

Program Registration Templates

Registration templates can be established for both teams and/or individual participants for a program.

Registration templates are established by the NSO, but can be added to by the individual organisations running the program in order to collect additional information from their participants/teams.

Registration templates generally have three sections (General Settings, Payment Settings and Form Fields), but are customised for the NSO according to specific requirements.

A sample registration template for Netball Australia's **NetSetGO** is shown below.

General Settings

Enter details about the program that will display in the registration form, such as the top and bottom description, disclaimer and contact details.

You can preview the form in the public portal of the NSO by selecting the preview link.

Edit Online Registration Form

[Help on this topic](#)

Program SettingsRegistration SetupRegistrants

* Denotes a mandatory field.

General Settings	
Template Name	Netball Australia NetSetGO
Form Type	Event/Program Registration ▼
Title *	** New Organisation 6463 NetSetGO
Top Description	<div>PLEASE NOTE</div> <div>If you have a MyNetball ID and Password, please start over and use those details to begin the sign-up process. You can check to see if you are on MyNetball already by</div> <div>Edit...</div>
Bottom Description	<div>(Not entered)</div> <div>Edit...</div>
Status	ACTIVE ▼
Sort order	5
Preview	Preview in MyNetball public portal
Share Link	
Disclaimer	GLOBAL DISCLAIMER ▼
Contact Name *	NetSetGO
Contact Email *	netsetgo@netball.asn.au

Payment Settings

Payment settings are set up in conjunction with support staff. Where automated payments are accepted, the payment gateway is shown.

Offline payments can be selected, but will require manual reconciliation.

Processing fees can also be added.

Payment Settings

Payment Gateway (Online Payments)	NO GATEWAY (contact support to change/setup)
Allow Offline Payment	<input checked="" type="checkbox"/> Note - you will need to manually accept and reconcile offline payments if payment is made offline.
Automatically add processing fee	<input type="checkbox"/> Apply to online payments <input type="checkbox"/> Apply to offline payments Fixed Charge: AUD <input type="text" value="0.00"/> plus Variable Charge: <input type="text" value="0.00"/> % of transaction amount
Offline Payment Description	(Not entered) Edit..
Currency format	<input type="text" value="\$"/>
Tax Description	<input type="text" value="GST"/>
Tax rate (%)	<input type="text" value="10.00"/>

Form Fields

Establish form fields to determine the data items you wish to collect from your participant (or team, if you were setting up a team registration form).

Where determined by the NSO, **additional fields** can be established by organisations setting up programs. This feature is accessed via the Additional Fields tab on this part of the screen.

Form Fields

Form Fields		
Default Fields		
Additional Fields		
Field	Mandatory	Group Name
First Name	YES	Participant Details
Last Name	YES	Participant Details
Address	YES	Participant Details
Address2	NO	Participant Details
Suburb	YES	Participant Details
State	YES	Participant Details
Postcode	YES	Participant Details
Country	YES	Participant Details
Mobile Phone	YES	Participant Details
Email Address	YES	Participant Details
Date of Birth	YES	Participant Details
Gender	YES	Participant Details
Which team do you follow in the ANZ Champs?	YES	Participant Details
Do you identify as Aboriginal and/or Torres Strait Islander?	YES	This information keeps Netball inclusive for all
Are there any languages other than English spoken at home?	YES	This information keeps Netball inclusive for all
If Yes, then what other languages are spoken?	NO	This information keeps Netball inclusive for all

Update

Always click the **Update** button if you wish to save your changes for this screen.