

HOW TO Set Up Your Centre on MyNetball

Suncorp NetSetGO



Phase 1: Centre Registration Application

Phase 2: Participant Registration Form

Phase 3: Program MyNetball Features

- Communicating with participants
- Centre finder

Other Processes

- Setting up a bank account

Centre Registration Process

We have already
registered our
coach.

We need to
register our coach.


Our coach is new to
MyNetball.
(ask your MD for the specific how to!)

Adding a coach role to a profile



Once a coach is a registered member of the centre, they can be assigned the coach role in MyNetball by following these steps:

Step 1 Click the 'People' in the top menu

Step 2 Use either Name or MyNetball ID to find the coaches profile and click  to edit.

Step 3 Then select 'Activity' from the top menu and 'Roles' from the sub menu.

Step 4 Under 'Add new role' select 'Team Official' which will give you several sub roles, then select one of the coach roles.

Step 5 Select 'Add Role' to save the new role to the person record.

The screenshot illustrates the steps to add a coach role to a profile in the MyNetball system. Yellow boxes and arrows highlight the key actions:

- Step 1:** The 'PEOPLE' menu item in the top navigation bar is highlighted.
- Step 2:** The 'People' page is shown. The search filters (Name, ID) and the search button are highlighted. A table lists people, with the profile for 'Pengilly, Todd' (ID: 3733193) highlighted. The 'EDIT' button for this profile is also highlighted.
- Step 3:** The 'Person Edit' page for 'Pengilly, Todd' is shown. The 'Activity' tab in the top navigation bar is highlighted, and the 'Roles' sub-menu item is selected.
- Step 4 & 5:** The 'Add new role' section is highlighted. It shows the 'Role' dropdown set to 'TEAM OFFICIAL' and the 'Add Role' button.

Current Roles for Netball NSW:

ROLE	SUB ROLE	AUTO-REMOVE DATE	LAST RE-CONF. DATE
CONTACT	ADMINISTRATOR	Remove	Re-confirm
		NA	19 Jul 17

Add new role:

Role: TEAM OFFICIAL Sub Role(s): ☐ SENIOR COACH ☐ JUNIOR COACH ☐ VETERAN COACH ☐ TEAM MANAGER ☐ SCORER ☐ OTHER Add Role

Centre Registration Form

Step 1

Once logged into MyNetball click '**Programs**' along the top menu and then '**NetSetGO Centre Registration**' in the side menu.

Step 2

Ensure the year is set to '2019'

The screenshot shows the NetSetGO Centre Registration interface. The top navigation bar includes links for ORGANISATION, PEOPLE, REGISTRATION, TEAMS, PROGRAMS, WEBSITE, and REPORTS. The 'PROGRAMS' link is highlighted with a yellow box. The left sidebar menu contains options: Search Menus, Program Manager, Enrolment Manager, NetSetGo Centre Registration (highlighted with a yellow box), Submit NetSetGo Withdrawal, and Reports. A yellow arrow points from the 'PROGRAMS' link to the 'NetSetGo Centre Registration' menu item. The main content area is titled 'NetSetGO Centre Registration' with a help icon. Below the title is a 'Print' button. A 'Season' dropdown menu is set to '2019' and is highlighted with a red box, with a 'Go' button next to it. Below this are tabs for 'Program Settings' (active), 'Registration Setup', and 'Registrants'. A light blue box at the bottom states: 'Section 1: Information in this section will be visible on the public web site'.

Centre Coordinator Contact Details



Step 3

- Under the 'Program Settings' tab
- Enter the Coordinator's contact details
- **It is vital that all information is accurate so:**
 - General public can make enquires
 - The person listed is best suited to answer enquires about NetSetGO
 - Your MO has the best contact so your centre doesn't miss out on any updates.

NetSetGO Centre Registration ?

Print

Season

2019

Go

Program Settings

Registration Setup

Registrants

Section 1: Information in this section will be visible on the public web site

I agree the information below will be used in the public search tool. I am authorised to act on behalf of the organisation. These contact details will be displayed on the Centre Finder section of the NetSetGO website. Permission is given for the Club/Centre/Association coordinator details (as shown below) to appear on the Centre Finder section of the NetSetGO website.

Coordinator Details

Coordinator Name *

Phone

Mobile

Email Address *

Section 1: Information in this section will be visible on the public web site

I agree the information below will be used in the public search tool. I am authorised to act on behalf of the organisation. These contact details will be displayed on the Centre Finder section of the NetSetGO website. Permission is given for the Club/Centre/Association coordinator details (as shown below) to appear on the Centre Finder section of the NetSetGO website.

Program Venue

Step 4

- Under the **'Program Details'** section select the venue your program takes place at.
- You can create a new venue by clicking **'Manage Venues'** or edit your organisations existing MyNetball details by clicking **'Edit Org Details'**
- If no venue is entered your existing MyNetball organisation details will be used as the location for the centre finder.
- **It is vital that all information is accurate as this is what is visible to the general public and registered participants.**

Program Details

Select Venue

Please add a new venue if the required one is not listed. If no venue is entered then your organisation location will be used for the location search.

Select...

Manage Venues

Edit Org Details

NetSetGO Centre Search

2120

All Programs



Registration Day Details



Step 5

If your centre has a specific day for new or existing participants to come along and get help with registering, place this information here.

If not, the **'Registration Instructions'** section can be useful to include other information regarding your registration process (payment options etc.).

The more information you can provide the easier it will be for parents.

Registration Day Details

Registration Day Date



Registration Venue

Registration Instructions

Creating Registration Products



Step 6.1

Click the 'Add New Program' to create your first NetSetGO Product.

A screenshot of the NetSetGO program management interface. It shows a table with columns: START DATE, END DATE, TYPE, COST, ACTIVE, and REGO FORM. Above the table is a button labeled "Add new Program" and a text box that says "Add/edit your programs below:". Below the table, it says "No records to display.".

START DATE	END DATE	TYPE	COST	ACTIVE	REGO FORM
No records to display.					

Suncorp NetSetGO is divided into three tiers; **Net**, **Set** and **GO***

Net (Skills Only)

5 to 6 year olds and teaches fundamental motor skills through dance, music and games

Set (Skills & Modified Competition)

7 to 8 year olds and focuses on refining fundamental motor skills and introducing modified netball matches

GO (Modified Competition)

9 to 10 year olds and focuses on developing netball specific skills through modified netball matches

**These age brackets are only a guideline for centres and coaches*

Creating Registration Products



Step 6.1

Complete the details for each tier/program your centre will be running.

Program Type: Net, Set or GO

Start Time: the start time of skills/training

Activity Start Date: the start date of skills/training

Day of the week: automated based on activity start date

Activity End Date: the last date of skills/training

Cost: cannot be lower than your MO fee component

Online Registration open date: optional

Online Registration close date: optional

Registration Limit: optional, you can put a cap on registration numbers.

Registration Period: 2019

Register Participants to: should be the Association

ACTIVE: unticking this will remove this product from your registration form

DESCRIPTION: this is optional but very useful – here you should include what program and what ages i.e. Net Skills Only for 5 & 6 year olds. This will appear on your NetSetGO Participant Registration form.

A screenshot of the "MyNetball Administration" web interface for creating a registration product. The form is titled "NetSetGo Program Details" and includes fields for Program Type, Start Time, Activity Start Date, Day of the week, Activity End Date, Cost, Online Registration open/close dates, Registration Limit, Registration Period, Register participants to, and an Active checkbox. A green callout box at the top right highlights the "Registration Products" section, showing "Friday - Set - Skills/Competition" with activity dates from 04-May to 01-Sep and a start time of 09:00AM, and a note for "6 - 8 year olds". A green arrow points from the "Active" checkbox area to the "Registration Products" callout. Another green callout box at the bottom highlights the "Description" field, which contains the text "Optional".

Registration Products

Friday - Set - Skills/Competition
Activity Dates: 04-May to 01-Sep Start Time: 09:00AM

6 - 8 year olds

MyNetball Administration

NetSetGo Program Details

Program Type * Net - Activity/Skills

Start Time * 9:00 AM

Activity Start Date * 29/10/2018

Day of the week Sunday

Activity End Date * 29/11/2018

Cost * \$60.32

Online Registration open date

Online Registration close date

Registration Limit

Registration Period * 2019

Register participants to * Australian Netball League

If there is no registration type setup for the selected parent entity, then the system will default to both the original entity and original registration type.

Active
When active, this program will appear be searchable on the NetSetGo website ☒

Description Optional

Assigning a coach to the program



New **COMPULSORY** step in 2019

Step 7

- It is now **compulsory** for centres to nominate at least 1 coach who will be delivering the program.
- All coaches should be registered members of your NetSetGO Centre which gives them adequate insurance cover. If registrations are set up correctly the coach role will be assigned at the time of registration.
- If the coach is **NOT** already visible in the drop down it can be added by an administrator to their MyNetball profile (see previous slides).
- Once a coach has been assigned click **'Update'**.

A screenshot of a web interface titled "Coaches assigned to this program with a Netball Australia Accreditation". It features a list of four coaches: Coach 1, Coach 2, Coach 3, and Coach 4. Each coach has a dropdown menu next to their name. The dropdown for Coach 1 is highlighted with a yellow box. A yellow arrow points from this dropdown to the "Update" button at the bottom right, which is also highlighted with a yellow box. A "Cancel" button is located next to the "Update" button. The interface is clean and modern, with a light blue and white color scheme.

If your centre doesn't know who will be coaching the program yet they can start by adding the coordinator's name, however it is important that centre make the change to the coaches once they clarify the roles.

Centre Delivery Address



Step 8

Enter the best delivery address for your centre. This address will be used for equipment kit delivery (if eligible) and as the sender address on the Participant Packs. Return to sender packs will be redirected to this address.

This address CANNOT be a PO Box/Locked Bag, it must be a physical address.

Business name is compulsory. If there is no business name, then the Centre name should be put here. Address verification is now used in this section.

Section 2: Information in this section will not be visible on the public web site

Centre address details (used if delivery of items required)

Firstname *

Lastname *

Delivery Contact Phone Number *

We CANNOT deliver to PO/Locked Bag addresses, please enter a physical address.

Business Name (if delivery to commercial property) *

Delivery Instructions

Address*

My address cannot be found

Terms & Conditions



Step 9

Read and accept all Terms and Conditions (all boxes must be ticked)

Step 10

Click '**Update Changes**' to save your work and click '**Registration Setup**' back at the top to set up your registration form before submitting your application. See the next steps to set up.

☐ I agree to the [Terms and Conditions](#)

☐ I consent to the collection, storage and use of my personal information in accordance with the [Netball Australia Privacy Policy](#)

☐ I understand that the address will be used to deliver NSG items

NB: If centres choose not to accept online payments at the time of registration, centres will be financially liable for all orders submitted to the supplier for dispatch, regardless of whether payment has been collected.

Application Status
UNSUBMITTED

Update Changes

Submit Application

The screenshot shows the NetSetGo web application interface. At the top, there is a navigation bar with tabs: ORGANISATION, PEOPLE, REGISTRATION, TEAMS, PROGRAMS, WEBSITE, and REPORTS. Below this is a sidebar with a search menu and a list of items: NetSetGo Centre Registration, Submit NetSetGo Withdrawal, and Reports. The main content area is titled 'Edit Online Registration Form'. It features a 'Season' dropdown menu set to '2019' and a 'Go' button. Below this, there is a section for 'NSW Training Netball Club' with a 'Registration Setup' button highlighted by a yellow box. Other buttons like 'Program Settings' and 'Registrants' are also visible.

Participant Registration Form

NetSetGO Participant Registration Form

Step 1

- Once your Centre Registration Application is submitted you will be able to begin work on your registration form.
- Click on '**Registration Setup**'.
- In the general settings section the only part you will need to edit (if you wish) are:
 - **Title:** Always keep the year in the title.
 - **Welcome Page Top Description:** This is what appears on the first page of your centres registration form. It is a great opportunity to provide parents will more direction on the program and how to register.

ORGANISATION PEOPLE REGISTRATION TEAMS PROGRAMS WEBSITE REPORTS

Search Menu

NetSetGo Centre Registration

Submit NetSetGo Withdrawal

Reports

Edit Online Registration Form

Season: 2019 **Go**

NSW Training Netball Club

Program Settings **Registration Setup** Registrants

General Settings

Template Name: Netball Australia NetSetGO

Form Type: Event/Program Registration

Title: 2019 NetSetGO

Welcome Page Top Description

Status: ACTIVE

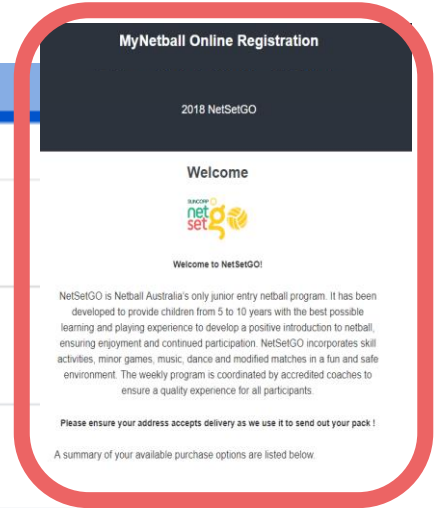
Sort order: 5

Disclaimer: GLOBAL DISCLAIMER

Entity Disclaimer: No Disclaimer

Contact Name: Melanie Chapman

Contact Email: mchapman@netbal



NetSetGO Participant Registration Form

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- Click on '**Registration Setup**'.
- In the general settings section the only part you will need to edit (if you wish) are:
 - **Title:** Always keep the year in the title.
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ORGANISATION PEOPLE REGISTRATION TEAMS PROGRAMS WEBSITE REPORTS

Search Menu

NetSetGo Centre Registration

Submit NetSetGo Withdrawal

Reports

Edit Online Registration Form

Season: 2019

NSW Training Netball Club


Program Settings **Registration Setup** Registrants

General Settings

Template Name: Netball Australia NetSetGO

Form Type: Event/Program Registration

Title: 2019 NetSetGO

Welcome Page Top Description: 

Status: ACTIVE

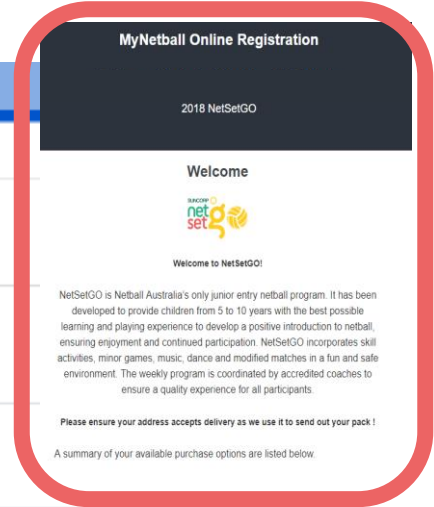
Sort order: 5

Disclaimer: GLOBAL DISCLAIMER

Entity Disclaimer: No Disclaimer

Contact Name: Melanie Chapman

Contact Email: mchapman@netbal



Setting Up payment



Option 1

- MyNetball Payment Gateway

*your State or Territory Coordinator will advise if this payment is appropriate for your centre.

Option 2

- Offline payments

*only to be used if your sport voucher system doesn't have capabilities online OR you have receive permission from your State or Territory organization due to special circumstances

NetSetGO Participant Registration Form



Payment Setup

Complete your payment settings the same as for the Junior and Senior Registration form.

Online Only Payment: Select 'MyNetball Payment Service'.

Offline Only Payment: Select 'No Gateway'.

Online and Offline Payment: Select 'MyNetball Payment Service' and tick the 'Allow Offline Payment' box.

Processing Fee: If your centre is passing this fee onto the participant select the payment type it will apply to (online and/or offline) and place the Fixed (AUD 0.30) and Variable (1.78%) charges in the boxes.

Offline Payment Description: Place information regarding offline payments in this box i.e. banks details. The more information you can give a parent the easier it will be.

Payment Settings


Payment Gateway (Online Payments)	<div>MYPNETBALL PAYMENT SERVICE ⓘ</div> <div>InteractSport transaction fees* - Fixed charge: AUD nil.</div>
Allow Offline Payment	<input checked="" type="checkbox"/> Note - you will need to manually accept and reconcile offline payments if payment is made offline.
Allow Part Payment	<input type="checkbox"/>
Automatically add processing fee	<input checked="" type="checkbox"/> Apply to online payments <input type="checkbox"/> Apply to offline payments Fixed Charge: AUD <input type="text" value="0.30"/> plus Variable Charge: <input type="text" value="1.78"/> % of transaction amount
Offline Payment Description	<div>For Direct Deposit:</div>
Currency format	<input type="text" value="\$"/>
Tax Description	<input type="text" value="GST"/>
Tax rate (%)	<input type="text" value="10.0"/>

NetSetGO Participant Registration Form



Step 3

This is where you select the fields that participants fill in during registration.

Personal Fields: Tick or untick the fields you want included. Fields with this symbol  cannot be removed. After selecting a field you can also make it Mandatory by ticking the 'Mand. Field' box.

Other Fields: Add any of these additional fields by clicking on it and clicking the right arrow.

Registration Type/Product: The Program created on your NetSetGO Centre Registration form will automatically be put on the participant registration form. You do not need to add them like on the Junior and Senior Registration form.

Saleable Item: Add any existing saleable items to the registration form by clicking on it and clicking the right arrow.

Public Link: This link will only appear once your centre registration form has been approved by Netball NSW. This link will take participants directly to your registration form. Sending this out to previous participants or promoting this via your website or social media is the best way to make sure participants use the correct registration form.

Personal Fields

Personal fields are fixed in the order they appear on the form. Some fields (which are disabled) must appear on all forms.
*If selected, Parent/Guardian fields will only display on the form if the person being registered is under 18. The fields are in a fixed order - First Name, Last Name, Email, Mobile, Address.

Select Field	Mand. Field
<input type="checkbox"/> Title	<input type="checkbox"/>
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Middle Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/>
<input type="checkbox"/> Home Phone	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> School	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Number	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Parent/Guardian fields*	<input checked="" type="checkbox"/>

Other Fields

Available Fields

Custom Fields (N/A)

3rd language spoken

Ambulance Member

Date of Expiry

Have you participated in NSG this year?

Medicare Number

NMAS ID

NMAS Internal ID

Preferred NSG Pack Delivery Location

Private Health Insurance Company

Private Health Insurance Member Number

Recruited by a Rebel Recruiter? Enter their email

Registration type [INACTIVE FIELD]

Which of the following will you be doing this season?

Which State do you hold a WWCC

WWCC Number

Field

Mand. Field

Display Name

Group Name

National Team

Which team do you want to join?

Participant Details

Existing Medical Conditions / Injuries / Allergies

Medical Information

Regular Medication

Medical Information

Do you have a disability?

This information keeps itself

Do you identify as Aboriginal and/or Torres Strait Islander?

This information keeps itself

In which country were you born?

This information keeps itself

Are there any languages other than English spoken at home?

This information keeps itself

It's yes, then what other?

Registration Type/Products

Saleable items

Displayed as check boxes: customer will be able to choose multiple items.

Available Saleable Items

Saleable Items

Form Links

Public Link

<https://netballresults.vault.com/common/pages/reg/welcome.aspx?fr=18&type=6&id=39668&entityid=43402>

Private Link

Note - this link can access inactive forms - do not publish.

Social Media Share

Facebook

Twitter

LinkedIn

Instagram

YouTube

Remember to
click 'Save'

Submit your Application



Step 4

Head back to the **'Program Setting'** tab and click **'Submit Application'** once you are satisfied with the information provided. Once submitted your centre registration will be reviewed and approved by Netball NSW.

☐ I agree to the [Terms and Conditions](#)

☐ I consent to the collection, storage and use of my personal information in accordance with the [Netball Australia Privacy Policy](#)

☐ I understand that the address will be used to deliver NSG items

NB: If centres choose not to accept online payments at the time of registration, centres will be financially liable for all orders submitted to the supplier for dispatch, regardless of whether payment has been collected.

Application Status

UNSUBMITTED

[Update Changes](#)

[Submit Application](#)

MyNetball Features

Finding Participant Details



Communication with Participants

- It is a good idea a few weeks out from the start of your program to get in touch with participants to remind them of when it starts, where it is and what to bring.
- To find and download a list of your participants click '**Registrants**'
- You can filter by the various programs you have set up in your NetSetGO Centre Registration form if you want to communicate to a specific group i.e. Net Skills.
- Scroll to the bottom and click '**Download Report**' to download an excel document with participants details.

The screenshot shows the NetSetGO web application interface. The top navigation bar includes links for ORGANISATION, PEOPLE, REGISTRATION, TEAMS, PROGRAMS, WEBSITE, and REPORTS. The left sidebar contains a search menu and links for NetSetGo Centre Registration, Submit NetSetGo Withdrawal, and Reports. The main content area is titled 'Program Registrants' and includes filters for Season (2018) and Program Instance (--ALL--), with a 'Go' button. Below the filters are tabs for Program Settings, Registration Setup, and Registrants (which is highlighted with a green box). A table displays participant details, with the first row highlighted in green. At the bottom, there is a 'Download Report' button, also highlighted with a green box.

REGISTRANT DATE	ID	PARTICIPANT NAME	PROGRAM	ENROL METHOD	FEE PAID	STATUS	DETAIL
12/05/2018 01:49 PM			Friday - GO - Competition (29312)	SELF REG	\$198.00	Approved	Detail

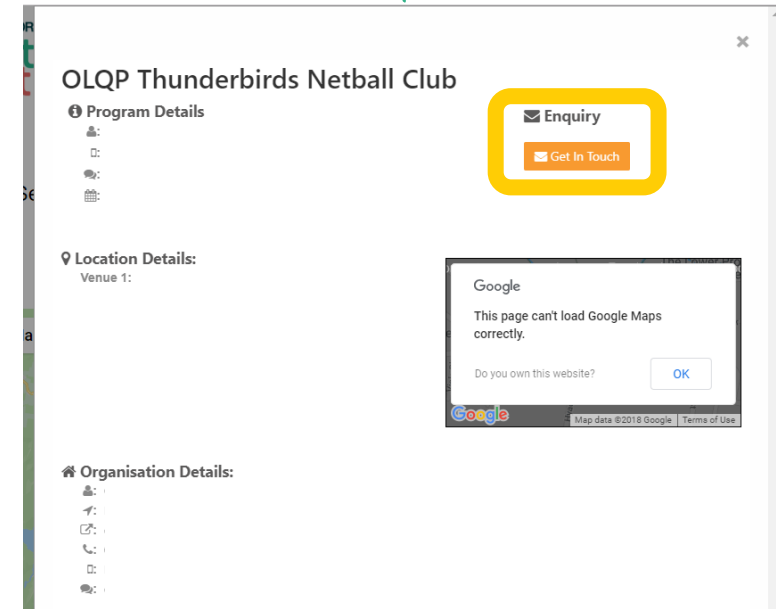
[Download Report](#)

NetSetGO Website Centre Finder



Centre Finder

- Each approved NetSetGO centre, their program details and contact details appear on the NetSetGO website.
- Potential Participants can enquire via the **'Get In Touch'** feature or register for an available program.
- To view the enquiries for your centre click **'Programs'** along the top menu, **'Reports'** and **'Program Enquiry Report'** in the side menu.
- In the **'Program'** drop down menu select **'NetSetGO'** and click **'Search'**. This will display all enquiries by date.
- Click the arrow to the left to expand and view the enquiry. The email and phone number are included so you can respond to the enquiry.



ID	Date	Org ID	Organisation	State	Day	Category	Email	Phone	Participant Name	Age
7172	28/10/2018	43022	Mounties Netball Club	NSW						6
7163	28/10/2018	42849	Infusion Netball Club	NSW						6
7163	24/10/2018	42507	Bankstown Sports Netball Club	NSW						10
7162	24/10/2018	51746	St Charbel Netball Club	NSW						10
7161	24/10/2018	42488	Ashbury Netball Club	NSW						10

Other Processes



Need help?

Contact your state or territory coordinator.

Netball Victoria
Contact: Le'Shaye Gary
Phone: (03) 9321 2246
Email: netsetgo@netballvic.com.au
Web: netballvic.com.au

Netball SA
Beth Cobden
(08) 8238 0528
beth.cobden@netballsa.asn.au
<https://sa.netball.com.au/>

Netball WA
Contact: Alex Nunn and Jayme Harken
Phone: (08) 9380 3732 and (08) 9380 3720
Email: netsetgo@netballwa.com.au
Web: www.netballwa.com.au

Netball ACT
Contact: Lachie O'Sullivan
Phone: (02) 6241 4088
Email: Lachie@netballact.com.au
Web: <https://act.netball.com.au/participation/suncorp-netsetgo/>

Netball QLD
Contact: Sarah Grant
Phone: (07) 3426 9523
Email: netsetgo@netballq.org.au
Web: qld.netballq.com.au

Netball Tasmania
Contact: Kate Marr
Phone: (03) 6282 1822
Email: kate.marr@tasnetball.org.au
Web: <https://tas.netball.com.au/play-netball/netsetgo/>

Netball NSW
Contact: Melanie Chapman
Phone: (02) 9951 5000
Email: NetSetGO@netballnsw.com
Web: www.netballnsw.com/

Netball NT
Contact:
Phone: (08) 8945 1733
Email: community@netballnt.org.au
Web: nt.netball.com.au/