

Registration Signup Form Setup

Menu Heading	Menu Item
Registration	Signup Form Management

- Add a 'New Online Registration Form'.
- Note: You can reuse existing forms if you have any

Signup Form Manager ?

[+ Add New Online Registration Form](#)

Include inactive forms

TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE
No records to display.							

- Select the NA – Membership Signup Template
- Click Refresh
- The below screen will appear with any details

Edit Online Registration Form

[Back to Management Screen](#)

General Settings	
Template Name	Membership Signup Template
Form Type	Membership
Title	Blacktown West Netball Club Registration Form
Welcome Page Top Description	The NSW Government have introduced a new program for school aged children, Active Kids Program . This program will allow Parents/Guardians to
Status	ACTIVE
Sort order	8
Disclaimer	GLOBAL DISCLAIMER
Entity Disclaimer	BWNC Disclaimer
Contact Name	
Contact Email	blacktownwestregistrar@gmail.com
Payment Settings	
Payment Gateway (Online Payments)	MYNETBALL PAYMENT SERVICE InteractSport transaction fees* - Fixed charge: AUD nil.
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 0.31 plus Variable Charge: 1.78 % of transaction amount
Offline Payment Description	Internet Banking Payments If you wish to make payments through internet banking please ensure you
Currency format	\$
Tax Description	GST
Tax rate (%)	10.0

Form Fields

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 type="checkbox"/> Name Known As	<input 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 checked="" 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 type="checkbox"/> School	<input type="checkbox"/>
<input type="checkbox"/> Country of Birth	<input type="checkbox"/>
<input type="checkbox"/> Nationality	<input type="checkbox"/>
<input checked="" type="checkbox"/> Parent/Guardian fields*	<input checked="" type="checkbox"/>

Other Fields

Field	Mand. Field	Display Name	Group Name
Please indicate if any prior netball experience and/or preferred playing positions.	<input checked="" type="checkbox"/>	<input type="text"/>	Other
WWCC Number	<input type="checkbox"/>	<input type="text"/>	Other
Do you identify as Aboriginal and/or Torres Strait Islander?	<input checked="" type="checkbox"/>	<input type="text"/>	This information keeps N
In which country were you born?	<input checked="" type="checkbox"/>	<input type="text"/>	This information keeps N
Are there any languages other than English spoken at home?	<input checked="" type="checkbox"/>	<input type="text"/>	This information keeps N
If Yes, then what other languages are spoken?	<input type="checkbox"/>	<input type="text"/>	This information keeps N
Do you have a	<input checked="" type="checkbox"/>	<input type="text"/>	This information keeps N

Registration Type/Products

Displayed as radio buttons: customer will be able to choose one item only.

Available Registration Type/Products	Selected Registration Type/Products
<input type="checkbox"/> Junior Player Registration 10 - 17 yrs	<input checked="" type="checkbox"/> Junior Player Registration 10 - 17 yrs
<input type="checkbox"/> Senior Player Registration 18 +	<input type="checkbox"/> Senior Player Registration 18 +
<input type="checkbox"/> Life Member Player 18+	<input type="checkbox"/> Life Member Player 18+
<input type="checkbox"/> All Abilities Player	<input type="checkbox"/> All Abilities Player
<input type="checkbox"/> Non Player	<input type="checkbox"/> Non Player

Saleable Items

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

Available Saleable Items	Selected Saleable Items
<input type="checkbox"/>	<input type="checkbox"/>

Advanced Settings

Behaviour Options	Syndication Options
<input type="checkbox"/> Manually approve all new registrants	<input type="checkbox"/> Syndicate to Entity Teams
<input checked="" type="checkbox"/> Create logins for new registrants	<input type="checkbox"/> Syndicate to affiliated CLUBS
<input type="checkbox"/> Omit pay by credit card information from offline payment form	<input type="checkbox"/> Syndicate to affiliated ASSOCIATIONS
<input type="checkbox"/> Display payment split information if possible	<input type="checkbox"/> Syndicate to affiliated ZONES
<input type="checkbox"/> Allow signups on behalf of family members	<input type="checkbox"/> Syndicate to affiliated REGIONS
<input type="checkbox"/> Allow no team preference	<input type="checkbox"/> Syndicate to affiliated STATES
	<input type="checkbox"/> Syndicate only to direct affiliates

Save

- Once all the fields are filled in appropriately, click 'Save' to complete this form
- When the form submits successfully, a green tick will appear at the top of the page

Description of Online Form Fields

The below table outlines additional notes for the relevant fields:

Menu Heading	Menu Item
FORM TYPE	Locked to Membership once the membership signup template is selected.
TITLE	Mandatory i.e. 2019 Netball NSW Registration Form.
TOP DESCRIPTION	Section to put in specific information relevant to your club that you want registrants to see at the top of the form before they register. i.e. Instructions and links on getting an Active Kids voucher.
STATUS	Mandatory Leave the form as INACTIVE when setting it up before the registration date open. The status can be changed to ACTIVE at a later date when your association/club opens up registrations.
SORT ORDER	The order in which the form will display on your website. It is not necessary to update.
DISCLAIMER/ENTITY DISCLAIMER	The global disclaimer is locked to all forms. These are the Netball Australia Terms and Conditions. Entity disclaimer is a section for you to enter your own disclaimer on to the sign up form. <i>Note: refer to the entity disclaimer section of this manual to see how to create your own Association/club disclaimer.</i>
CONTACT NAME/EMAIL	Mandatory The IT User that is logged in when setting up the form will automatically have their details entered into these fields. Please edit as required. These details will appear on your form.
PAYMENT GATEWAY	Please select your own Payment Gateway (not the simulated Payment Gateway). Your payment gateway will either appear as MyNetball Payment Service or MyNetball Payments.
ALLOW OFFLINE PAYMENT	Un-tick Allow offline payment if you are having online payment only. Leave ticked if you are allowing offline payments. You have the option to use both payment methods.
AUTOMATICALLY ADD PROCESSING FEE	Mandatory Select Apply to online payments and enter the Variable Charge of <u>1.78%*</u> and Fixed Charge as <u>\$0.31</u> to cover any processing fee costs incurred. This is the processing fee recommended by Netball Australia and PinPayments. Please do not apply this if you are only taking offline payments.

PERSONAL/OTHER FIELDS	<p>The Personal fields are those that will automatically appear on the form. If your Association/club would like to add additional fields select they can be selected from the available fields box on the left.</p> <p>Click on the field you want and then on the little arrow pointing to the right. This will add the question to the selected fields box which is what appears on the form. From there you can drag its position, make a question mandatory and group questions together via the same group name.</p> <p><i>Note: refer to the custom person fields section of this manual to see how to create your own additional questions.</i></p>
SELECT REGISTRATION TYPE/PRODUCT	<p>Mandatory</p> <p>Select the products (i.e. member types) you would like available on the form and add them across to the right using the arrows under the Selected Registration Type/Products column.</p> <p>The same thing can be done for saleable items which are set up as products.</p>
ADVANCED SETTINGS	<p>Please leave Create logins for new registrants as ticked. This will ensure any new participants will have a login created at the time of registration.</p> <p>Please leave Omit pay by credit card information from offline payment form as ticked.</p> <p>Additionally, it is advised that you tick the allow signup on behalf of family members option. This allows for easier registration for those who have linked participant records.</p> <p>If you would like the registration to a particular location please tick the relevant syndication option.</p>

Accessing your Signup Form Web Link

By accessing your Signup Form web link this will enable you to distribute to your members so they can easily access your form. It will also enable you to add onto your website, social media pages or send via email.

To access your Signup Form web link please follow the steps below:

Once the form has been successfully set up it will appear under the Signup Form Manager as displayed below.

- Click on the edit pencil for the applicable form.


Signup Form Manager

[Add New Online Registration Form](#)

Include inactive forms

TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE
Membership Signup Template	Membership	1	0	Active			

The below form links will appear:

Form Links	
Public Link	https://netball.resultsvault.com/common/pages/reg/welcome.aspx?type=1&id=35175&entityid=38894
Admin Preview	<p>Preview</p> <p>Note - this link can access inactive forms - do not publicise.</p>
Social Media Share	

Additional to the public links that can be shared via email or on your website there is an option for Social Media Share. These is designed to create a targeted post on your Facebook or Twitter without having to create a post requiring you to copy and paste the public link address.

Admin Preview allows you to preview the whole form as an administrator while the form remains inactive from the public.

Setting up your Disclaimers

Menu Heading	Menu Item
Registration	Disclaimers

Associations and clubs can create their own disclaimers to be put on the registration sign up form. The disclaimer is set up as a terms and conditions box on the form which the registrant must click to confirm they have agreed to the terms.

- Click 'Add new Disclaimer'

Disclaimer Page Maintenance ?

[Add new Disclaimer](#)

TITLE	EVENT DATE	EXPIRY DATE	DATE UPDATED	EDIT	DELETE
No records to display.					

The below page will appear with no content:

[Edit Disclaimer Item](#) ?

[Back to Disclaimer Maintenance](#)

Item Title

Item content

Rich text editor interface showing a toolbar with various formatting options (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo, etc.) and a large empty text area for content entry. The status bar at the bottom indicates 'Words: 0 Characters: 0'.

[Save](#)

- Add an item title.
- Fill in the item content. Content can be pasted in directly from external documents. If you have multiple terms and conditions, you wish to capture you have the option to paste the links of those documents into your item content.

Creating Custom Person Fields

Menu Heading	Menu Item
People	Custom Person Lists > Custom Fields Management

This is where Associations and clubs can create additional custom questions to ask registrants on the sign up form.

- Click Add New Customs Field and an empty row will appear to complete the question

Custom Person Field Management ?

+ Add New Custom Field

FIELD DETAILS	FIELD TYPE	DISPLAY OPTIONS	CHILD ORGS	APPLY TO ROLE/SUB-ROLE	ACTIVE	SORT ORDER
Name <input type="text"/> Description <input type="text"/>	Type Text Box Options <input type="text"/>	<input type="checkbox"/> Prohibit editing by child admin user <input type="checkbox"/> Prohibit editing by logged in participants	<input type="checkbox"/>	Role Sub-Role [Select Role(s)...]	<input checked="" type="checkbox"/>	<input type="text" value="0"/>
Name Photography Description I allow consent to be photographed	Type Drop Down List Options yes,no		N	PLAYER UMPIRE TEAM OFFICIAL OFFICE BEARER	N	1
Name WWCC Description I require a Working With Children Check in my volunteer role	Type Drop Down List Options Yes and I already have one, Yes but I still need to get one, No I do not require one		Y	UMPIRE TEAM OFFICIAL OFFICE BEARER	Y	1
Name WWCC number Description If you require a Working With Children Check and already have one please supply the number here:	Type Text Box		Y	UMPIRE TEAM OFFICIAL OFFICE BEARER	Y	1
Name Umpire accreditation Description Umpire accreditation level	Type Drop Down List Options A Badge, B badge, C Badge		N	PLAYER UMPIRE TEAM OFFICIAL OFFICE BEARER	N	2
Name Qualification Description Qualification	Type Text Box		N	PLAYER UMPIRE TEAM OFFICIAL OFFICE BEARER	N	3
Name Experience Description Experience	Type Text Box		N	PLAYER UMPIRE TEAM OFFICIAL OFFICE BEARER	N	4

- Populate the registField Details.
- In the Field Type choose what type of question it will be i.e. text box, drop down, check box.
- In Display Options tick the Prohibit editing by logged in participants.
- Ticking Child Orgs will allow the child organisations underneath you to use the question on their sign up forms. This will only appear for Associations as clubs do not have child organisations.
- Apply to Role/Sub-Role means that this specific question will apply to those with the assigned role.
- Ticking Active will make the question appear in the available fields box on the sign up form set up.
- Sort Order refers to the order the question appears in the available fields box on the sign up form set up.
- Click Update once complete.