

# Registration Setup

## Registration Period Setup (ASSOCIATION ONLY)

Online Registration is the compulsory way of registration within NSW. Once set up, online registrations will reduce the workload of volunteers and administrators. This next section will go through the process of registration set up along with other detailed tasks that need to be done throughout the registration process.

### Setting up Registration Period

Menu Mode (located top right corner of the menu bar)	Menu Heading	Menu Item
Competition Management (Associations Only)	Registration	Registration Periods

Once Netball NSW have set the registration period at state level, all Associations will be required to do the same in order for their clubs to be able to take registrations.

**EDIT REGISTRATION PERIOD: 2019**

Description \* 2019 Registration Period

Open Date \* 01/01/2019 (dd/mm/yyyy)

Lock Date \* 01/03/2019 (dd/mm/yyyy)

Close Date \* 31/12/2019 (dd/mm/yyyy)

Active

Allow inherit

Default

Update Cancel

- Select your open registration date (this will allow clubs to use their online registration forms).
- Put in the lock date for deregistration at club level (Please refer to the Netball NSW Affiliation and Membership Policy).
- Select your close registration date (this will affect your clubs online registration forms).
- Make the period active. Making your period active does not mean registrations will be active immediately. It will still be dependent on your open date.
- Click Allow inherit.
- Make the period default only once the period opens. Making default will mean that when filtering a report or looking at the registration dashboard it will automatically default to this period. It is ideal to keep the current period as the default until that period closes.