

Quick Reference Guide:

Disclaimers

As a Parent Organisation (Association, League or Club) you can add disclaimers to your forms that participants must read and accept before being able to complete their registration.

Examples of this could be the Club Rules, Membership Requirements, Club Codes of Conduct, Photography/Video permission etc.

Disclaimers are only accessible at the level they are created.
i.e. if an Association/League creates a disclaimer, their Clubs cannot access it.

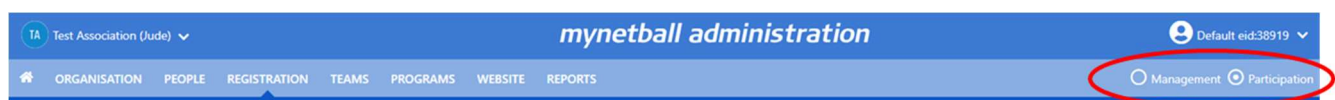
This is optional and does not have to be done. You can choose not to have disclaimers however Netball Victoria recommends that organisations add a disclaimer to ensure your participants agree to your Organisation's policies.

Multiple disclaimers may be created to provide a choice of which disclaimers are added your online registration form.

Disclaimers can be edited, added or removed from signup forms at any time.

The below process is that same whether you are an Association, League or Club. You would just be in different Modes.

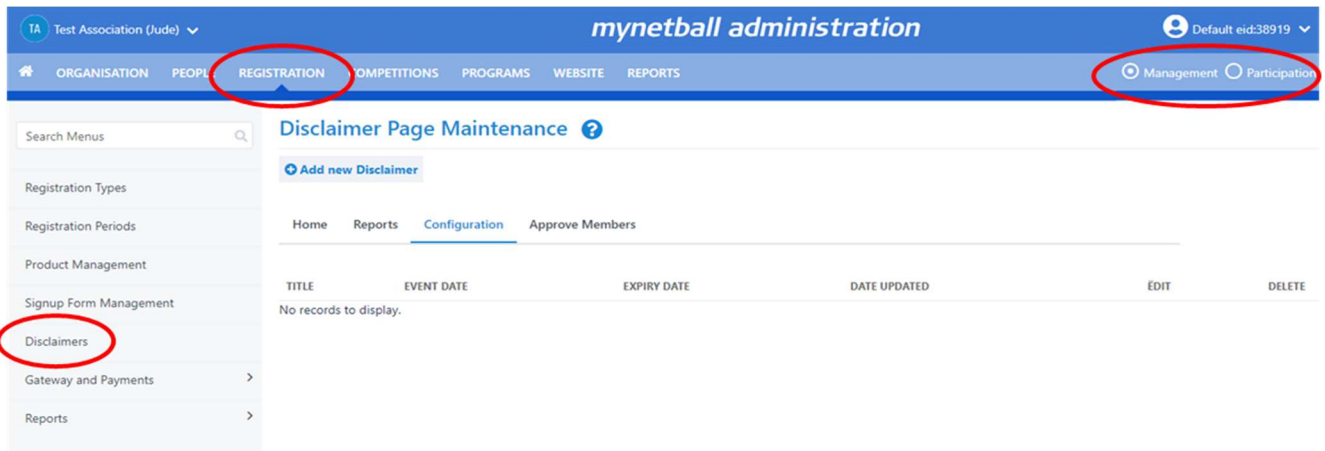
Associations & Leagues can manage their products under **Management** or **Participation**.



Clubs will not have the option to choose between management or participation, they will just be in participation.

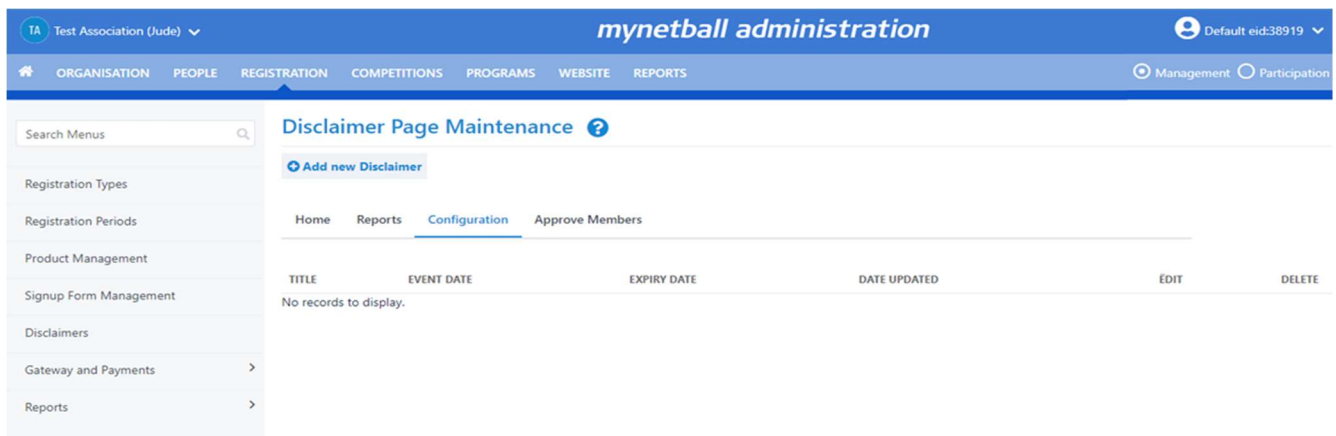


Registration >> Disclaimers



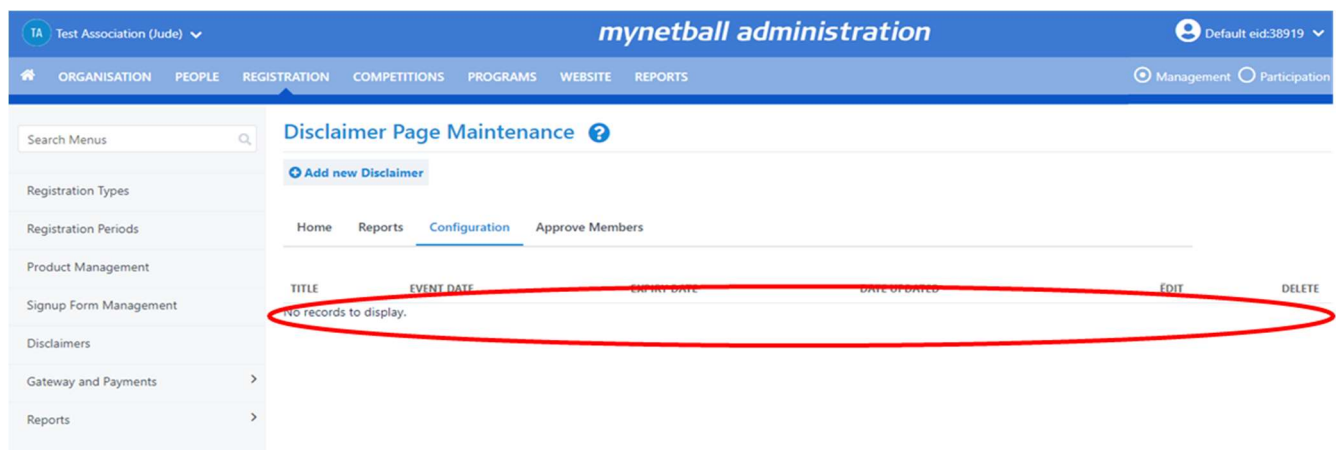
The screenshot shows the mynetball administration interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION' (circled in red), 'COMPETITIONS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The right side of the top bar shows 'Default eid:38919' and two radio buttons: 'Management' (selected and circled in red) and 'Participation'. The left sidebar contains a search menu and a list of options: 'Registration Types', 'Registration Periods', 'Product Management', 'Signup Form Management', 'Disclaimers' (circled in red), 'Gateway and Payments', and 'Reports'. The main content area is titled 'Disclaimer Page Maintenance' and includes a sub-header 'Add new Disclaimer'. Below this is a table with columns: 'TITLE', 'EVENT DATE', 'EXPIRY DATE', 'DATE UPDATED', 'EDIT', and 'DELETE'. The table currently displays 'No records to display.'

This will bring you to the [Disclaimer Page Maintenance](#) page.



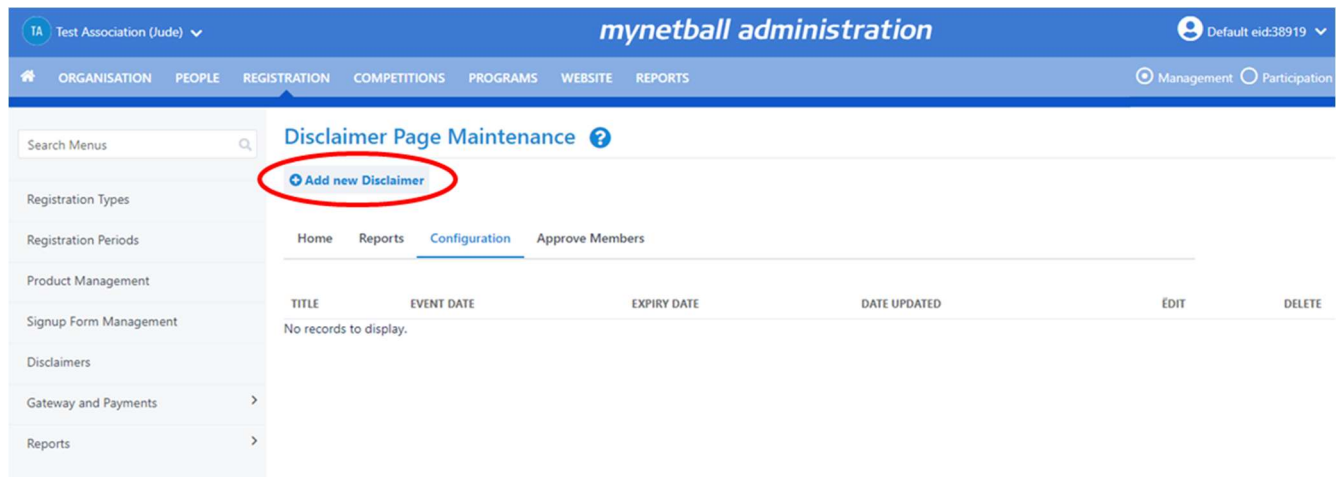
This screenshot is identical to the previous one, showing the mynetball administration interface with the 'REGISTRATION' menu item and 'Disclaimers' option circled in red. The main content area shows the 'Disclaimer Page Maintenance' section with the 'Add new Disclaimer' button and a table with columns: 'TITLE', 'EVENT DATE', 'EXPIRY DATE', 'DATE UPDATED', 'EDIT', and 'DELETE'. The table currently displays 'No records to display.'

Here you can see any disclaimers that you have previously created (if you have done so).



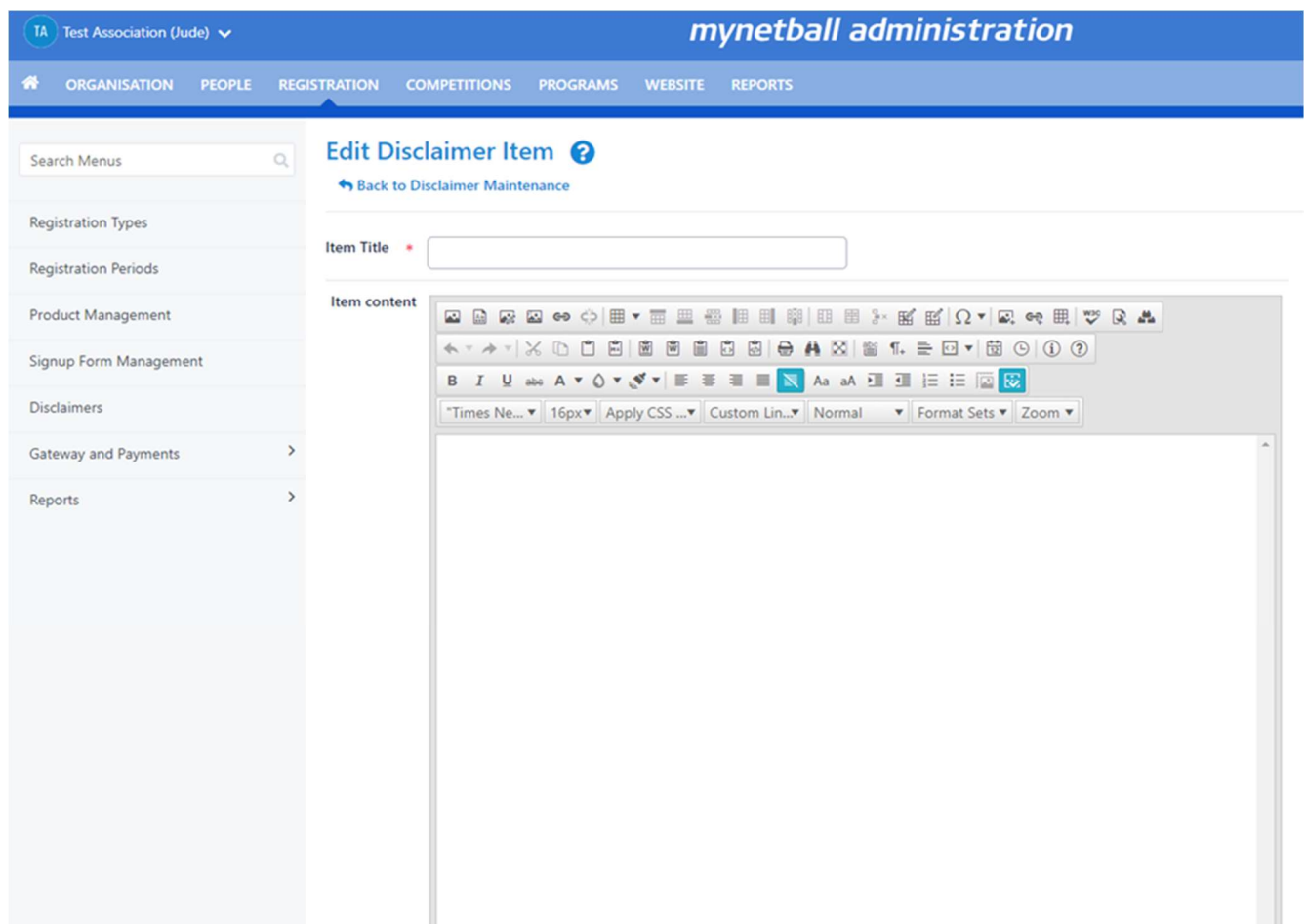
This screenshot is identical to the previous ones, showing the mynetball administration interface. A red oval is drawn around the table area, which currently displays 'No records to display.' The table has columns: 'TITLE', 'EVENT DATE', 'EXPIRY DATE', 'DATE UPDATED', 'EDIT', and 'DELETE'.

To create a new disclaimer, click on **Add New Disclaimer**



The screenshot shows the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'COMPETITIONS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The left sidebar lists various menu items, including 'Disclaimers'. The main content area is titled 'Disclaimer Page Maintenance' and features a table with columns: TITLE, EVENT DATE, EXPIRY DATE, DATE UPDATED, EDIT, and DELETE. A red circle highlights the 'Add new Disclaimer' link in the top left of the main content area.

This will bring up the Edit Disclaimer Item page where you enter the details you want in your disclaimer(s).



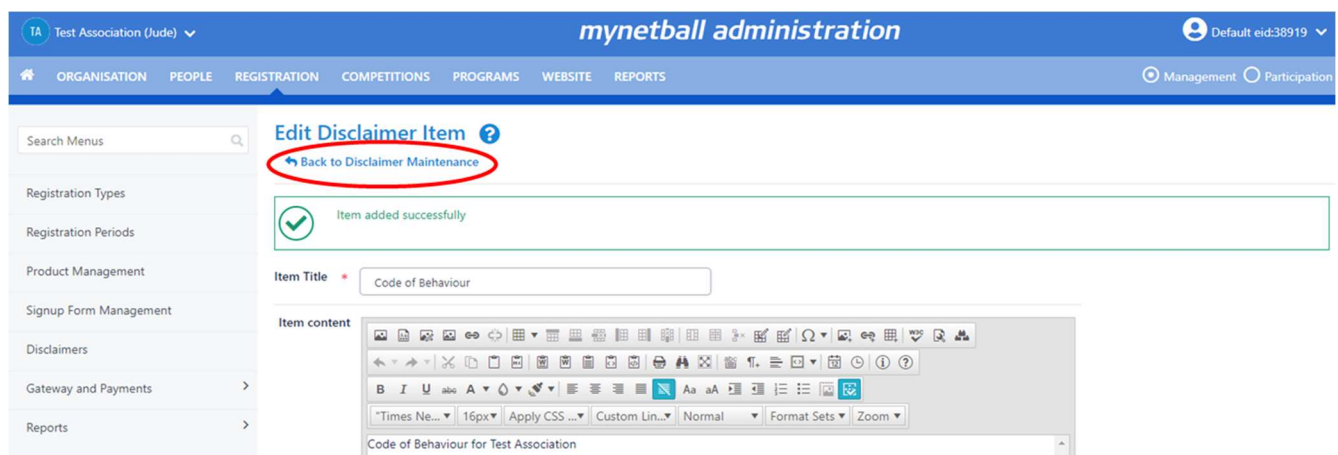
The screenshot shows the 'Edit Disclaimer Item' page in the 'mynetball administration' interface. The page has a title 'Edit Disclaimer Item' and a 'Back to Disclaimer Maintenance' link. Below the title is a form for 'Item Title' and a large text area for 'Item content'. The 'Item content' area includes a rich text editor with various formatting options like bold, italic, underline, and font color.

NOTE the following when completing the disclaimer:

- **Item Title.** This is the headline of the disclaimer. This appears in the drop-down list when you are adding a disclaimer to your sign-up form.
- **Item Content.** This can be whatever you want to put in your disclaimer.

Click **SAVE** >> then **OK**.

Click **Back to Disclaimer Maintenance** to return to the [disclaimer page maintenance](#) page.



TA Test Association (Jude) ▼ mynetball administration Default eid:38919 ▼

ORGANISATION PEOPLE REGISTRATION COMPETITIONS PROGRAMS WEBSITE REPORTS Management Participation

Search Menus

Registration Types

Registration Periods

Product Management

Signup Form Management

Disclaimers

Gateway and Payments >

Reports >

Edit Disclaimer Item ?

[Back to Disclaimer Maintenance](#)

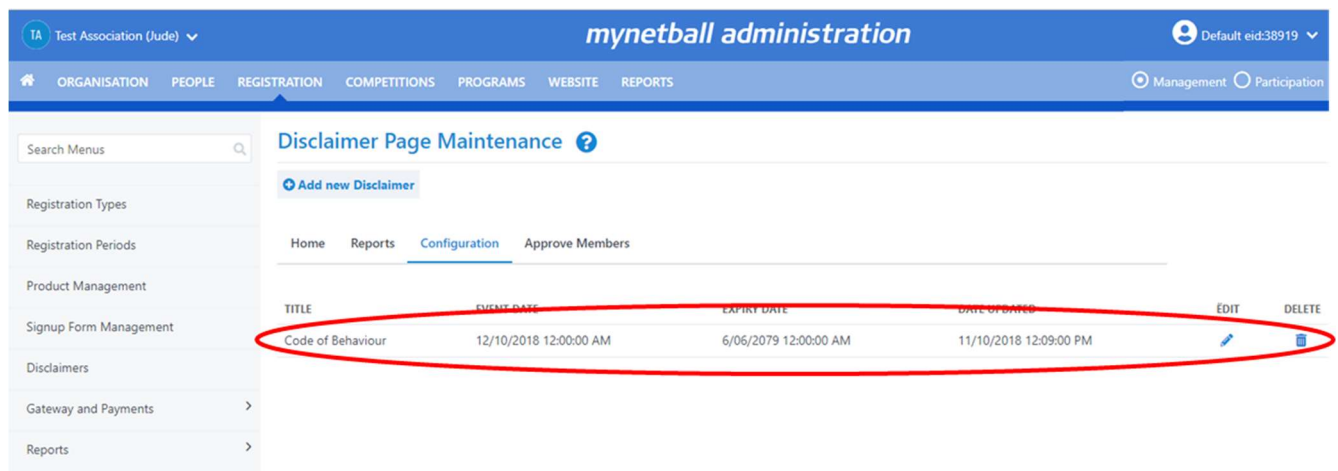
Item added successfully

Item Title * Code of Behaviour

Item content

Code of Behaviour for Test Association

This will show you the disclaimers that you have created.



TA Test Association (Jude) ▼ mynetball administration Default eid:38919 ▼

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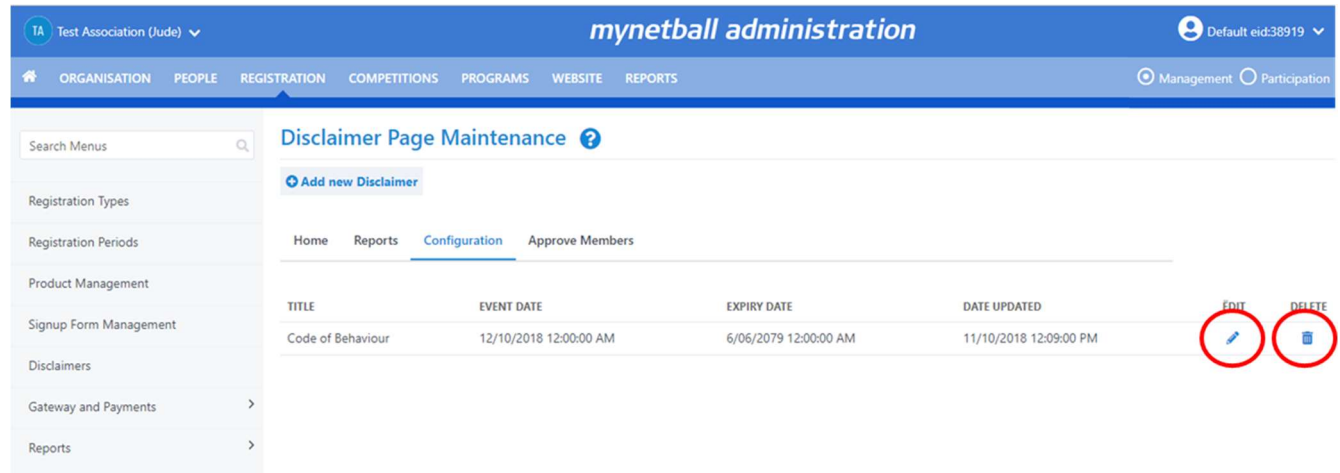
Disclaimer Page Maintenance ?

[Add new Disclaimer](#)

Home Reports **Configuration** Approve Members

TITLE	EVENT DATE	EXPIRY DATE	DATE UPDATED	EDIT	DELETE
Code of Behaviour	12/10/2018 12:00:00 AM	6/06/2079 12:00:00 AM	11/10/2018 12:09:00 PM	Edit	Delete



Here you can edit and delete previous disclaimers as you need to.



Disclaimer Page Maintenance

[Add new Disclaimer](#)

Home Reports **Configuration** Approve Members

TITLE	EVENT DATE	EXPIRY DATE	DATE UPDATED	EDIT	DELETE
Code of Behaviour	12/10/2018 12:00:00 AM	6/06/2079 12:00:00 AM	11/10/2018 12:09:00 PM		

Once you have added all the disclaimers required, only one disclaimer can now be added to your signup form (steps to do this are outlined in the [Quick Reference Guide: Signup Form Management](#)).

You can only add one disclaimer per form.

This is how the disclaimer will appear to the participant.

Not provided

Do you have a disability?
UNDISCLOSED

Existing Medical Conditions / Injuries / Allergies
Not provided

Regular Medication
Not provided

Which of the following will you be doing this season?
Playing

Your National Team
None

☐ I have read and agree to the National [Terms & Conditions](#).

☐ I have read and agree to the Test Netball Victoria [Terms & Conditions](#).

[Continue](#)

If they click on the **Terms & Conditions**, then the information you put into the disclaimer will pop up.

