments Fixed Charge: AUD 0.00 plus Variable Charge: 0.00 % of transaction amount
Offline Payment Description	(Not entered)
Currency format	\$
Tax Description	GST
Tax rate (%)	10.00

4. Once all fields are filled in appropriately click “Update” to complete the form
5. When the form submits successfully a green tick will appear

The below table outlines additional notes for the relevant fields:

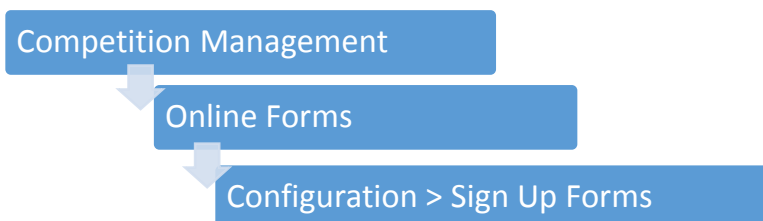
TITLE	Mandatory i.e. Whitehorse Netball Association Registration Form
TOP DESCRIPTION	Defaults with a prompt to find the correct MyNetball ID and password for already existing members. We suggest leaving this prompt there however you may wish to add additional information.
STATUS	Mandatory Leave the form as INACTIVE when setting it up before the registration date open. The status can be changed to ACTIVE at a later date when your association/league/club opens up registrations.
SORT ORDER	The order in which the form will display on your website. It is not necessary to update.
CONTACT NAME/EMAIL	Mandatory The IT User that is logged in when setting up the form will automatically have their details entered into these fields. Please edit as required.
PAYMENT GATEWAY	Mandatory Please select your own Payment Gateway (not the simulated Payment Gateway)
ALLOW OFFLINE PAYMENT	Un-tick Allow offline payment if you are having an online payment. Leave ticked if you are allowing offline payments.
AUTOMATICALLY ADD PROCESSING FEE	Mandatory Select Apply to online payments and select the Variable Charge of 1.78%* of the transaction amount. Alternatively, select Fixed Charge as \$2.00 to cover any processing fee costs incurred.
DEFAULT/ADDITIONAL FIELDS	The Default fields are those that will automatically appear on the form. If your association/league/club would like to add additional fields select Additional Fields, and select from the Available fields.
SELECT REGISTRATION TYPE/PRODUCT	Mandatory Select the products (i.e. member types) you would like available on the form and add them across to the right under the Selected Registration Type/Products column.
ADVANCED SETTINGS	Please leave Create logins for new registrants as ticked. If you don't wish to show the fee breakdown please leave Display payment split information if possible unticked. If you would like the registration to a particular location please tick the relevant option.

**The variable charge is set by Pin Payments and is unavoidable for online payments.*

Accessing your Signup Form web link

By accessing your Signup Form web link this will enable you to distribute out to your members so they can easily access your form. It will also enable you to add onto your website, social media pages or send via email.

To access your Signup Form web link please follow the steps below:



- Once the form has been successfully set up it will appear under the **Signup Form Manager** as displayed below

Competition Management Competition Participation Website (SportzVault)							
Home Competition People Registrations Online Forms Programs Umpires Communications Reports Help							
Signup Form Manager Help on this topic							
Add New Online Registration Form							
Home Reports Configuration Approve Members							
Title	Category	Num Reg	Num Products	Status	Preview	Edit	Delete
Membership Signup Template	Membership	1	2	Active	Preview	Edit	

- Click on **Edit** for the applicable form
- The below screen will appear with a specific web link to the online form

Edit Online Registration Form [Help on this topic](#)

[Back to Management Screen](#)

* Denotes a mandatory field.

General Settings

Template Name	Membership Signup Template
Form Type	Membership
Title *	Membership Signup Template
Top Description	<div>PLEASE NOTE</div> <div>If you have a MyNetball ID and Password, please start over and use those details to begin the sign up process. You can check to see if you are on MyNetball already by following these steps.</div> <div>Edit...</div>
Bottom Description	<div>(Not entered)</div> <div>Edit...</div>
Status	ACTIVE
Sort order	8
Preview	<div> Preview in MyNetball public portal</div> <div> Preview in Test Netball Victoria website</div>
Share Link	<div> </div> <div>http://netvictest.vic.netball.com.au/common/pages/noauth/olregstart.aspx?type=1&entityid=50191&fi=1&id=18552</div>
Disclaimer	GLOBAL DISCLAIMER
Contact Name *	Ellie Trewin
Contact Email *	ellie.trewin@netballvic.com.au

Reporting

There are three main types of reports that you can produce to track online registrations:

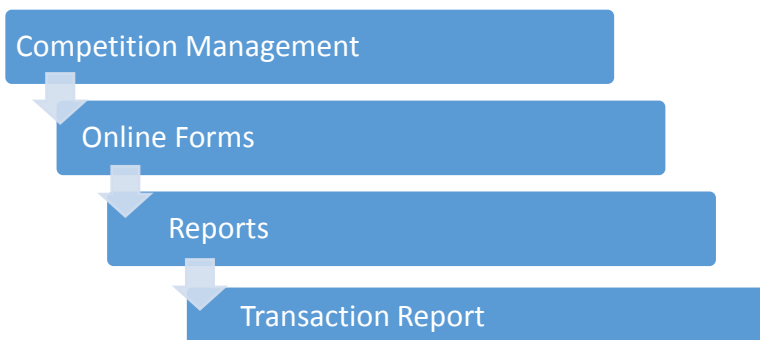
- Transaction Report
- Payment Gateway Report
- Registration Product Report

Please see further details for each below:

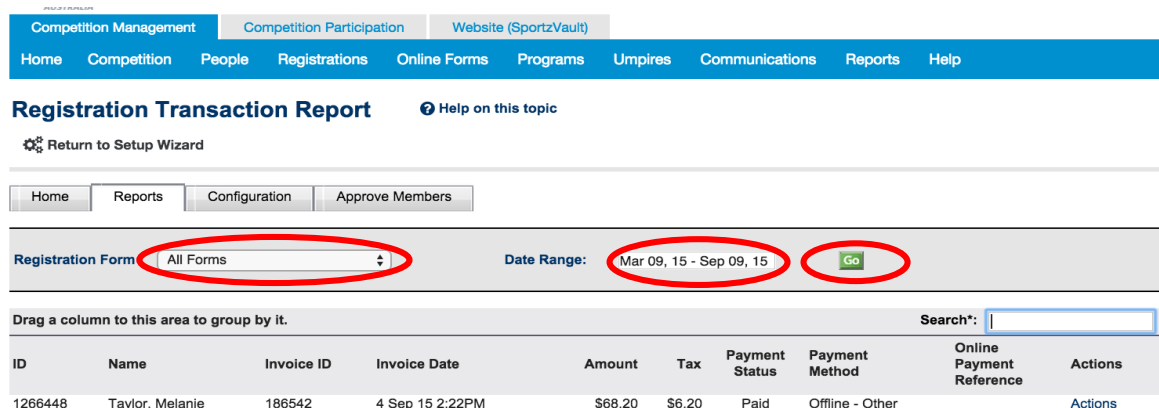
Transaction Report

- Assists with tracking who has registered;
- Shows payment method (i.e. online or offline) and the status of the payment
- Helps to reconcile offline payments

To find the Transaction Report please follow the steps below:



The below screen will appear:



ID	Name	Invoice ID	Invoice Date	Amount	Tax	Payment Status	Payment Method	Online Payment Reference	Actions
1266448	Taylor, Melanie	186542	4 Sep 15 2:22PM	\$68.20	\$6.20	Paid	Offline - Other		Actions

1. Please adjust the **Registration Form** and **Date Range** as required
2. Click **Go**
3. To extract the data generated click **Download Data**

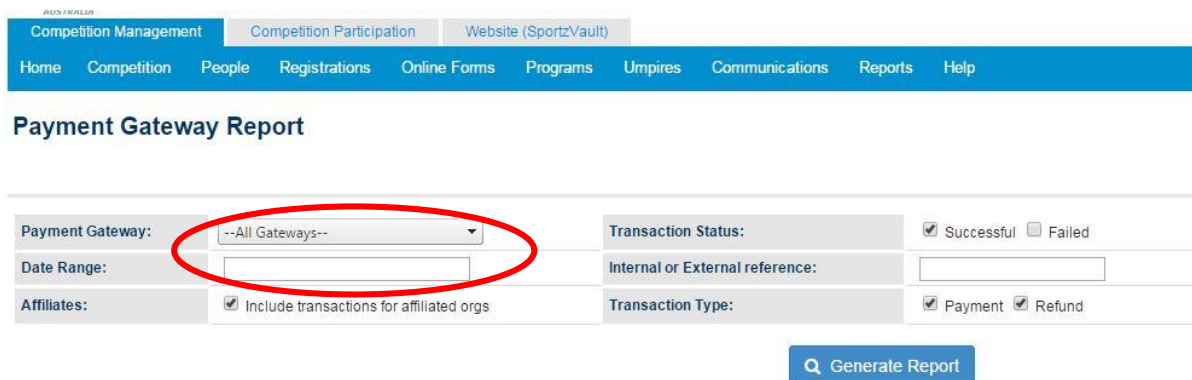
Payment Gateway Report

- Shows total payment made by member
- Helps to reconcile bank account

To find the Payment Gateway Report please follow the steps below:



The below screen will appear:



4. Please adjust the **Payment Gateway** and **Date Range** as required
5. Click **Generate Report**
6. To extract the data generated click **Download Data**

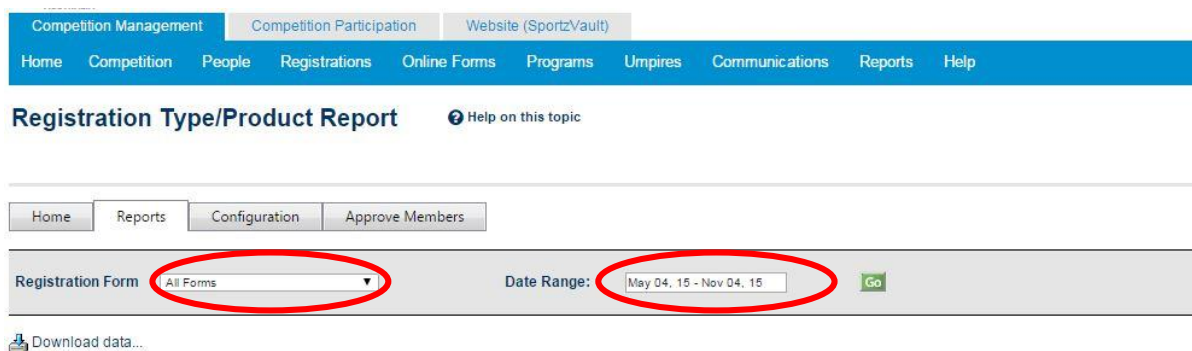
Registration Product Report

- Shows the actual product bought by members
- Helps to fulfil any product or merchandise orders

To find the Registration Report please follow the steps below:



The below screen will appear:



Competition Management | Competition Participation | Website (SportzVault)

Home | Competition | People | Registrations | Online Forms | Programs | Umpires | Communications | Reports | Help

Registration Type/Product Report [Help on this topic](#)

Home | Reports | Configuration | Approve Members

Registration Form: All Forms Date Range: May 04, 15 - Nov 04, 15 Go

[Download data...](#)

7. Please adjust the **Registration Form** and **Date Range** as required
8. Click **Go**
9. To extract the data generated click **Download Data**

Housekeeping

Person Contact Details

To easily edit or add person contact details please follow the steps below:



The below screen will appear:

AUSTRALIA

Competition Management | Competition Participation | Website (SportzVault)



Home | Competition | People | Registrations | Online Forms | Programs | Umpires | Communications | Reports | Help

Edit Person Contact Details

Search Options

Role

☒ ANY Sub Role
 ☐ SELECT Sub Roles...

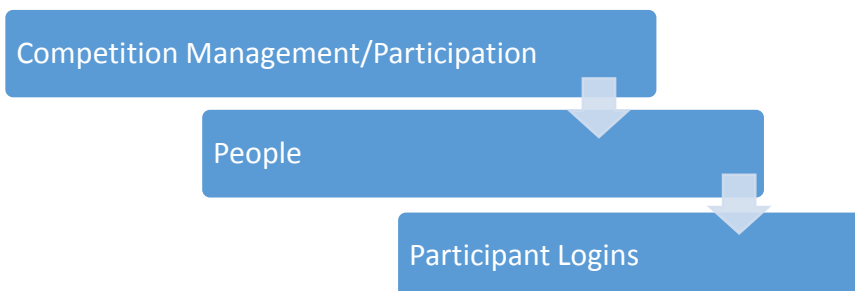
ID	Name	Email	Home Phone	Mobile Phone	DOB
 2891576	Doh, John	ellie.trewin@netballvic.com.au			30-Dec-90
 2766715	Farrell, Paige	pfarrell@interactsport.com		0414573206	07-Aug-89

1. Filter by **Role** and click **Search**
2. Select the orange **pencil** next to the relevant record
3. Update details as required
4. Select green **tick** next to the record when you are satisfied with changes. This will record changes.

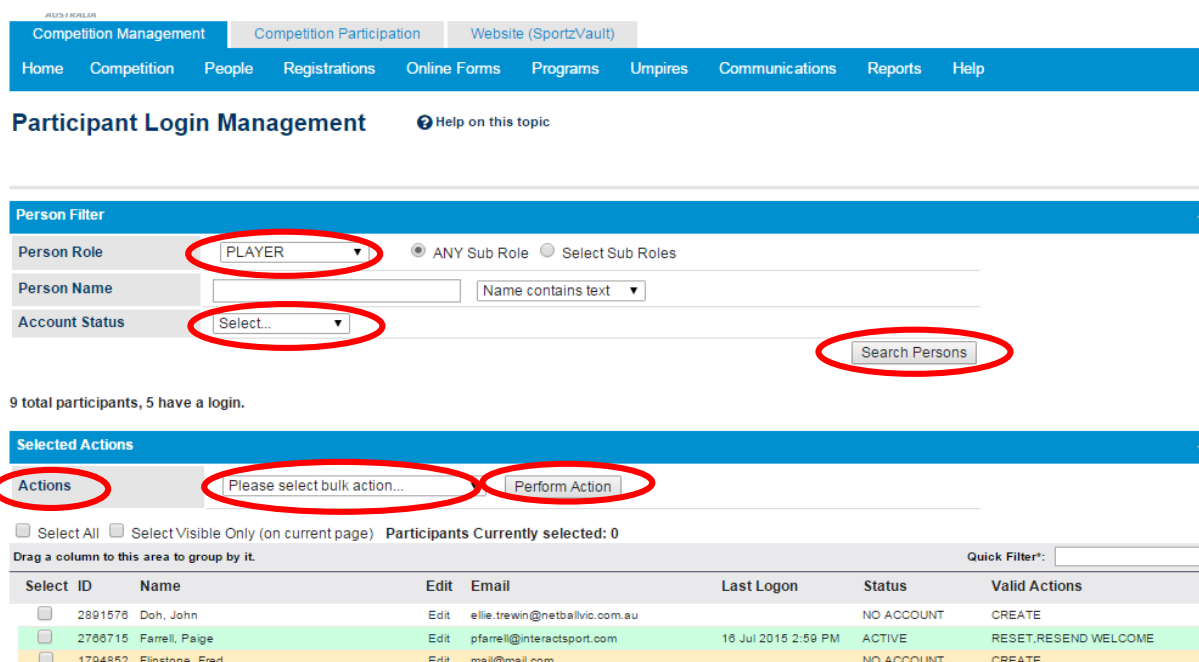
Participant Login Management

The Participant Login Management page will allow you to see the account status for each of your members. It will also display the current email recorded under the member's record.

To access Participant Login Management please follow the steps below:



The screen below will appear:



Participant Login Management [Help on this topic](#)

Person Filter

Person Role: **PLAYER** ☐ ANY Sub Role ☐ Select Sub Roles

Person Name: Name contains text

Account Status: **Select...**

Search Persons

9 total participants, 5 have a login.

Selected Actions

Actions **Perform Action**

☐ Select All ☐ Select Visible Only (on current page) **Participants Currently selected: 0**

Drag a column to this area to group by it.

Select	ID	Name	Edit	Email	Last Logon	Status	Valid Actions
<input type="checkbox"/>	2891578	Doh, John	Edit	ellie.trewin@netballvic.com.au		NO ACCOUNT	CREATE
<input type="checkbox"/>	2768715	Farrell, Paige	Edit	pfarrell@interactsport.com	18 Jul 2015 2:59 PM	ACTIVE	RESET, RESEND WELCOME
<input type="checkbox"/>	1794852	Flinstone, Fred	Edit	mail@mail.com		NO ACCOUNT	CREATE

To send all "Active Members" their login details:

1. Select the relevant **Person Role**
2. Select **Active** from the **Account Status** drop down list
3. Click on **Search Persons** – only those with an **Active** account will appear on your screen
4. In the **Actions** drop down list select **Create Logins or Resend if created**.
5. Tick **Select All** or individually select the relevant records
6. Click **Perform Action**
7. Click **Ok** when the "Are you sure you want to create accounts or resend the welcome message for the selected participants?" box appears

To send all members with “No Account” their login details:

1. Select the relevant **Person Role**
2. Select **No Account** from the **Account Status** drop down List
3. Click on **Search Persons** – only those with a **No Account** status will appear on your screen
4. In the **Actions** drop down list select **Create Logins**
5. Tick **Select All** or individually select the relevant records
6. Click on **Perform Action**
7. Click **Ok** when the “Are you sure you want to create accounts for the selected participants?” box appears

AUSTRALIA

Competition Management | Competition Participation | Website (SportzVault)

Home | Competition | People | Registrations | Online Forms | Programs | Umpires | Communications | Reports | Help

Participant Login Management [Help on this topic](#)

Person Filter

Person Role: ☒ ANY Sub Role ☐ Select Sub Roles

Person Name: Name contains text

Account Status:

2 total participants, 0 have a login.

Selected Actions

Actions:

☒ Select All ☐ Select Visible Only (on current page) Participants Currently selected: 2

Drag a column to this area to group by it.

Select	ID	Name	Edit	Email	Last Logon	Status	Valid Actions
<input checked="" type="checkbox"/>	2891576	Doh, John	Edit	elle.trewin@netballvic.com.au		NO ACCOUNT	CREATE
<input checked="" type="checkbox"/>	1794852	Flinstone, Fred	Edit	mail@mail.com		NO ACCOUNT	CREATE

Finding Player Registrations

If a player has gone through another Association, Leagues or clubs registration for the best way to verify this registration is through Add New Person. Please see details below:

Add New Person



1. Individually search for each player by entering their name or ID number
2. Find the relevant record and reference the Reg. Type and Reg. Period

PLEASE NOTE: If a player creates a new record when registering then their current registration will not show under their previous ID number. In this case it is better to search by full name or name variations.

PLEASE NOTE: The search function in MyNetball is extremely sensitive so be vigilant when searching for a member's record.

Glossary

PAYMENT GATEWAY	A payment gateway allows members to pay online using their credit cards. The payment gateway is link to the selected account and the selected registration fees will be sent directly to the selected gateway account.
PRODUCT	A product is the 'thing' being sold i.e. Senior registration
ONLINE SIGNUP FORM	The online registration form is the 'thing' participants complete online (replaces paper registration form)
REGISTRATION PERIOD	The period during which individuals participants can be registered.
REGISTRATION TYPE	The types of memberships available e.g. Senior, Junior
ROLE	The involvement a person has in netball e.g. office bearer, umpire, player, COACH.
SEASON	The period during which competitions are scheduled.
ALL ABILITIES	Individuals who identify as having a disability.
OFF THE COURT	Committee members, administrators, volunteers, spectators, parents and others who do not coach, umpire or play .