# **Program Details**

This screen is customised to your particular program and allows you to enter program details, including:

- Public Information visible on the public portal and program finder
- Program time slots when you are going to run the program
- Private information relating to administration of the program internally.

Additionally, once your program settings have been established, you can apply for sanctioning through your NSO by submitting your program application for approval.

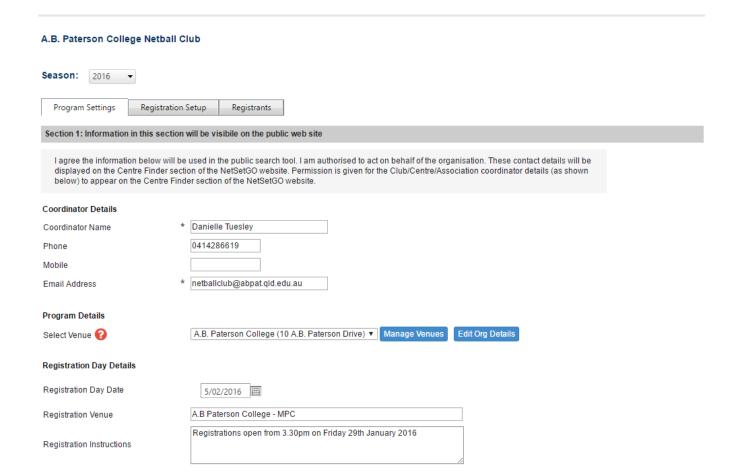
If the NSO has determined that program sanctioning is not required, the programs can be automatically approved by the system. See Approval step below.

### Information visible on the public portal

Program information is made visible on the NSO website (as well as the club/association/private provider websites, where they exist).

It is also made visible through a program finder that can be used by the NSO and club/association/private provider to channel interested participants to online registration.

#### NetSetGO Centre Registration

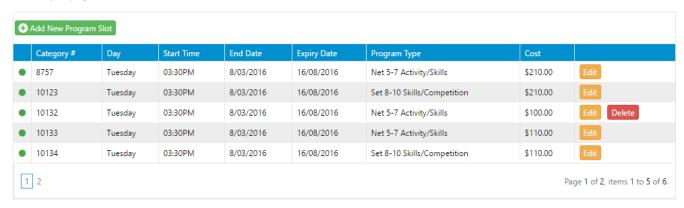


#### **Program Slots**

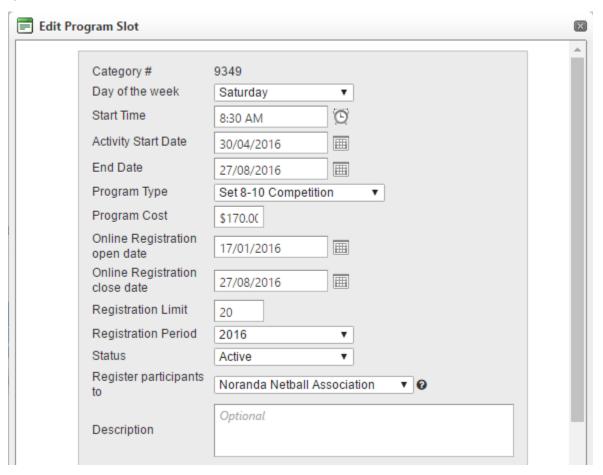
Each program can be run in different program time slots.

Click the **Delete** link of a time slot to delete the time slot (this only works for time slots where no registrants have been enrolled)

Add/edit your program time slots below:

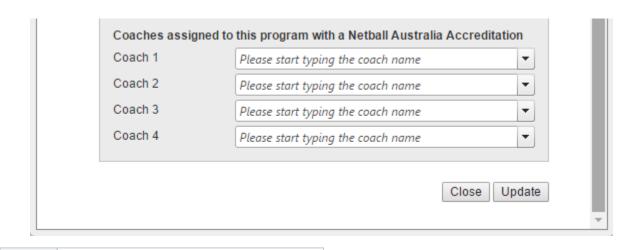


Click the **Edit** link of a time slot to edit the detail or click **Add New Program Slot** button to add a new program slot to the list. The program slot details screen will open.



Date of the week	Select from the dropdown list
Start Time	Enter the start time on the first day of the program.
Activity Start Date	Enter the start date for the program.
End Date	Enter the last date of the program.

Program Type	Variations of program running simultaneously.  For example, NetSetGo  Set 8-10 Competition  Net 5-7 Activity/Skills Set 8-10 Activity/Skills Set 8-10 Skills/Competition Set 8-10 Competition
Program Cost	The cost of the program for the registrant.
Online Registration open date	The first date when online registrations are made available.
Online Registration close date	The last date when online registrations are made available.
Registration limit	The limited number of registrants for a program.
Registration period	The registration period in which the program is running.
Status	Select whether the program is <b>Active</b> (available for registration) or <b>Inactive</b> (no longer available for registration).
Register participants to	Select the organisation name of the association to which the registrants will be registered.
Description	Optional text relating to the program.



Coach 1-4 Coach names, selected from the list of available coaches.

Click the  $\mbox{\bf Update}$  button to save program slot details.

Click the Close button to close the screen without saving deatils.

#### **Private information**

This information does not appear on the public portal of the NSO. It is used by admin staff internally to manage the program, for example, specify delivery details for program packs.

Section 2: Information in this section will not be visible on the public web site			
Years Running NetSetGO	2		
Pack delivery address details			
Firstname	*		
Lastname	*		
Delivery Contact Phone Number	*		
We CANNOT deliver to PO/Locked Business Name (if delivery to commercial property)	d Bag addresses, please enter a physical address.		
Delivery Street Address	*		
Delivery Suburb	*		
Delivery State	*		
Delivery Postcode	*		
Delivery Instructions			
	tions age and use of my personal information in accordance with the Netball Australia Privacy Policy online payments at the time of registration, centres will be financially liable for all orders submitted to the supplier for dispatch, regardless of		

## **Approval Status**

whether payment has been collected.

Each program can be set up to allow sanctioning (manual approval) by the NSO.

Where sanctioning is required, each club/association/private provider running the program will need to apply for approval from the NSO after completing the program settings.

The status of a program determines where it is in the approval process:

Unsubmitted	Program established by an organisation but not yet submitted to the NSO for approval.
Pending	Program submitted to the NSO for approval, but not yet approved.
Deactivated	Program deactivated by the NSO.
Approved	Program approved by the NSO.

APPLICATION STATUS

#### **APPROVED**

Section 3: Office Use		
Organisation Name Status	A.B. Paterson College Netball Club  APPROVED ▼	
Application Date	25/01/2016 Approval Date Approver	
Comments	2nd year equipment kit (ordered 13/4/16)	
② Program History		
Update Changes Upo	date Changes and Return	Return

Click **Update Changes** to save changes or **Update Changes and Return...** button to save changes and return to the Program Manager screen.

Click **Return** button to return to the Program Manager screen without saving the latest changes.