Online team nomination

Team nomination forms can be published for collecting team entries from seasonal/amateur clubs/teams using the Member Sign up process.

Technically, the process is exactly the same as setting up the Member Sign up form, however, team lodgement/team renewal type will be mandatory.

Configuration

Step 1 - Create new membership products

1. Click to **Add Member Subscription Product** or **Edit** existing products.
2. The following **Membership Signup Form - Edit Product** screen will display.
3. Enter or change the information as follows:

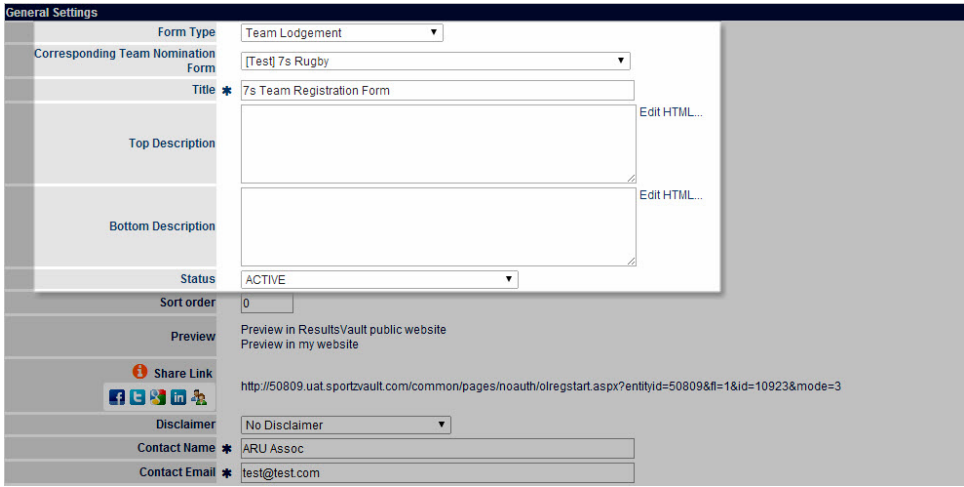| Registration Type /Product Details	This section will control various aspects of products you publish online. These products will be available for participant registration.
Name*	Will display as a dropdown list for prospective participant to select. Should be short & unique.
Category	This helps to group products into four main sections for management purposes. • **No category** - Miscellaneous products that are uncertain to classify. • **Membership** - e.g. periodic membership, saleable items. • **Team lodgement** - A participant/team nomination. • **Team renewal** - Extend/renew participation of an existing team.
Description	This is a longer description of the product, and will display underneath the product name on a signup form.
Price *	Price of the product (must be inclusive of any tax specified). Enter prices in the same currency set up on your membership form. Changing the price after any products have been sold do not affect these previous sales.
Class *	Select a product class from one of two main types: • **Membership Subscription** - membership to your organisation, that can be connected to a person role. • **Saleable item** - typically offered in conjunction with the above, and is a physical item which you are offering for sale.

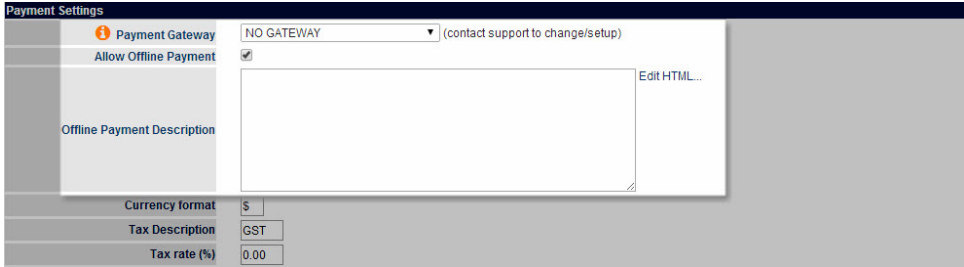|	
Number available	If you wish to track inventory for this product, enter the number of this type of product you currently have available. The system will decrease this number automatically as items are sold, and when the number reaches zero, the product will no longer be able to be selected on a membership form. You can change this number at any time (e.g. as more stock arrives). Leave the field blank if you have unlimited items or do not wish to track inventory. The available numbers will be displayed on the client's screen when they register.
Available until	If you wish to have a cut-off date for sale of this product, enter the date here. The product will no longer be able to be selected on a membership form after this date. Leave the date blank if you do not wish to have a cut-off date.
Active	Check the box to make the product active. Any products made inactive will not be able to be selected on a membership form (even if the form has previously been set up to include them).
Subscription settings	**Subscription settings** Start Date ☐ (dd/mm/yyyy) End Date ☐ (dd/mm/yyyy) Person Role ✱ Select... ▼
Start/End date	These dates are for indicating the opening and expiry of registration period. Participant cannot lodge in a product beyond the Start and End date.
Person Role *	A product must be linked to a person role. This means for new signups, the role is automatically created within the system for their person record. For example, a 'senior player' subscription can be linked to the 'PLAYER:SENIOR' role.
Registration settings	**Registration settings** Automatically Register Participant To: Select... ▼ Registration Type Select... ▼
Discount fields	**Discounts** General Discount ☐ Discount Description ☐ Early Discount ☐ Early Discount Cutoff Date ☐ (dd/mm/yyyy)
General discount	Enter a discount amount in the relevant currency. This amount will display as a discount and be deducted from the total.
Early discount	Enter a discount amount in the relevant currency. This amount will display as a discount and be deducted from the total up until the date entered in the **Early Discount Cutoff** *Date* field.

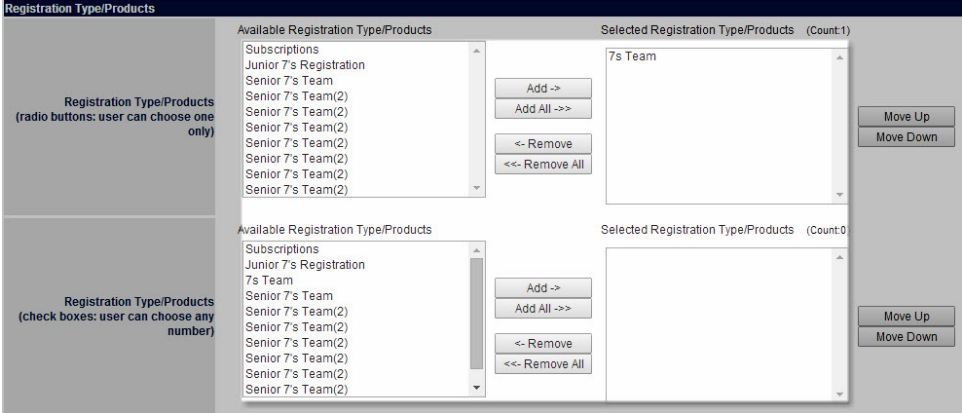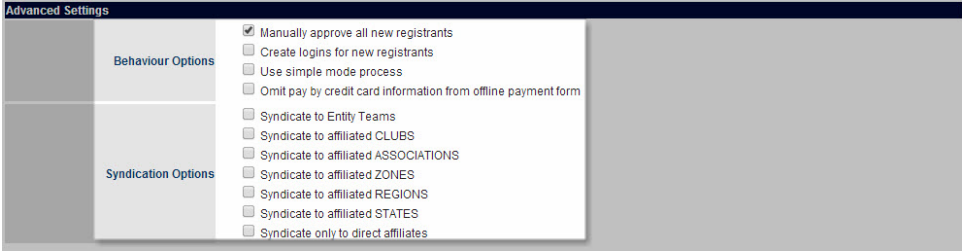To save your changes, click the **Update** button.

*Required field.

Step 2 - Create a member signup form

1. Click on **Add new Online registration form**.
2. The **Edit Online Registration Form** screen will display.
3. Enter or change information as follows:

General Settings	
Form Type	Choose Team Lodgement type out of 3 available options: • **Standard Participation Registration** - Used for the purpose of registering a member to an organisation or event. • **Team Lodgement** - available for any organisation with COMPETITION MANAGEMENT enabled. Allows for new teams (entity teams) to be lodged with an organisation that can optionally be integrated into a Team Nomination process. • **Team Renewal** - available for any organisation with COMPETITION MANAGEMENT enabled. Allows for existing teams (entity teams) to be renewed for a new season. Team Lodgement and Team Renewal type will enable you to connect the form with corresponding Team nomination forms.
Corresponding Team Nomination Form	Select the appropriate team nomination forms you want the new participant lodgement to fall under. This is the only item that differentiates the Team nomination - participant from normal member signup configuration.
Title *	This displays at the top of the public form (that is the form that is accessed by the user/visitor/member) just underneath the name of the current organisation.
Top Description	Enter a HTML description that will appear on the product selection page, at the top (just under the title). Click the **Edit HTML** link to launch a HTML Editor.
Bottom Description	Enter a HTML description that will appear on the product selection page, at the bottom (under the product selection area). Click the **Edit HTML** link to launch a HTML Editor.
Status	• **ACTIVE** - the form is publicly available via the **Public Access URLs.** • **INACTIVE** - the form is not publicly available at all. • **TEST MODES** - the form is only available by clicking the **Public Access URLs** links as listed. **Public Access URLs** are special links that append a code that provides temporary access. (The links should not be bookmarked, as they will only work for a period of 24 hours. Each subsequent visit to the Edit screen generates new links.) When in test mode, the public form displays a red label indicating that it is test mode. Forms that are being set up should be set to test mode, and only switched to ACTIVE when ready to be released. Anyone trying to access a form when in TEST MODE, without the correct access URL will be denied access. • **TEST MODE ACCESS, TEST MODE GATEWAY** - form is in test mode as above, and the payment gateway is set to test mode (if the gateway supports it). This typically means than an actual connection is made to the gateway, but no funds are processed. All gateways have different ways of operating under test mode, **contact support** for more information • **TEST MODE ACCESS, PROD MODE GATEWAY** - form is in test mode as above, and the payment gateway is set to production mode - a real card must be supplied and funds are actually processed against the card. This mode is useful for final end-to-end testing before the form goes live. ⚠️ If the SIMULATED gateway is selected (see below), funds are never processed, regardless of the TEST MODE selected above.
Sort Order	
Preview	Membership signup forms can be accessed either via the ResultsVault public site, or via a SportzVault web site. The links have an embedded parameter that allows the forms to be displayed, even if they are not in the ACTIVE status (i.e. TEST MODE). Use the SHARE LINK functionality to copy or share the link on other platforms.

⚠️

Public Access URLs	Membership signup forms can be accessed either via the ResultsVault public site, or via a SportzVault web site. The links as shown here should be used to publicize your signup form - e.g. via a menu item or link from your website, or in a bulk email.
	⚠ The link should be supplied as displayed, without the special 'test mode' argument that is embedded in the link itself (i.e. do not include the 'misc' argument of the link otherwise others will be able to access the form for a limited time when in test mode).
Disclaimer	If you wish a disclaimer/terms and conditions page to display as part of the signup process, select it here. If selected, the user will have to check a box to accept these conditions. Select **No Disclaimer** if you do not wish to have a disclaimer page. To create and manage you disclaimer pages, click the Configuration...Disclaimers tab item within the main Membership Signup Configuration screen.
Contact Name	Enter a contact name for this form. This can either be an actual person, or the name of an organisation. This will display in a help link at the bottom of the public form that customers can click to contact for help or further information. Any confirmation emails sent to customers also are sent from this name.
Contact Email	Enter a contact email for this form. This address will be used in a help link at the bottom of the public form that customers can click to contact for help or further information. Any confirmation emails sent to customers also are sent from this address, and replies will come back to this address.
Payment Settings	
Payment Gateway	The payment gateway is displayed here. This can only be setup by **contacting support**. By default, a **SIMULATED credit card** gateway is set up to simulate credit card payments. This can be used with any valid credit card number (eg 4111 1111 1111 1111) and an expiry date in the future. This gateway does not process any funds against the card itself. If the simulated gateway is enabled, the form cannot be put into ACTIVE mode, and must run in TEST MODE. This is to prevent actual customers signing up and no payments being processed.
Allow Offline Payment	Check the box if you also wish to enable 'offline' payments (i.e. where a customer needs to pay after the signup via a manual method such as mailing a cheque). If offline payment is selected, the customer will have access to print a form that can be printed and submitted.
Offline Payment Description	Enter a HTML description that will display to give the customer further information about offline payment (e.g. your address details, who to address cheques to etc). Click the Edit HTML link to launch a HTML Editor.
Currency format	Enter the currency symbol - e.g. $.
Tax Description	Enter a tax description if applicable - e.g. GST
Tax rate (%)	Enter a tax rate if applicable. Note, that all product prices specified must be inclusive of any tax (i.e the system does not add tax on to these prices). The tax collected is calculated in other reports.
Form Fields	Unknown Attachment

Form Fields	Select the fields you wish to display on the form. You must select **First Name**, **Last Name** and **Email address** as a minimum. All the standard person fields and any custom fields applicable for the current organisation are available for selection. You can order the fields by clicking the **Move Up** and **Move Down** buttons. **Advanced Field Properties** After adding fields above, click the **Refresh List** button. You can then further edit each entry as follows: 1. Click the **Edit** link. 2. Optionally enter a display name for the field. If you don't enter a display name, the field label will be that of the field itself. For example, by default, First Name will display, but this could be changed to (e.g) Christian Name. Check the Mandatory checkbox to make a field mandatory (i.e) must be supplied, uncheck the box to make optional. 3. First Name, Last Name and Email address must be mandatory. Optionally enter a group name. Fields with the same group name will display together under a sub-heading of the group name, followed by any fields that don't have a group name. 4. Click the **Update** link when finished editing advanced field properties. ⚠️ You still need to click the main Update button - see below.
Registration Type/Products	
Products	It is possible to select any number of the products you have set up for customers to choose on the signup form. • In the **Displayed as radio buttons: customer will be able to choose one item only** section, select the products you wish to display. The customer will only be able to choose one of these products. • In the **Displayed as check boxes: customer will be able to choose multiple items** section, select the products you wish to display. The customer will be able to choose any number of these products. ⚠️ Products can only be selected in one of the sections - i.e it is not possible to select as both a 'radio' and 'checkbox' item.
Advanced Settings	

Advanced settings	**Behavior options** **Manually approve all new registrants** - Choose this if you wish all new registrations pending to be manual approved. **Create logins for new registrants** - Choose this if you want new registrations to be sent a login ID via their email. **Use simple mode process** - This is not highly recommended as choosing will not display tab that instructs participants on the number of steps for registration, and what has been completed on the public screen. **Omit pay by credit card information from offline payment form** - select this option if you wish to not include credit card payments on offline payment forms. **Syndication options** NO need to choose any of the below options as this form is automatically connected with corresponding team nomination process and entered team label will be recorded into the system. The available options are used for regular member sign up forms. **Syndicate to Entity Teams** - Choose this will show dropdown list of available **entity teams** for registration in the online form **Syndicate to affiliated CLUBS** - Choose this will show dropdown list of available **affiliated clubs** for register in the online form **Syndicate to affiliated ASSOCIATIONS** - Selecting this will display dropdown list of available **affiliated associations** for registration in the online form. **Syndicate to affiliated ZONES** - Selecting this will display dropdown list of available **affiliated zones** for registration in the online form. **Syndicate to affiliated REGIONS** - Selecting this will display dropdown list of available **affiliated regions** for registration in the online form. **Syndicate to affiliated STATES** - Selecting this will display dropdown list of available **affiliated states** for registration in the online form. **Syndicate only to direct affiliates** - Selecting this will display dropdown list of available **direct affiliates** for registration in the online form.

Step 3 - Test out all settings

Membership Signup Configuration   ❷ Help on this topic

➕ Add New Online Registration Form

Home	Reports	Configuration	Approve Members

Title	Category	Num Reg	Num Products	Status	Preview	Edit	Delete
7s Team Registration Form	Team Lodgement	1	1	Active	📄 Preview	⚙ Edit	
Racing Cars lodgement form	Team Lodgement	0	0	Test Mode Access, Test Mode Gateway		⚙ Edit	✖ Delete
Central Coast Test1 7s	Team Lodgement	1	1	Active	📄 Preview	⚙ Edit	
Central Coast Test2 7s	Team Lodgement	2	1	Active	📄 Preview	⚙ Edit	
7s Individual Registration Form	Team Renewal	0	1	Active	📄 Preview	⚙ Edit	✖ Delete
Central Coast 7s Test 3	Team Lodgement	1	1	Active	📄 Preview	⚙ Edit	

The Configuration screen enables a preview link for all properly set up forms. Click on **Preview** button to open the client registration screen so that you can actually register and test out whether it all works.

Below is the redirected screen when "New season team entry" is clicked upon:

Register online for: Bendigo Amateur Soccer League (BASL)

New season team entry

To begin the online registration process select which type of participant you are below:

Existing Participants

Please login with your Participant ID and password.

Participant ID: [   ]

Password: [   ]

[Log In]

Forgotten your login details?

New Participants

New to ? You can register and create a login account at the same time.

[Get Started]

Check if I have a Participant Login account

New participants can then click the **Get Started** button and proceed with all registrations stages.

Register For Test Association

| ① Registration Type | ② Personal Details | ③ Review | ④ Payment | ⑤ Confirmation |

7s Team Registration Form - Competition Select

Team Lodgement Details:

New Team Name: [   ]

Preferred Grading: [--No preference-- ▼]

Type/Product Select

| ○ | **7s Team** | **$200.00** |

[❯ Next]

For any queries please contact Test Association **ARU Assoc**

Participant is then asked for entering their nominated Team name, grading preferences (i.e. nomination categories) and Types of registrations (.ie. registration products).

This completes the Online Team Nomination setup.