




# Registration Periods - National

A Registration Period is used to define both the duration of a player's registration and the window of time in which administrators will be able to register players.

To create a new Registration Period, click the **Add New Registration Period** button on top of the Registration Periods table:

## Registration Period Management ?




**ADD NEW REGISTRATION PERIOD**

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	01/07/2016	01/05/2018	Active	<input type="checkbox"/>	
2016	01/01/2016	31/01/2017	01/09/2015	31/12/2016	Not Active	<input type="checkbox"/>	

This will open up the **Add New Registration Period** dialogue box:

## Registration Period Management ?

**ADD NEW REGISTRATION PERIOD**

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	01/07/2016	01/05/2018	Active	<input type="checkbox"/>	
2016	01/01/2016	31/01/2017	01/09/2015	31/12/2016	Not Active	<input type="checkbox"/>	

To save the Registration Period, fill in the form and click **Insert** to add new period or **Update** button to edit an existing period.

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

Field	Description
<b>Name</b>	The name of the registration period.
<b>Fee Percentage</b>	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.