

# Registration Management [User Guide]



# ***my**netball*

## USER GUIDE

### Registration Management

# Registration Management

An Association is responsible for managing the local settings that dictate Registration Management for their affiliates. Specifically, the Association must configure derived Registration Periods and Types using the framework set by the its governing State Body. Associations can also register their own members, either as part of an independent team or on behalf of their affiliated clubs.

State Users should perform the following tasks.

- Check the details of the State level Registration Types and create any derived Types which will be required.
- Check the details of the State level Registration Periods and apply any specific restrictions that are required.
- Manage accounts and record the payments of child organisations.

## Setting Derived Registration Types

A Registration Type is a means of categorising registrations into a specific group and defining the fee that must be paid when a player is registered. When an Association user creates a derived Registration Type they must select the parent Registration Type from which the new Type will inherit. The Parent Type will determine the broadest possible age restrictions for the new type and the fee that the Association must pay to the State Body for each player registered.

Before an Association user can create Registration Types the relevant State Body will need to configure the State level Registration Types. Any questions about the available Registration Types you be directed to the relevant State Body.



### Navigation

**Mode:** Competition Management

**Menu:** [Registrations](#) -> [Registration Types](#)

## Registration Type Management

### [Add Registration Type](#)

| Name                       | Parent Type | National  | Min | Max | Active | Edit                 | Current Fee Structure      |
|----------------------------|-------------|-----------|-----|-----|--------|----------------------|----------------------------|
| Senior Assoc               | Senior NV   | Senior NA | 18  | 70  | Active | <a href="#">Edit</a> | \$200.00/\$300.00/\$150.00 |
| Junior Assoc               | Junior NV   | Junior NA | 5   | 18  | Active | <a href="#">Edit</a> | \$29.99/\$39.99            |
| 1 year senior membership   | Senior NV   | Senior NA | 18  | 100 | Active | <a href="#">Edit</a> | \$58.99/\$48.99/\$35.99    |
| 1 year junior membership   | Junior NV   | Junior NA | 0   | 18  | Active | <a href="#">Edit</a> | \$0.00                     |
| 4 year Platinum membership | Senior NV   | Senior NA | 18  | 100 | Active | <a href="#">Edit</a> | \$0.00                     |
| 2 year Premium membership  | Senior NV   | Senior NA | 18  | 100 | Active | <a href="#">Edit</a> | \$0.00                     |

To create a new registration type Click on the **Add Registration Type** link:

This will open the **Registration Type Edit** page.

To save the new type fill in the fields and click **Update**.

## Registration Type Edit

[Back to Registration Type Management](#)

|                |                                  |
|----------------|----------------------------------|
| Name *         | <input type="text"/>             |
| Description    | <input type="text"/>             |
| Parent Type    | Senior NV [NV age: 18 to 100] ▼  |
| Minimum Age    | <input type="text" value="0"/>   |
| Maximum Age    | <input type="text" value="100"/> |
| Active         | <input type="checkbox"/>         |
| Default fee    | <input type="text"/>             |
| Financial Type | Financial ▼                      |

Note: Changes to the Fee Structure are not saved until the *Update* button is clicked

**Update**

The following table describes each of the fields on this form:

| Field                 | Field Description  |
|-----------------------|--|
| <b>Name</b>           | The name of the Registration Type  |
| <b>Description</b>    | A description of the Registration Type   |
| <b>Parent Type</b>    | The Registration Type that the new type will inherit from  |
| <b>Minimum Age</b>    | Validation criteria. The minimum age a player must be to have attained registration with this type (must be within range set by Parent Type) |
| <b>Maximum Age</b>    | Validation criteria. The maximum age a player within this Registration Type (must be within range set by Parent Type)                        |
| <b>Active</b>         | Determines whether or not the Registration Type is active. (Types that are no longer in use should be made inactive)                         |
| <b>Default Fee</b>    | The fee that must be paid to the State Body for every player that is registered with this Registration Type                                  |
| <b>Financial Type</b> | Financial / Non-Financial  |

A Registration Type can be configured to apply different fees to different groups within the general age group specified by the Parent Type. This allows Associations to offer special prices to certain groups of members while retaining the registration structure set by the State Body.

A list of fees for this Registration Type is displayed at the bottom of the **Registration Type Edit** page.

To change the details of a fee click the corresponding **Edit** link.

**Fee Structure**

+ Add Fee

| From Age | To Age | Fee    | Tax Rate |                      |                        |
|----------|--------|--------|----------|----------------------|------------------------|
| 18       | 29     | 200.00 | 0.00     | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 30       | 49     | 300.00 | 0.00     | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 50       | 70     | 150.00 | 0.00     | <a href="#">Edit</a> | <a href="#">Delete</a> |

Note: Changes to the Fee Structure and not saved until the *Update* button is clicked

Update

To add a new fee to the Registration Type click the **Add Fee** button:

**Fee Structure**

+ Add Fee

| From Age  | To Age | Fee    | Tax Rate |                      |                        |
|---|--------|--------|----------|----------------------|------------------------|
| <div> <div>Age From:</div> <input type="text"/> </div> <div> <div>Age To:</div> <input type="text"/> </div> <div> <div>Fee:</div> <input type="text"/> </div> <div> <div>Tax Rate:</div> <input type="text"/> </div> <div> <a href="#">Insert</a> <a href="#">Cancel</a> </div> |        |        |          |                      |                        |
| 18  | 29     | 200.00 | 0.00     | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 30  | 49     | 300.00 | 0.00     | <a href="#">Edit</a> | <a href="#">Delete</a> |
| 50  | 70     | 150.00 | 0.00     | <a href="#">Edit</a> | <a href="#">Delete</a> |

Note: Changes to the Fee Structure and not saved until the *Update* button is clicked

Update

The following table describes each of the fields on this form:

| Field           | Description   |
|-----------------|---|
| <b>Age From</b> | The minimum age of a member that this fee will apply to                       |
| <b>Age To</b>   | The maximum age of a member that this fee will apply to                       |
| <b>Fee</b>      | The price of registration for members who fall within this age range          |
| <b>Tax Rate</b> | The rate of tax that applies to this fee (This will be included in the total) |

## Setting Registration Period Restrictions

Before an Association user can modify a Registration Period it must first be configured by the State Body. Any questions about the available or active Registration Periods should be directed to the State Body.



Navigation

Mode: Competition Management

Menu: [Registrations](#) -> [Registration Management](#)

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

## Registration Period Management

| + Add New Registration Period |            |            |            |            |        |  |
|-------------------------------|------------|------------|------------|------------|--------|--|
| Period                        | Date From  | Date To    | Open Date  | Close Date | Status | Default  |
| 2013                          | 01/01/2013 | 31/12/2014 | 01/12/2012 | 31/01/2013 | Active | <input checked="" type="checkbox"/> <a href="#">Edit</a> |

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: 2013

### Registration Period Edit

|               |  |
|---------------|--|
| Description * | <input type="text" value="National 1 year senior membership"/> |
| Open Date *   | <input type="text" value="01/12/2012"/> (dd/mm/yyyy)           |
| Lock Date *   | <input type="text" value="31/12/2013"/> (dd/mm/yyyy)           |
| Close Date *  | <input type="text" value="30/06/2013"/> (dd/mm/yyyy)           |
| Active        | <input type="checkbox"/>                                       |
| Allow inherit | <input type="checkbox"/>                                       |
| Default       | <input type="checkbox"/>                                       |

[Update](#)
[Cancel](#)

The following table describes each of the fields on this form:

| Field              | Description  |
|--------------------|--|
| <b>Description</b> | A description of the Registration Period   |
| <b>Open Date</b>   | The date that player registrations begin. No players can be registered before this date  |
| <b>Lock Date</b>   | The date from which changes to registrations (de-registration) can no longer be made     |
| <b>Close Date</b>  | The date at which player registrations end. No players can be registered after this date |

|                      |   |
|----------------------|---|
| <b>Active</b>        | Is this registration period active or not? Old 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                         |

## How to Register Members on a Club's Behalf

Before an Association user can begin registering members on a Club's behalf, the Club's player data must be entered into the system via Data import, Bulk upload or manual entry.



### Navigation

**Mode:** Competition Management

**Menu:** [Registrations](#) -> [Registration Manager](#)

To filter the list of members, make your selections and then click **Search**.

## Player Registration Management

---

Person Filter

Person Role

PLAYER

▼

☐ ANY Sub Role
☒ Select Sub Roles
☒ SENIOR
☐ JUNIOR
☐ VETERAN

Person Name/ID

Name/ID contains text ▼

Club

Anglesea

▼

Registration Period:

2013

▼

Registration Type

--No Type--

▼

Registration Mode:

Show All

▼

Search

The following table describes the options that are available in the filtering section:

| Filtering Option           | Function  |
|----------------------------|---|
| <b>Person Role</b>         | Filters the member list using the selected role / sub role  |
| <b>Person Name/ID</b>      | Filters the member list using a full or partial name or ID (ID can be ResultsVault ID or 3rd Party ID that has been stored in ResultsVault) |
| <b>Club</b>                | Filter the member list to display only members of the selected club   |
| <b>Registration Period</b> | Filter the list to show players that were registered in a particular Registration Period  |
| <b>Registration Type</b>   | Filter the list for members that have been registered with a specific Registration Type or who have not yet been registered at all          |
| <b>Registration Mode</b>   | Filter the list for members who have been registered using a certain mode (Show all, Primary, Secondary, Conversion)                        |

To Register or De-register players select the players from the search results, choose an action from the Actions list and click **Perform Action**.

Selected Actions

Actions

Register

Perform Action

☐ Select All
 ☐ Select Visible Only (on current page)
 Participants Currently selected: 5

Drag a column to this area to group by it.

Quick Filter\*:

| Select                              | ID     | Ext ID | Name            | DOB                  | Age         | Current Type | Reg Date | Expiry Date | Subs Status | Status       |
|-------------------------------------|--------|--------|-----------------|----------------------|-------------|--------------|----------|-------------|-------------|--------------|
| <input checked="" type="checkbox"/> | 448444 |        | Aitken, Haylee  | <a href="#">Edit</a> | 22 Mar 1982 | 30           |          |             | NO          | UNREGISTERED |
| <input checked="" type="checkbox"/> | 448464 |        | AlldisX, Rachel | <a href="#">Edit</a> | 30 May 1982 | 20           |          |             | NO          | UNREGISTERED |
| <input type="checkbox"/>            | 449769 |        | Herman, Jessica | <a href="#">Edit</a> | 31 May 1985 | 27           |          |             | NO          | UNREGISTERED |

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Page 1 of 1 (69 items)

Notes

- \*Type in the Filter box and hit Enter to filter the list.
- Sort the table by clicking a column heading
- Changing the page, sorting, or filtering the table does not affect any selections made in the table.

 [Download data...](#)

To complete the registration choose the desired Registration Type then click **Register Participants**.

Register Participants

Register To :

Football & Netball Geelong

Participants Selected:

2

Registration Type:

Senior Assoc

Register Participants

## How to Register the Association's Members Directly to the State

Associations that run more casual competitions that involve independent teams that lack the central management of a club can register their members directly to the relevant State Body. This process can be done manually as described here or automatically by integrating registration into Online Member Sign up.



### Navigation

**Mode:** Competition Participation

**Menu:** [Players](#) -> [Registration Manager](#)

To filter the list of members, make your selections and then click **Search**.



## Player Registration Management

### Person Filter

|                   |                      |  |   |
|-------------------|----------------------|--|---|
| Person Role       | PLAYER               | <input type="radio"/> ANY Sub Role <input checked="" type="radio"/> Select Sub Roles | <input checked="" type="checkbox"/> SENIOR <input type="checkbox"/> JUNIOR <input type="checkbox"/> VETERAN |
| Person Name/ID    | <input type="text"/> | Name/ID contains text  |   |
| Club              | Anglesea             | Registration Period:   | 2013  |
| Registration Type | --No Type--          | Registration Mode:   | Show All  |

Search

The following table describes the options that are available in the filtering section:

| Filtering Option    | Function  |
|---------------------|---|
| Person Role         | Filters the database using the selected role / sub role   |
| Person Name/ID      | Filters the database using a full or partial name or ID (ID can be ResultsVault ID or 3rd Party ID)   |
| Association         | Filter the member list to display members registered to the selected parent organisation. (This will affect the Registration Types available for filtering) |
| Registration Period | Filter the list to show players that were registered in a particular Registration Period  |
| Registration Type   | Filter the list for members that have been registered with a specific Registration Type or who have not yet been registered at all                          |
| Registration Mode   | Filter the list for members who have been registered using a certain mode (Show all, Primary, Secondary, Conversion)  |

To Register or De-register players select the players from the search results, choose an action from the Actions list and click **Perform Action**.

### Selected Actions

|         |          |                |
|---------|----------|----------------|
| Actions | Register | Perform Action |
|---------|----------|----------------|

☐ Select All ☐ Select Visible Only (on current page) Participants Currently selected: 5

| Drag a column to this area to group by it. |        |        |                 |                      |             |              |          |             |             | Quick Filter*: <input type="text"/> |                        |
|--|--------|--------|-----------------|----------------------|-------------|--------------|----------|-------------|-------------|-------------------------------------|------------------------|
| Select                                     | ID     | Ext ID | Name            | DOB                  | Age         | Current Type | Reg Date | Expiry Date | Subs Status | Status                              |                        |
| <input checked="" type="checkbox"/>        | 448444 |        | Aitken, Haylee  | <a href="#">Edit</a> | 22 Mar 1982 | 30           |          |             | NO          | UNREGISTERED                        |                        |
| <input checked="" type="checkbox"/>        | 448464 |        | AlldisX, Rachel | <a href="#">Edit</a> | 30 May 1982 | 20           |          |             | NO          | UNREGISTERED                        |                        |
| <input type="checkbox"/>                   | 449769 |        | Herman, Jessica | <a href="#">Edit</a> | 31 May 1985 | 27           |          |             | NO          | UNREGISTERED                        |                        |
| 1  |        |        |                 |                      |             |              |          |             |             |                                     | Page 1 of 1 (69 items) |

Notes

- \*Type in the Filter box and hit Enter to filter the list.
- Sort the table by clicking a column heading
- Changing the page, sorting, or filtering the table does not affect any selections made in the table.

 [Download data...](#)

To complete the registration choose the desired Registration Type then click **Register Participants**.

Register Participants

Register To :

Football & Netball Geelong

Participants Selected:

2

Registration Type:

Senior Assoc

Register Participants

## Viewing Account Statements

Navigation

Mode: Competition Management

Menu: [Registrations](#) -> [Account Management](#)

### Account Summary

Actions

Generate Account Statements

Perform Action

Search\*:

| Select                   | Name               | Last Activity       | Last Amount | Balance   |                   |
|--------------------------|--------------------|---------------------|-------------|-----------|-------------------|
| <input type="checkbox"/> | Newtown & Chilwell | 05/50/2012 09:50 AM | -\$500.00   | -\$500.00 | <a href="#">v</a> |
| <input type="checkbox"/> | Grovedale          | 24/10/2012 12:10 PM | \$0.00      | \$140.00  | <a href="#">v</a> |
| <input type="checkbox"/> | Bell Park          | 01/04/2012 02:04 PM | -\$100.00   | -\$100.00 | <a href="#">v</a> |
| <input type="checkbox"/> | Leopold            | 25/41/2012 02:41 PM | \$30.00     | \$30.00   | <a href="#">v</a> |
| <input type="checkbox"/> | Anglesea           | 25/21/2012 02:21 PM | \$30.00     | \$510.00  | <a href="#">v</a> |
| <input type="checkbox"/> | Barwon Heads       | 05/49/2012 12:49 PM | -\$100.00   | -\$161.01 | <a href="#">v</a> |

1

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Download data...

To generate the Account Summary as a PDF file select the option from the **Actions** menu then press **Perform Action**.

To open the account details page for a child organisation click the corresponding **View** link:

## Account Details

[Back to Account Summary](#)

Organisation

Date Range

Type

| Date                   | Type                     | Description                         | Debit | Credit  | Balance  |
|------------------------|--------------------------|-------------------------------------|-------|---------|----------|
| 25/21/2012 02:21:44 PM | Participant Registration | Dangerfield, Janette (Senior Assoc) |       | \$30.00 | \$510.00 |
| 25/21/2012 02:21:44 PM | Participant Registration | Dangerfield, Debbie (Senior Assoc)  |       | \$30.00 | \$480.00 |
| 25/21/2012 02:21:44 PM | Participant Registration | Danqerfield, Bethany (Senior Assoc) |       | \$30.00 | \$450.00 |

 [Download data...](#)

To extract the data to Microsoft Excel 2007, Microsoft Excel 2003, Tab separated values (TSV) or Comma separated values (CSV) formats click the **Download data** link.

The following tables indicate the data fields included in the **Download data** extract.

### Summary View

| Field            | Description   |
|------------------|---|
| entity_id        | The ID of the entity that initiated the download                |
| cp_entity_id     | The ID of the child organisation                                |
| last_trans_id    | The ID of the most recent transaction of the child organisation |
| curr_balance     | The current balance of the child organisation's account         |
| last_amount      | The amount of the most recent transaction                       |
| transaction_date | The date the most recent transaction was recorded               |
| entity_name      | The name of the child organisation                              |

### Detail View

| Field       | Description   |
|-------------|---|
| TransID     | The ID of each transaction                                      |
| Date        | The date of each transaction                                    |
| Type        | The type of each transaction                                    |
| Description | A description of each transaction                               |
| Debit       | The amount debited from the account balance by each transaction |
| Credit      | The amount credited to the account by each transaction          |
| Balance     | The balance of the account after each transaction               |

## Adjusting Accounts



#### Navigation

Mode: Competition Management

Menu: [Registrations](#) -> [Payments Received](#)

## Account Adjustment

[View latest account statement for chosen affiliate](#)

|                |                                       |
|----------------|---------------------------------------|
| Affiliate Name | <input type="text" value="Anglesea"/> |
| Amount *       | <input type="text"/>                  |
| Journal        | <input type="text"/>                  |

To adjust the account of a child organisation select it from the Affiliate Name list, enter the amount to be adjusted (positive values will be deducted from the account balance, negative vales will be added to it) from the account and a brief note in the journal section then click **Submit**.

### Check Statement to State Body



#### Navigation

Mode: Competition Participation

Menu: [Players](#) -> [Account Management](#)

## Account Summary

| Name             | Last Activity       | Last Amount | Balance     | View                    |
|------------------|---------------------|-------------|-------------|-------------------------|
| Netball Victoria | 25/32/2012 01:32 PM | \$20.00     | -\$1,410.00 | <a href="#">Details</a> |

To view a detailed transaction list click on the corresponding **View** link:

## Account Details

[Back to Account Summary](#)

Organisation

Date Range

Type

| Date                   | Type                                | Description                   | Debit | Credit  | Balance     |
|------------------------|-------------------------------------|-------------------------------|-------|---------|-------------|
| 25/32/2012 01:32:44 PM | Participant Registration - Reversal | Burney, Jessie (Senior Assoc) |       | \$20.00 | -\$1,410.00 |
| 25/32/2012 01:32:44 PM | Participant Registration - Reversal | Brialey, Madel (Senior Assoc) |       | \$20.00 | -\$1,430.00 |
| 25/32/2012 01:32:44 PM | Participant Registration - Reversal | Brasier, Kate (Senior Assoc)  |       | \$20.00 | -\$1,450.00 |
| 25/32/2012 01:32:44 PM | Participant Registration - Reversal | Bennett, Madi (Senior Assoc)  |       | \$20.00 | -\$1,470.00 |

 [Download data...](#)

To extract the data to Microsoft Excel 2007, Microsoft Excel 2003, Tab separated values (TSV) or Comma separated values (CSV) formats click the **Download data** link.

The following tables indicate the data fields included in the **Download data** extract.

### Summary View

| Field            | Description   |
|------------------|---|
| entity_id        | The ID of the entity that initiated the download                |
| cp_entity_id     | The ID of the child organisation                                |
| last_trans_id    | The ID of the most recent transaction of the child organisation |
| curr_balance     | The current balance of the child organisation's account         |
| last_amount      | The amount of the most recent transaction                       |
| transaction_date | The date the most recent transaction was recorded               |
| entity_name      | The name of the child organisation                              |

### Detail View

| Field       | Description   |
|-------------|---|
| TransID     | The ID of each transaction                                      |
| Date        | The date of each transaction                                    |
| Type        | The type of each transaction                                    |
| Description | A description of each transaction                               |
| Debit       | The amount debited from the account balance by each transaction |
| Credit      | The amount credited to the account by each transaction          |
| Balance     | The balance of the account after each transaction               |

Additional support is available via the **Help on this topic** links found in the top left hand corner of most pages. Further support is provided if you [contact support](#).