

2020 ONLINE REGISTRATION CHECKLIST

To prepare for the 2020 registration period, the following steps should be followed to ensure that you are fully prepared for your registrations opening!



	ACTION ITEMS	MODE Admin mode in MyNetball	MENU	DETAILS & RESOURCES Quick Reference Guides	✓
1	Update your Organisation's Details	Participation	Organisation → Organisation Details	QRG → Organisation Details	
2	Manage your IT Users	Participation	Organisation → User List	QRG → User List	
3	Ensure that the Association / League and all clubs have transitioned onto Split Payments	Participation	Registrations → Gateway and Payments → Bank Account Details	QRG → Gateway and Payments	
4	Open the 2020 Registration Period for your Organisation	Management	Registration → Registration Periods	QRG → Registration Periods	
5	Update your Registration Types for 2020	Management	Registration → Registration Types	QRG → Registration Types	
6	Communicate to your Clubs that you have opened the 2020 registrations			Do this through Social Media, Email, SMS or the MyNetball App!	
Associations, League and Clubs that use online registrations (e.g. sign up forms) at their level MUST complete the below steps!					
7	Create NEW Online Registration Products for 2020	Participation	Registration → Product Management	QRG → Product Management	
8	Update your Online Registration Signup Forms for 2020	Participation	Registration → Signup Form Management	QRG → Signup Form Management	
9	Communicate your Online Registration Link			QRG → Signup Form Distribution Do this through Social Media, Email, SMS or the MyNetball App!	