


# Registration Period - State Body

 Before a State user can modify a Registration Period the National Governing Body must first create it. If you have any questions about the available or active Registration Periods you should contact National Governing Body directly.

To edit a **Registration Period** click the corresponding **Edit** link:

## Registration Period Management ?

| PERIOD | DATE FROM  | DATE TO    | OPEN DATE  | CLOSE DATE | STATUS     | DEFAULT                             | EDIT  |
|--------|------------|------------|------------|------------|------------|-------------------------------------|---|
| 2018   | 01/01/2018 | 31/12/2018 | 01/10/2017 | 31/12/2018 | Active     | <input checked="" type="checkbox"/> |  |
| 2017   | 01/01/2017 | 01/03/2018 | 01/10/2016 | 31/12/2017 | Not Active | <input type="checkbox"/>            |  |
| 2016   | 01/01/2016 | 31/01/2017 | 01/09/2015 | 30/11/2016 | Not Active | <input type="checkbox"/>            |  |

This will open the **Registration Period Edit** dialogue box.

Information from the parent Registration Period that cannot be edited is not available in this pop up.

### EDIT REGISTRATION PERIOD: 2017

Name

\*

Fee Percentage

\*

Description

\*

Date From

\*

(dd/mm/yyyy)

Date To

\*

(dd/mm/yyyy)

Open Date

\*

(dd/mm/yyyy)

Lock Date

\*

(dd/mm/yyyy)

Close Date

\*

(dd/mm/yyyy)

Age Measurement Date

\*

(dd/mm/yyyy)

The following table describes each of the fields on the **Registration Period Edit** screen

| Field          | Description   |
|----------------|---|
| Name           | The name of the registration period.  |
| Fee Percentage | Allows the user to set the percentage of a registration fee (as set in the Registration Type) required for part season registration, if applicable. |

|                             |   |
|-----------------------------|---|
| <b>Description</b>          | A description of the Registration Period.   |
| <b>Date From</b>            | The start date of the registration duration.  |
| <b>Date To</b>              | The end date of the registration duration.  |
| <b>Open Date</b>            | The date upon which registration is open for entry. No registration is acceptable before this date.   |
| <b>Lock Date</b>            | The date upon which existing registrations are no longer editable/reversible.   |
| <b>Close Date</b>           | The date upon which registration is closed for entry. No registration is acceptable after this date.  |
| <b>Age Measurement Date</b> | Validation Criteria: The reference date and month for determining eligibility (against a member's birth date) for a particular Registration Type.     |
| <b>Active</b>               | Checking the box means the registration period will appear in the dropdown list for selection. Non-used registration periods should be made inactive. |
| <b>Allow inherit</b>        | Allows child organisations to create derived Period Types.  |
| <b>Default</b>              | Sets the Registration Period as the default for child organisations.  |