ONLINE REGISTRATION CHECKLIST

1. SET UP YOUR PAYMENT GATEWAY

☐ Access and complete the Payment Gateway via the website address below.

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

☐ Submit the form.

(Please note it can take up to 14 days for your gateway to be approved by Netball Australia)

2. CREATE PRODUCTS – SET UP A SEPARATE PRODUCT FOR EACH REGISTRATION TYPE APPLICABLE TO YOUR ASSOCIATION

☐ Senior

☐ Junior

☐ Off the Court

☐ All Abilities

(see page 4 of the MyNetball Online Registration Forms Manual)

3. CREATE ONLINE FORM

☐ Access and create the membership sign up template on MyNetball.

(See page 6 of the MyNetball Online Registration Forms Manual)

☐ Access your online form web link.

(See page 8 of the MyNetball Online Registration Forms Manual)

☐ Attach the link to the site where your members will be asked to access the form.

4. UPDATE CONTACT DETAILS

☐ Return your list of missing emails identified and sent by Netball Victoria so they can be uploaded into MyNetball.

(Contact Jen Camilleri if you have any issues/questions – jen.camilleri@netballvic.com.au)

PLAY BELIEVE ACHIEVE

5. INFORM & INVITE

- ☐ Send communication to the members outlining the process for 2016 registrations including the following details: Key Registration dates (i.e. Opening and closing dates) How to access the online form/link, who they should contact if they have any issues and they should expect an email with their login details shortly following this communication

- ☐ Via the participant login Management screen in MyNetball send all active members their login details

  (See Page 9 of the MyNetball Online Registration Forms Manual)

- ☐ Identify those members with a "no account" status in the participant login management screen and send them their login details

  (See page 10 of the MyNetball Online Registration Forms Manual)

6. REPORTS

- ☐ Run the Transaction Report to confirm which players have registered through your online registration form.

- ☐ Access the Payment Gateway Report to view total amounts paid by members. This helps with reconciling your bank account.

- ☐ The Registration Product Report will show what products were actually bought by members (e.g. a Club Senior Membership and a training singlet).