

Quick Reference Guide: Registration Types

Associations and Leagues must update each registration type for the new registration period (year).

This can only be done once the registrations types are updated at the Netball Australia and Netball Victoria level and needs to be done before your Clubs can begin to accept registrations.

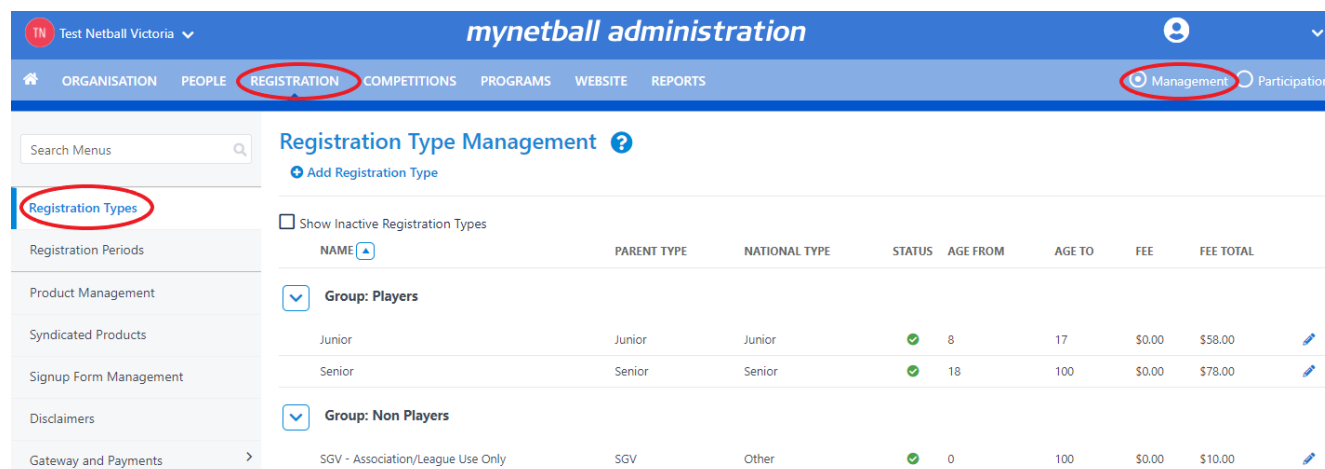
Netball Victoria will advise when registrations are open at State Level, you will then be able to complete this step. It is up to each affiliate to determine when they want to open registrations, post Netball Victoria's opening date.

This process needs to be completed for each registration type that you are wanting to offer within your organisation.

(i.e. Senior, Junior, All Abilities, Off the Court & NetSetGO – Net, Set & Go).

This is not something that Clubs can do, it must be completed at Association or League level.




Management → Registration → Registration Types



Registration Type Management ?

+ Add Registration Type

☐ Show Inactive Registration Types

NAME	PARENT TYPE	NATIONAL TYPE	STATUS	AGE FROM	AGE TO	FEE	FEE TOTAL	
Group: Players								
Junior	Junior	Junior	✓	8	17	\$0.00	\$58.00	
Senior	Senior	Senior	✓	18	100	\$0.00	\$78.00	
Group: Non Players								
SGV - Association/League Use Only	SGV	Other	✓	0	100	\$0.00	\$10.00	

This will bring you to the Registration Type Management page.

Here you will see all the registrations types that your organisation offers.

Click on the  symbol next to the registration type you wish to update.

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Registration Type Management

+

Add Registration Type

☐ Show Inactive Registration Types

NAME	PARENT TYPE	NATIONAL TYPE	STATUS	AGE FROM	AGE TO	FEE	FEE TOTAL	
Group: Players								
Junior	Junior	Junior		8	17	\$0.00	\$58.00	
Senior	Senior	Senior		18	100	\$0.00	\$78.00	
Group: Non Players								
SGV - Association/League Use Only	SGV	Other		0	100	\$0.00	\$10.00	

This will open the [Registration Type Edit](#) page.

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Registration Type Edit

←

Back to Registration Type Management

This registration type is inherited from a master type. Some fields are not editable.

Configuration

Parent Type

*

Senior [NV age: 18 to 100]

Reg Type Group

Players

Name

*

Senior

Description

17 & over

Active

☒

Default Role

PLAYER:SENIOR

Reg Business Rules

☒ Discounting Secondary

Participants registered multiple times to this type will only pay once per period

☒ Discounting Conversion (All)

Previous registrations against other types for this org will offset the cost of this registration

☐ Discounting Conversion (Group)

Previous registrations against other types (in this group only) for this org will offset the cost of this registration

☒ Allow Duplicates

Multiple registrations for this type for a participant in this period from the same org are allowed (usually set for program registrations)

Check the details in the Registration Types and update as required. * denoted mandatory field.

NOTE the following:

■ Configuration.

Configuration	
Parent Type *	Senior [NV age: 18 to 100] ▼
Reg Type Group	Players ▼
Name *	Senior
Description	Senior
Active	<input checked="" type="checkbox"/>
Default Role	PLAYER:SENIOR ▼
Reg Business Rules	<input checked="" type="checkbox"/> Discounting Secondary Participants registered multiple times to this type will only pay once per period <input checked="" type="checkbox"/> Discounting Conversion (All) Previous registrations against other types for this org will offset the cost of this registration <input type="checkbox"/> Discounting Conversion (Group) Previous registrations against other types (in this group only) for this org will offset the cost of this registration <input checked="" type="checkbox"/> Allow Duplicates Multiple registrations for this type for a participant in this period from the same org are allowed (usually set for program registrations)

- **Parent Type***: *This is not editable.*
- **Reg Type Group**: *This is not editable.*
- **Name***: Name the Registration Type.

Netball Victoria recommend that you do not change this.
i.e. Senior or Junior

- **Description**: A specific description of the Registration Type.

Netball Victoria recommend that you do not change this.
i.e. Senior or Junior

- **Active**: Determines if the Registration Type is active or not.

This should be ticked.

- **Default Roles**: *This is not editable.*
- **Reg Business Rules**:

- **Discounting Secondary**: Participants registered multiple times to this registration type will only pay once per period.

You need to consider your organisation's set up before ticking/unticking this.

Do you have more than one season? Do you want participants to pay an organisational fee (separate to Club fees) each season or just once per year?

Ticking this means that if a player registers more than once to a Club under your Association or League, within the current registration period, the organisation fee (set up under [Fee Structure](#) below) will automatically be deducted from the total they pay for the additional registration(s).

Basically, it means that participants only have to pay your organisation fee once per registration period.

If you want them to pay the organisation fee per season that they play, then untick this option.

PLEASE NOTE: This DOES NOT discount the organisation fee for someone who is registering to your organisation for the first time but has already purchased a Netball Victoria Membership elsewhere, they will still need to pay the organisation fee.

This is NOT linked to discounting secondary Netball Victoria Memberships.

- **Discounting Conversion (All):** Previous registrations against other types for this org will offset the cost of this registration.

Netball Victoria recommend that you have this option ticked.

Ticking this means the if a player registers more than once to your organisation, to convert from an Off the Court to a Senior, in the current registration period, the organisation fee will be automatically deducted from the total they pay (they only pay it once).

- **Discounting Conversion (Group):** Previous registrations against other types (in this group only) for this org will offset the cost of this registration

This can be ticked or unticked.

- **Allow Duplicates:** Multiple registrations for this type for a participant in this period from the same org are allowed (usually set for program registrations).

You need to consider your competitions before ticking/unticking this.

Do you have more than one season? Do you want participants to purchase membership products for EACH season?

Ticking this means that participants can purchase membership products (for consecutive seasons) and pay the club fees.

If you do not tick, participants will not be able to re-register for the new season, which makes it hard for Clubs to collect fees.

Netball Victoria recommend that you have this option ticked as it is NOT linked to duplicate Netball Victoria Memberships.

Age Range.

Age Range

From 18 To 100

Note: From and To age can be changed to be within the fee structure bands below if you wish to restrict registration to a subset of ages.

The details here should have been already populated from the previous registration period.

Registration Hierarchy.

Registration Hierarchy			
ORGANISATION NAME	AGE FROM	AGE TO	STATUS
Netball Australia	17	100	
Netball Victoria	18	100	
Test Association (Jude)	18	100	

Ensure the ages here match that of Netball Victoria's.

If it doesn't match you can update your Age Range to 18 to 100 (previous step) to reflect this.

Fee Structure.

If you do not do this step, then the registration type **will not** be updated for 2021

Fee Structure

Registration Period 2021

FROM AGE	TO AGE	FEE	TAX RATE	
8	17	0.00	0.00	Edit

This step **must** be done, even if you are not adding any Association/League fees to this registration type.

- The registration period **MUST** be the current year
i.e. 2021

Fee Structure

Registration Period 2021

FROM AGE	TO AGE	FEE	TAX RATE	
18	100	0.00	0.00	Edit

- In the table here click **Edit**

Fee Structure

Registration Period 2021 ▼

FROM AGE	TO AGE	FEE	TAX RATE	
18	100	0.00	0.00	Edit

This will expand the table, so you can edit the information, if necessary.

FROM AGE	TO AGE	FEE	TAX RATE	
18	100	0.00	0.00	Edit

Age From: 18
 Age To: 100
 Fee: 0.00
 Fixed Conversion Price:
 Tax Rate: 0.00
Update Cancel

Ensure the ages match what you have previously stated (under Age Range) – this should have been automatically populated.

If you, as an Association or League want to add fees to your registration type, this is where you enter them.

FROM AGE	TO AGE	FEE	TAX RATE	
18	100	0.00	0.00	Edit

Age From: 18
 Age To: 100
Fee: 0.00
 Fixed Conversion Price:
 Tax Rate: 0.00
Update Cancel

Make sure that you click **Update**, even if you did not change anything in this section.

FROM AGE	TO AGE	FEE	TAX RATE	
18	100	0.00	0.00	Edit

Age From: 18
 Age To: 100
 Fee: 0.00
 Fixed Conversion Price:
 Tax Rate: 0.00
Update Cancel

Click **SAVE** >> then **OK**

This will update the Registration Type for the new Registration Period.

You will be able to see the breakdown of the organisation fees.

- ▼ Netball Australia
 - Ages 17 to 100: \$0.00
 - ▼ Netball Victoria
 - Ages 18 to 100: \$78.00
 - ▼ Test Netball Victoria
 - Ages 18 to 100: \$0.00

Once you have completed this step, you can communicate to your Clubs that online registrations for 2021 are now open.

You can also begin to set up products for the 2021 registrations. Refer to [Quick Reference Guide: Product Management](#) for details on how to complete this.