

Quick Reference Guide: Notification Subscribers List

MyNetball allows IT Users to assign a type of notification to themselves or other IT Users of the organisation.

This gives Associations, Leagues and Clubs a flexible way of determining who is notified in certain situations.

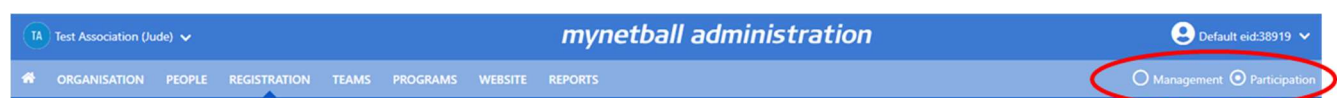
Notifications can be set up to different IT Users are notified for each of the following:

Name	Description
Match Disputed	Club disputes a match within your selected grades. Users that entered the result, and disputed are always notified.
Clearance/Permit Request	Request for clearance/permit is entered or the clearance status changes-User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club.
System News	System news has been updated (daily digest).
Payment Transfer	A transfer of funds has occurred from the National Payment Service.
Club Registration Received	A club online registration has been received by your organisation. Note that although this says "Club" it means at the level you set this at i.e. If you set this up at Association/League level then you will only get a notification if a participant registers to your organisation directly.
NetSetGO Online Registrations	A NetSetGO online registration has been received by your organisation. As outlined above, this will only be at the level it is set – Association/League vs Club.

Note that this is in addition to the Principal User who will receive most of these notifications.

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

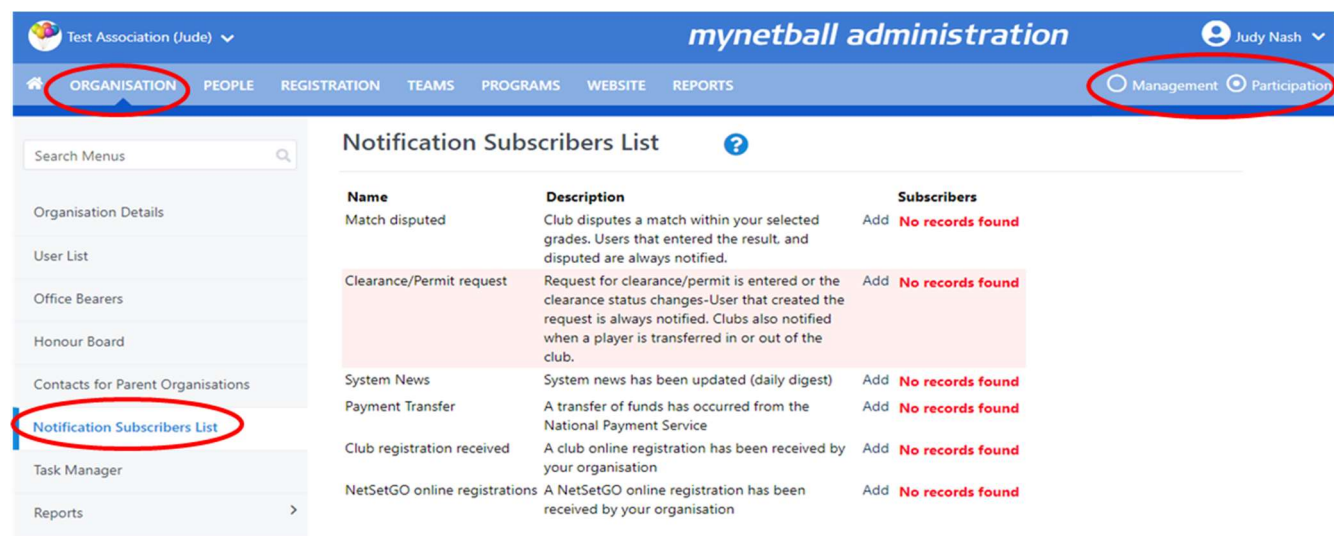
Associations & Leagues can manage their products under **Management** or **Participation**.



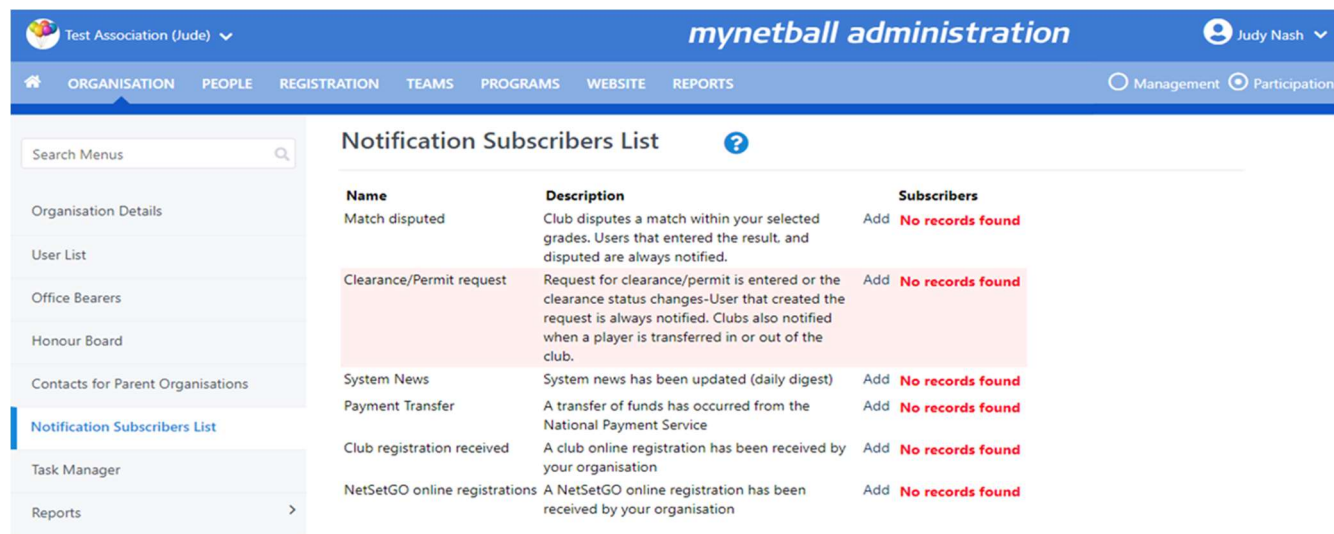
Clubs will not have the option to choose between management or participation, they will just be in participation.



Organisation >> Notification Subscribers List



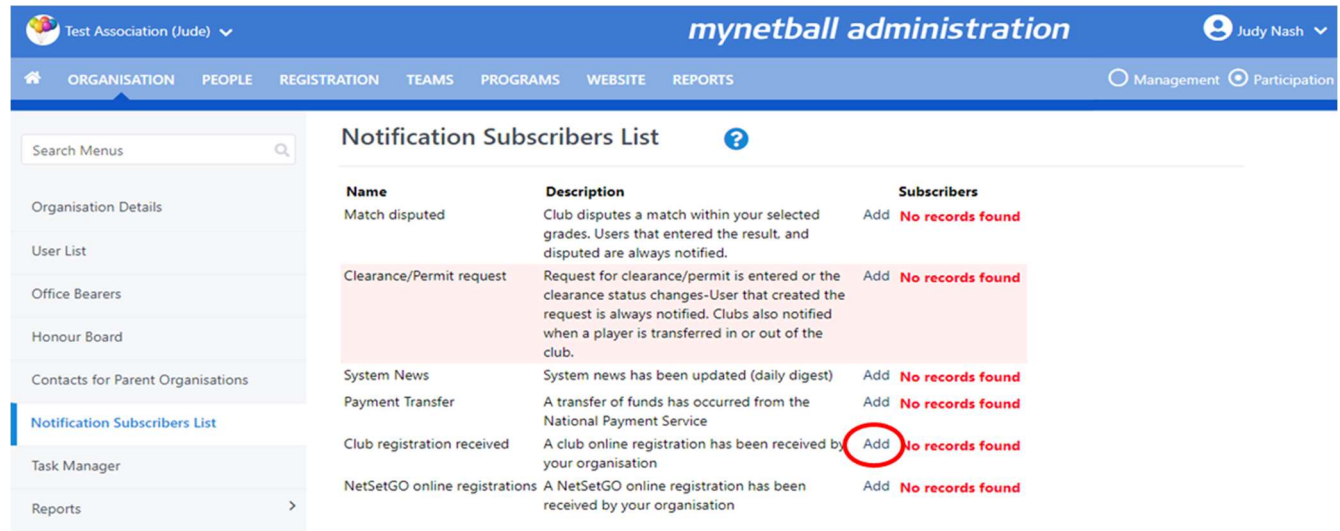
This will bring you to the [Notification Subscribers List](#) page.



This shows you a list of all the items that you can set notifications for.

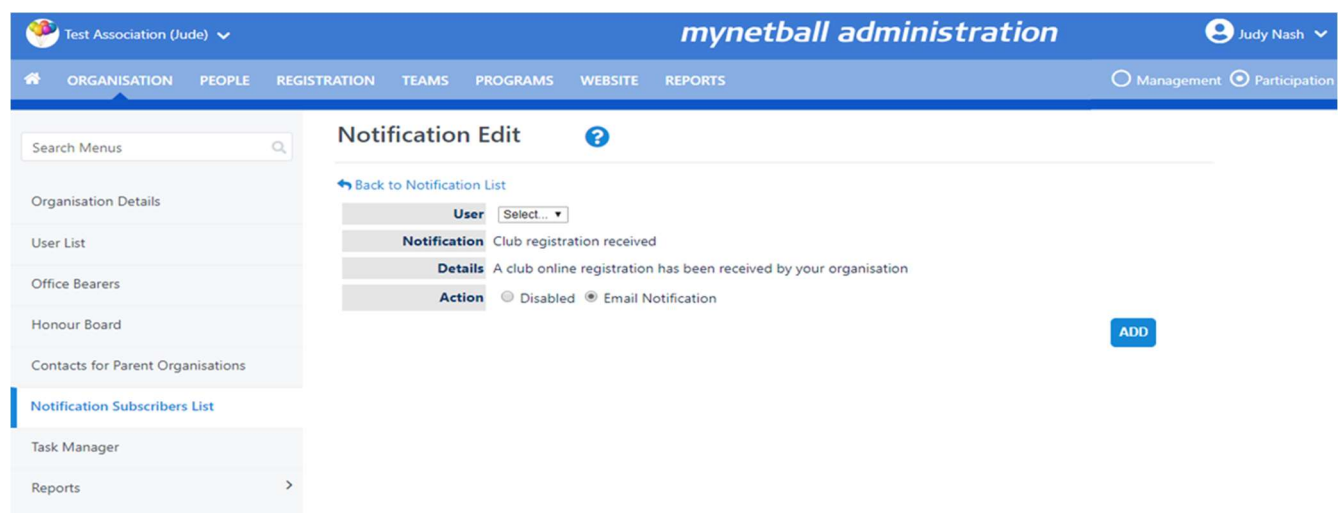
No records found indicated that no IT Users are currently subscribed to the notification type.

To add an IT User to the notification type, click **Add** next to the notification.



Name	Description	Subscribers
Match disputed	Club disputes a match within your selected grades. Users that entered the result, and disputed are always notified.	Add No records found
Clearance/Permit request	Request for clearance/permit is entered or the clearance status changes-User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club.	Add No records found
System News	System news has been updated (daily digest)	Add No records found
Payment Transfer	A transfer of funds has occurred from the National Payment Service	Add No records found
Club registration received	A club online registration has been received by your organisation	Add No records found
NetSetGO online registrations	A NetSetGO online registration has been received by your organisation	Add No records found

This will bring you to the Notification Edit page where you can edit the notification.



Notification Edit

[Back to Notification List](#)

User

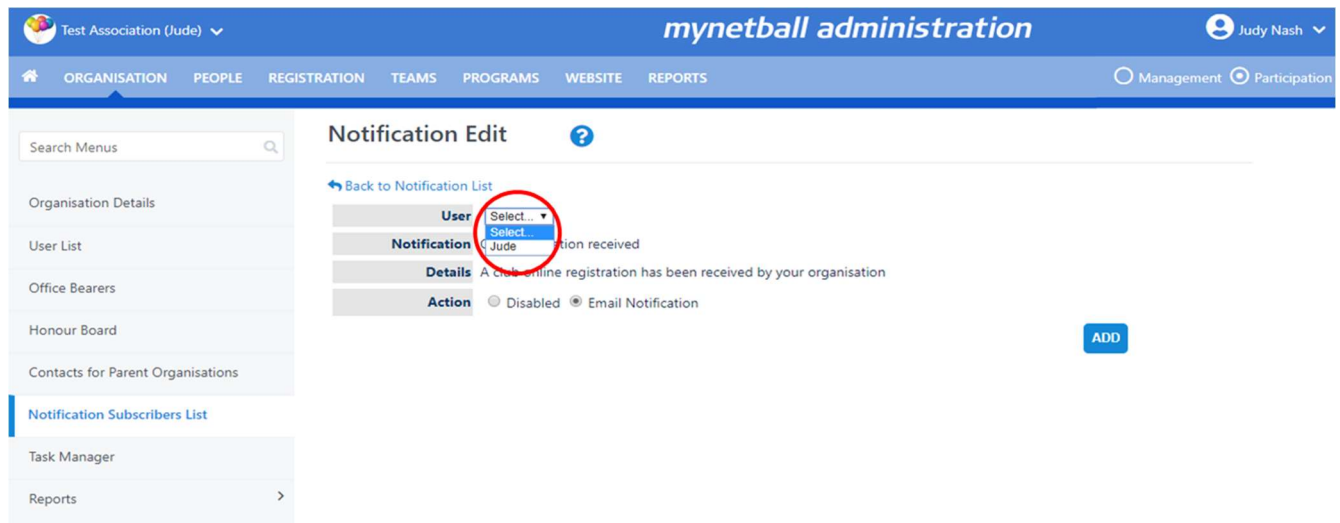
Notification Club registration received

Details A club online registration has been received by your organisation

Action ☐ Disabled ☒ Email Notification

ADD

Here you can select the user who is to receive the notification from the drop-down list.



Test Association (Jude) ▼ mynetball administration Judy Nash ▼

ORGANISATION PEOPLE REGISTRATION TEAMS PROGRAMS WEBSITE REPORTS Management Participation

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Honour Board

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Task Manager

Reports >

Notification Edit ?

Back to Notification List

User Select... Jude

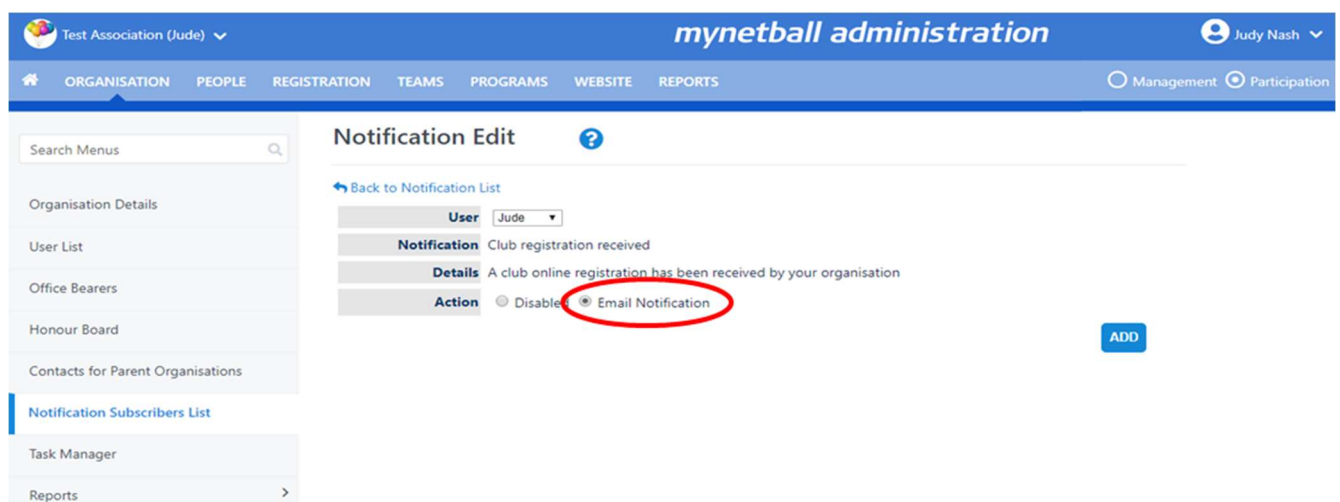
Notification Club registration received

Details A club online registration has been received by your organisation

Action ☐ Disabled ☒ Email Notification

ADD

Make sure Email Notification is selected so that the notification is sent via email.



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User Jude

Notification Club registration received

Details A club online registration has been received by your organisation

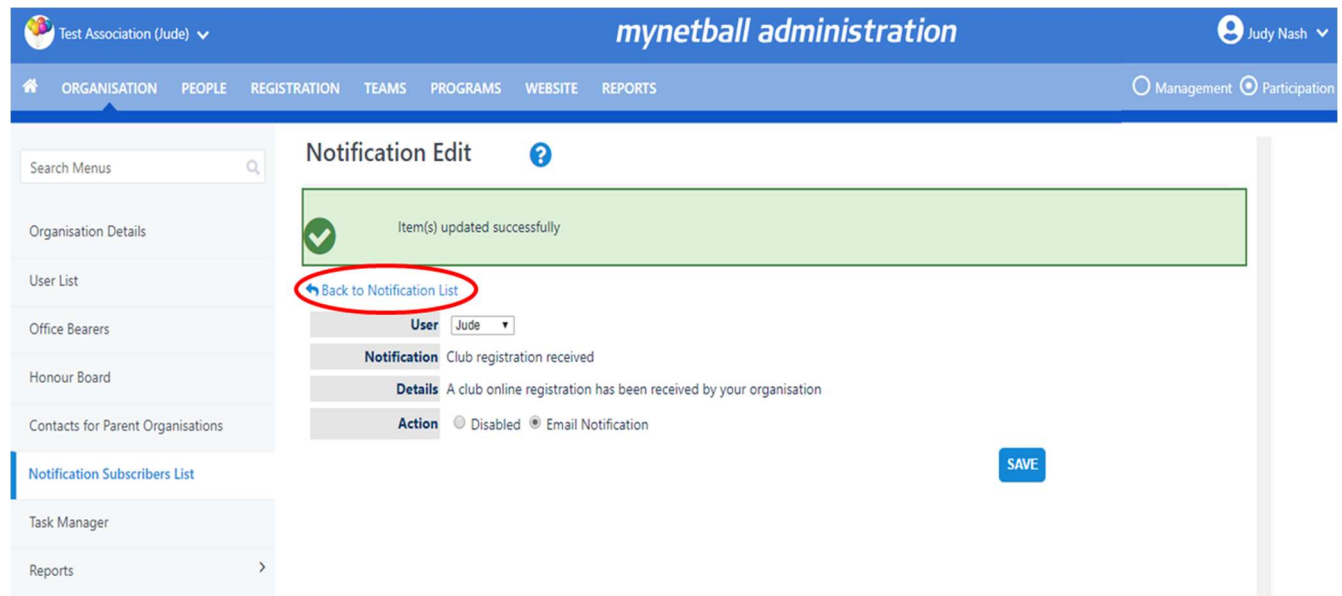
Action ☐ Disabled ☒ Email Notification

ADD

Click **ADD** >> then **OK**

This will mean that IT User Jude, will receive an email notification when participants register to Test Association.

Click **Back to Notification List** to return to the [Notification Subscribers List](#) page.



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Notification Edit ?

Item(s) updated successfully

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User: Jude ▼

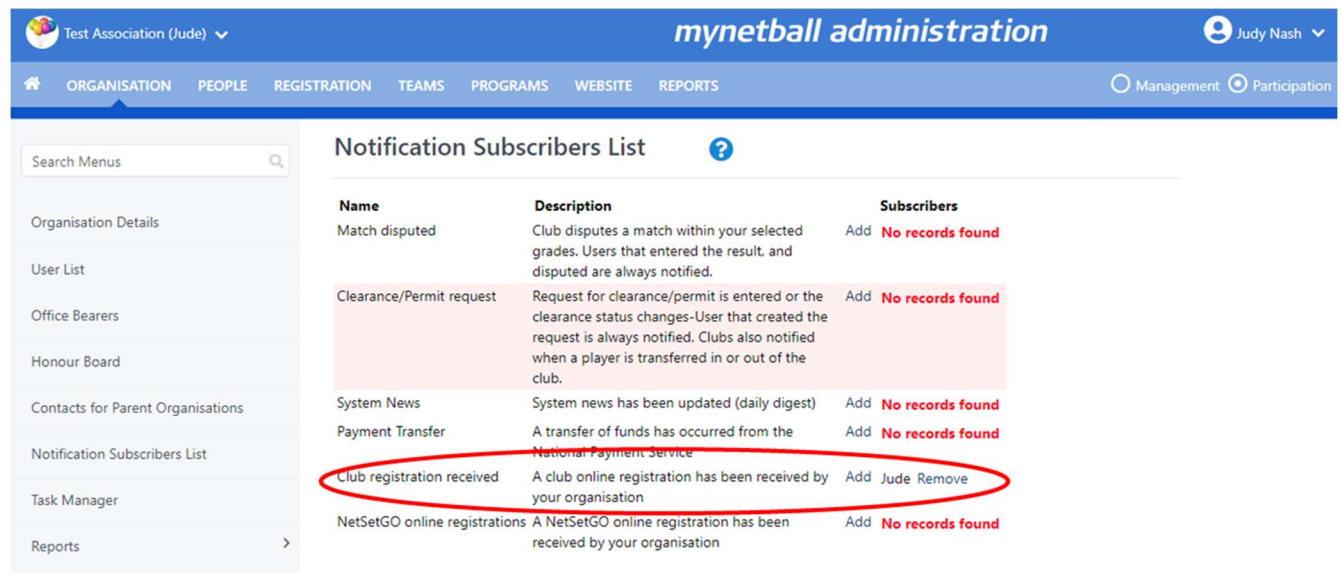
Notification: Club registration received

Details: A club online registration has been received by your organisation

Action: ☐ Disabled ☒ Email Notification

SAVE

Here you can see that IT User Jude is in the list of subscribers to receive notifications about Club Registration S



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Notification Subscribers List ?

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Clearance/Permit request	Request for clearance/permit is entered or the clearance status changes-User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club.	Add No records found
System News	System news has been updated (daily digest)	Add No records found
Payment Transfer	A transfer of funds has occurred from the National Payment Service	Add No records found
Club registration received	A club online registration has been received by your organisation	Add Jude Remove
NetSetGO online registrations	A NetSetGO online registration has been received by your organisation	Add No records found

You can select multiple administrators to receive one notification, as long as they have an MyNetball Administration user ID.

To add another IT User to the subscribers list, repeat the process.

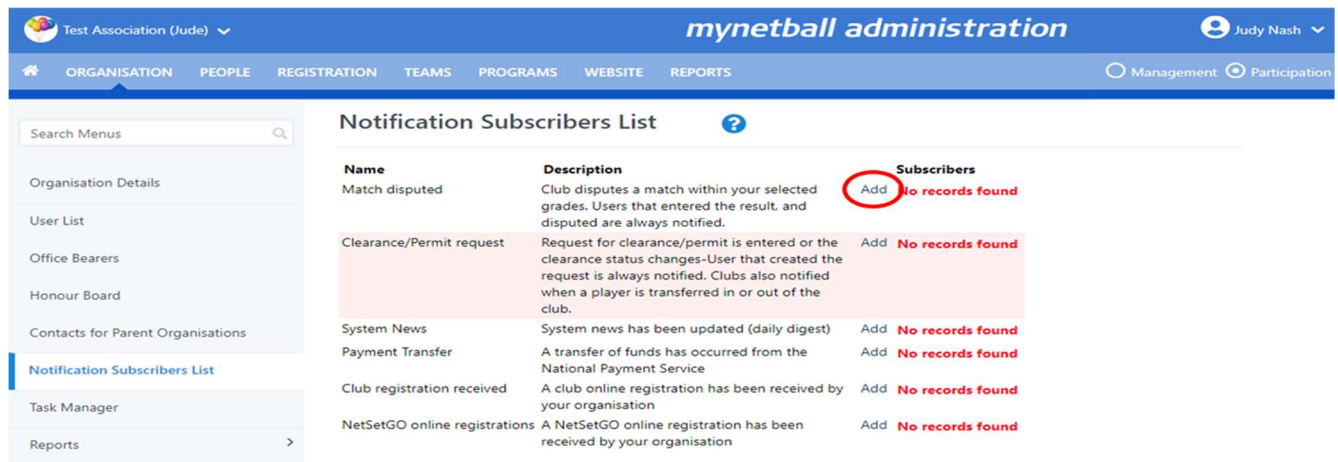
Carefully consider if this is what you want if you are a large club as your inbox will be flooded with email notifications.

It will only work at the level that the registration is being processed.

i.e. Setting this up at Association/League level will not result in an email being sent to an Association/League admin if the Association/League is not taking the registration.

The above process is basically the same for any of the Notification Options, except for Match Disputed which requires some additional information to be entered.

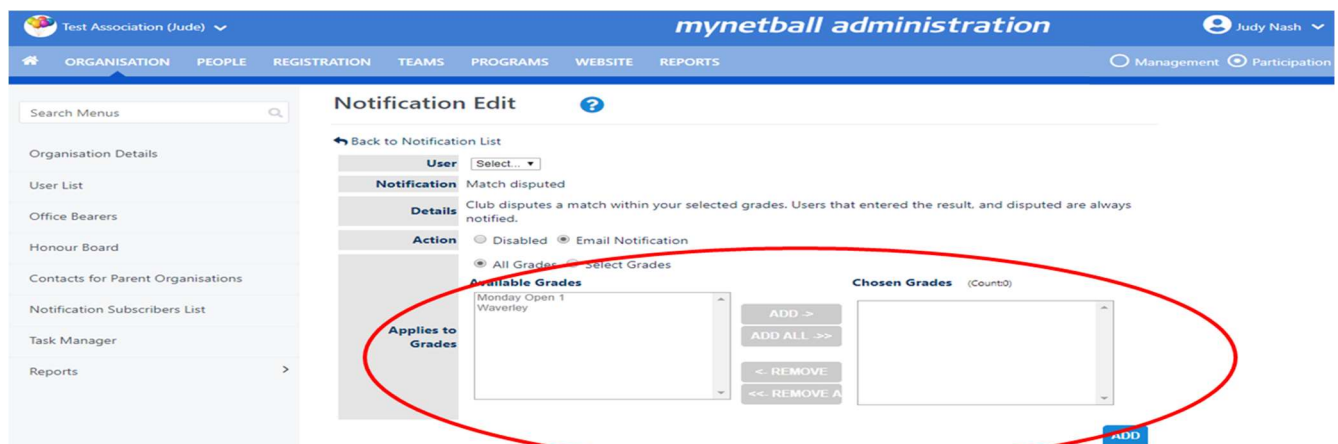
Click **Add** against Match Disputed



The screenshot shows the 'mynetball administration' interface. The left sidebar contains a 'Search Menus' box and a list of navigation items: Organisation Details, User List, Office Bearers, Honour Board, Contacts for Parent Organisations, Notification Subscribers List (highlighted), Task Manager, and Reports. The main content area is titled 'Notification Subscribers List'. It contains a table with the following data:

Name	Description	Subscribers
Match disputed	Club disputes a match within your selected grades. Users that entered the result, and disputed are always notified.	Add No records found
Clearance/Permit request	Request for clearance/permit is entered or the clearance status changes-User that created the request is always notified. Clubs also notified when a player is transferred in or out of the club.	Add No records found
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NetSetGO online registrations	A NetSetGO online registration has been received by your organisation	Add No records found

You will have to enter the same details as above, but you have the option to only assign some grades (or all grades) to the person.



The screenshot shows the 'mynetball administration' interface with the 'Notification Edit' form. The left sidebar is the same as the previous screenshot. The main content area is titled 'Notification Edit'. It includes a 'Back to Notification List' link, a 'User' dropdown menu, and a 'Notification' dropdown menu set to 'Match disputed'. The 'Details' section shows the description: 'Club disputes a match within your selected grades. Users that entered the result, and disputed are always notified.' The 'Action' section has radio buttons for 'Disabled' and 'Email Notification' (selected). Below this, there are two sections: 'Available Grades' and 'Chosen Grades (Count:0)'. The 'Available Grades' section has a list of grades: 'Monday Open 1' and 'Waverley'. The 'Chosen Grades' section is empty. Between these two sections are buttons: 'ADD >', 'ADD ALL >>', '<< REMOVE', and '<< REMOVE ALL'. A red oval highlights the 'Available Grades' section and the buttons. A blue 'ADD' button is located at the bottom right of the form.

Click **ADD** >> then **OK**