

STEP 1: OPENING CLUB REGISTRATIONS

Registration > Go to Participating In Competition Registrations and select the name of the competition.

The screenshot shows the NetballConnect Registration interface. At the top, there's a navigation bar with 'NetballConnect' and 'Registration'. Below it, a breadcrumb trail shows 'Dashboard > Registrations > Competition'. The main content area is titled 'Owned Competition Registrations' and contains a table with columns for 'Competition Name', 'Registration Divisions', 'Registration Type', 'Status', and 'Action'. This table is currently empty, displaying 'No Data'. A '+ New Competition Registration' button is visible in the top right. Below this is the 'Participating-In Competition Registrations' section, which has a table with the same columns. The first row is selected, showing '2023 SWDFNL Netball' in the 'Competition Name' column, and various registration divisions (A Grade, A Reserve, B Grade, C Grade, 11 & Under, 13 & Under, 15 & Under, 17 & Under) in the 'Registration Divisions' column. The 'Registration Type' is 'Affiliates - 2nd level Affiliates - Club/ School' and the 'Status' is 'Registrations Open (01/12/2022)'. The '2023 SWDFNL Netball' text is circled in red.

Most of the information has been entered by the League. The club will enter information relevant to your club members.

You will be taken directly to the **Fees** page. Scroll to the top of the page and review.

The club can collect club membership or player fees through the system. The fees added by the club will be paid directly into the club's nominated bank account.

To add a club fee, enter an amount to into the **Affiliate Deposit Fee** box. Where multiple divisions are listed, you are required to enter the club membership fee for each division line.

If the club is not registered for GST, remove the GST amount.

The Affiliate Deposit fee will be paid by the individual at the point of registration.

The screenshot shows the 'Player Membership' page. At the top, there are radio buttons for 'All Groups' and 'Per Group', with 'Per Group' selected. There are also checkboxes for 'Individual User Registrations' and 'Individual User Seasonal Fee', both of which are checked. Below these are radio buttons for 'Charged for Full Season' and 'Charged Per Game Played', with 'Charged for Full Season' selected. The main part of the page is a table with the following columns: 'Membership Type', 'Division', 'Membership Fees (excl. GST)', 'GST', 'Deposit Fees (excl. GST)', 'GST', 'Affiliate Deposit Fees (excl. GST)', 'GST', 'Competition/ Program Fees (excl. GST)', 'GST', 'Affiliate Competition/ Program Fees (excl. GST)', 'GST', and 'Total'. The table contains 12 rows of data for different divisions. The 'Affiliate Deposit Fees' column is circled in red, and all values in this column are '\$ 0'. The 'Total' column shows a total of '\$ 66.00' for each row.

Membership Type	Division	Membership Fees (excl. GST)	GST	Deposit Fees (excl. GST)	GST	Affiliate Deposit Fees (excl. GST)	GST	Competition/ Program Fees (excl. GST)	GST	Affiliate Competition/ Program Fees (excl. GST)	GST	Total
Junior Play	17 & Under	\$ 60	\$ 6	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66.00
All Abilities	17 & Under	\$ 60	\$ 6	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66.00
Junior Play	15 & Under	\$ 60	\$ 6	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66.00
All Abilities	15 & Under	\$ 60	\$ 6	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66.00
Junior Play	13 & Under	\$ 60	\$ 6	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66.00
All Abilities	13 & Under	\$ 60	\$ 6	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66.00
Junior Play	11 & Under	\$ 60	\$ 6	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66.00
All Abilities	11 & Under	\$ 60	\$ 6	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66.00
Junior Play	9 & Under	\$ 60	\$ 6	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66.00
All Abilities	9 & Under	\$ 60	\$ 6	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 66.00

Scroll to the bottom of the page and click next.

Discounts

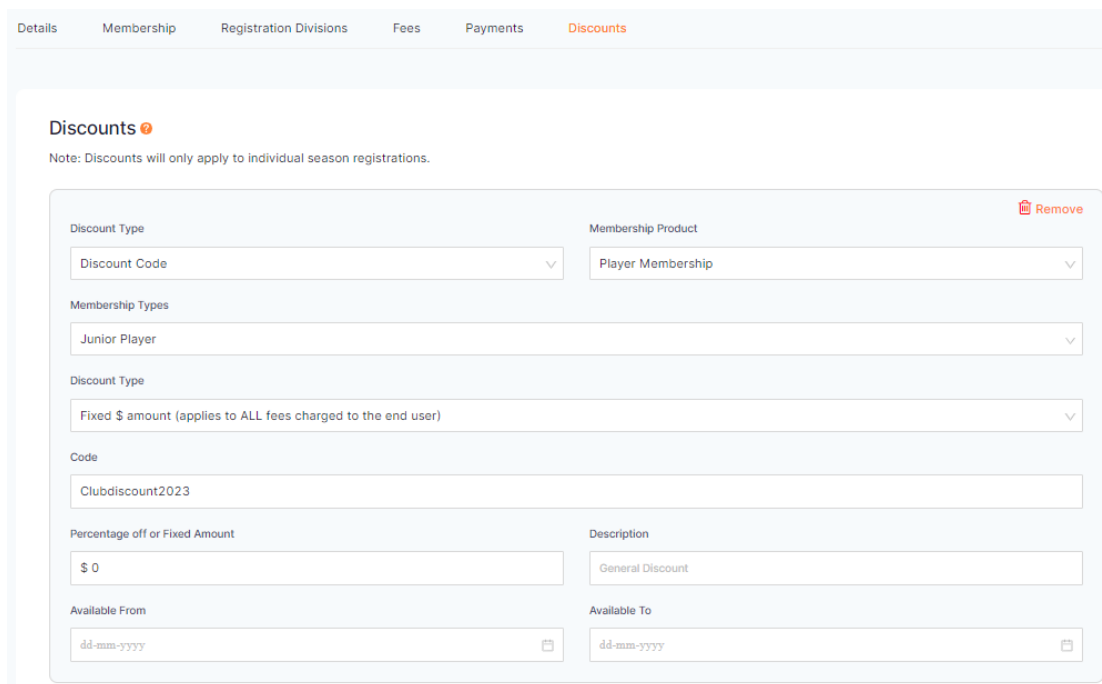
Discount codes can be created by the club.

The system offers options for a percentage or a fixed amount discount.

Available from and available to dates can be set and managed by the club.

You will need to create add additional discounts if wanting to apply across different Membership Types.

Please note: clubs will need to set up stripe withdrawals to use discounts and take Get Active Kids vouchers. This can be done via **Finance > Payment Gateway > Set up Strip Withdrawals**



Details Membership Registration Divisions Fees Payments **Discounts**

Discounts ⓘ

Note: Discounts will only apply to individual season registrations.

Remove

Discount Type: Discount Code

Membership Product: Player Membership

Membership Types: Junior Player

Discount Type: Fixed \$ amount (applies to ALL fees charged to the end user)

Code: Clubdiscount2023

Percentage off or Fixed Amount: \$ 0

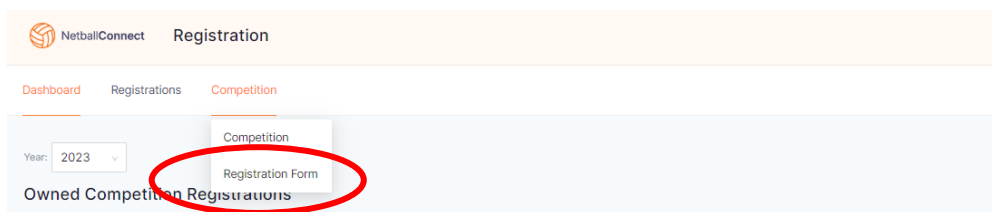
Description: General Discount

Available From: dd-mm-yyyy

Available To: dd-mm-yyyy

STEP TWO: COMPLETE THE REGISTRATION FORM

Registration > Competition > Registration Form



NetballConnect Registration

Dashboard Registrations Competition

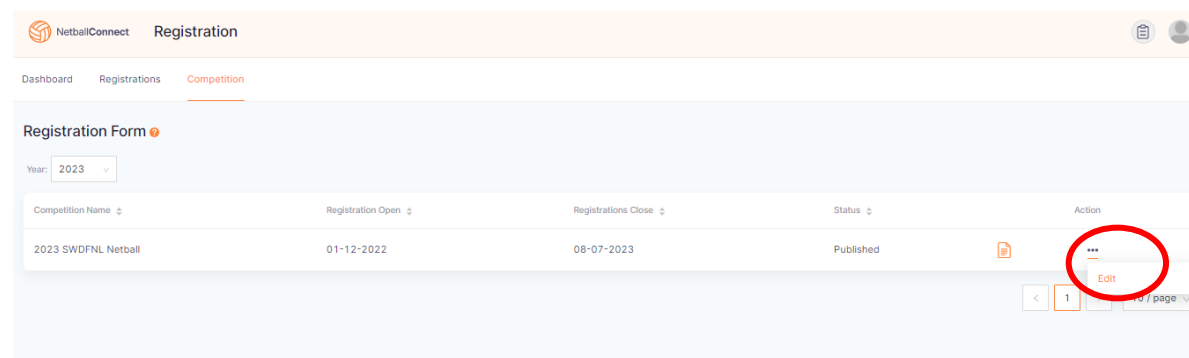
Year: 2023

Competition

Registration Form

Owned Competition Registrations

Go to Participating In Competitions and click on the three dots on the right side of the page.



NetballConnect Registration

Dashboard Registrations Competition

Registration Form ⓘ

Year: 2023

Competition Name	Registration Open	Registrations Close	Status	Action
2023 SWDFNL Netball	01-12-2022	08-07-2023	Published	⋮ Edit

1 / 1 page


Click Edit.

Registration Form

2023 SWDFNL Netball

Competition Registrations close on 09-07-2023

Registration Open 

Registrations Close 

Membership Product*

Set your registration open and registration close dates for when you want to start taking registrations. The latest close date will be determined by the League.

Select the membership products relevant to your club.

Select the player membership type, registration type and registration divisions relevant for your club.

Add any training information and notes for your members.

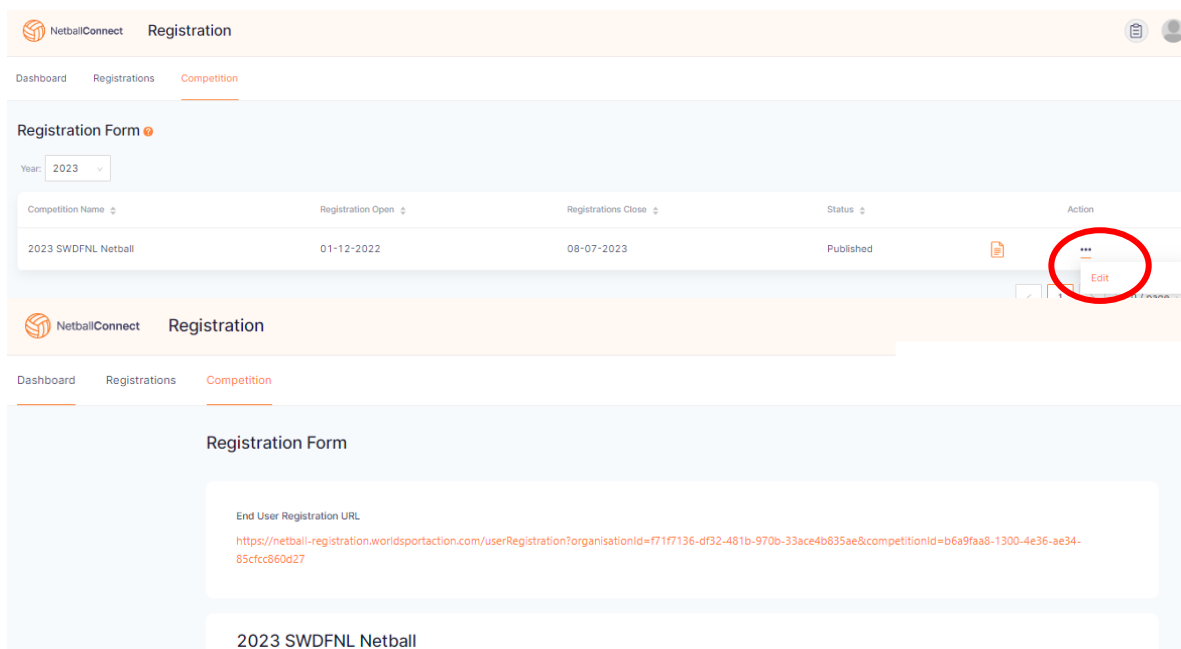
Add any registration questions you want your members to complete at the time of registration.

Click **Open Registrations**.

STEP THREE: Registration Link

A unique registration URL will be created unique to your club registration form. The URL can be copied and shared directly with your members. To find the registration link

Registration > Competition > Registration Form



The screenshot shows the NetballConnect interface for the 'Registration' section. It displays a table of registration forms for the year 2023. The table has columns for Competition Name, Registration Open, Registrations Close, Status, and Action. The first row shows '2023 SWDFNL Netball' with an open date of 01-12-2022 and a close date of 08-07-2023, with a status of 'Published'. The 'Action' column for this row contains an 'Edit' button, which is circled in red in the original image.

Below the table, the 'Registration Form' details are shown, including the 'End User Registration URL' and the competition name '2023 SWDFNL Netball'.

Copy the link and share with your members.