

Quick Reference Guide

Setting Up Single Game Vouchers (SGV)

Single Game Vouchers (SGVs) are now purchased online through MyNetball.

While SGVs can be set up at Clubs or Association/League level, make sure you read the By-Laws for your competition(s) before setting them up. Some Associations and Leagues do not allow SGVs and there may be limitations of the number that can be purchased by a person.

A couple of things to note about SGVs:

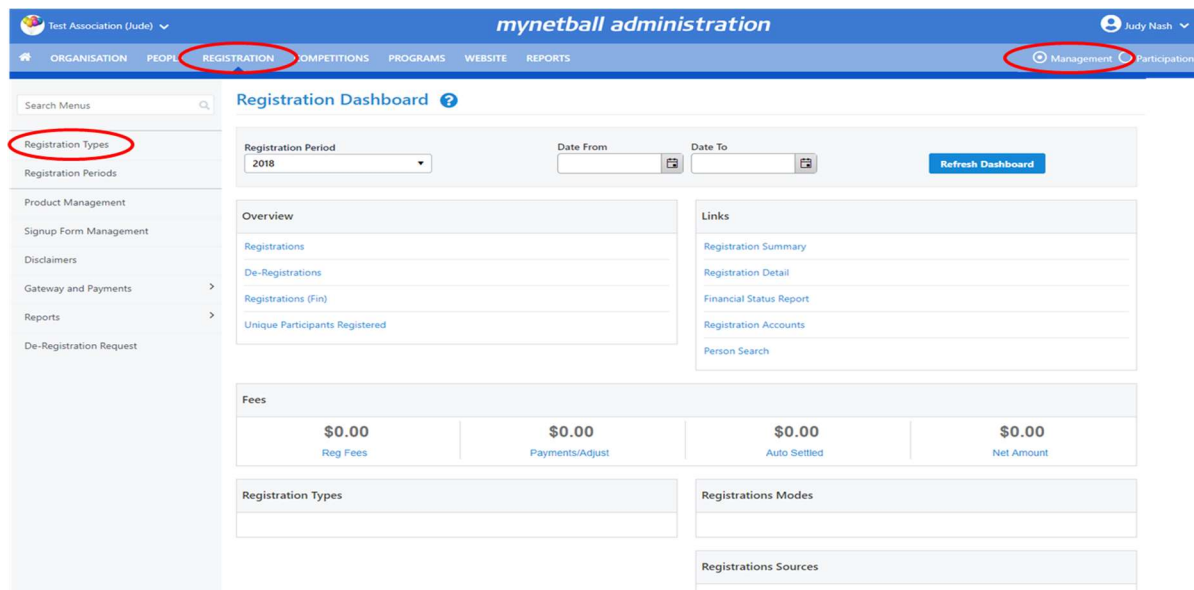
They system allows a participant to purchase an unlimited number of SGVs. Any limits your organisation have around this should be made clear.

Step 1. Set up the Registration Type (Association or League).

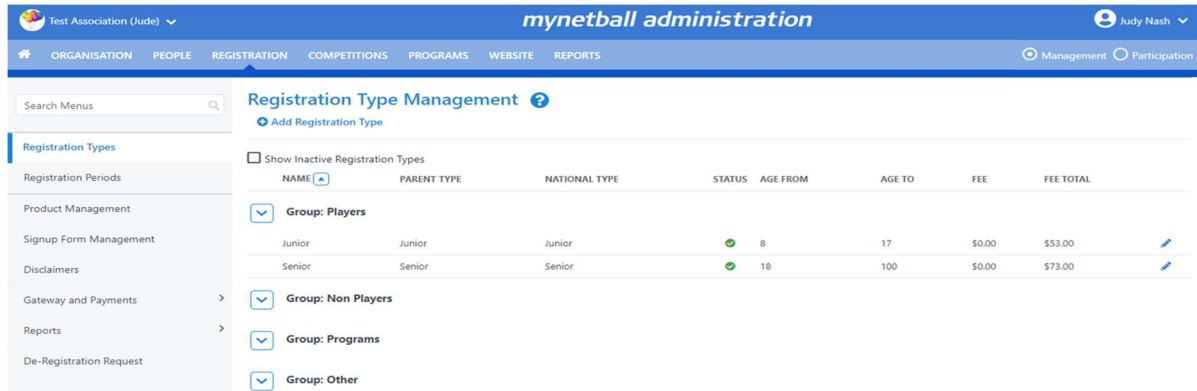
Your Association or League need to set up the SGV registration type before any SGV products can be set up.

This is not something that Clubs can do, it must be completed at Association or League level.

Management >> Registration >> Registration Types



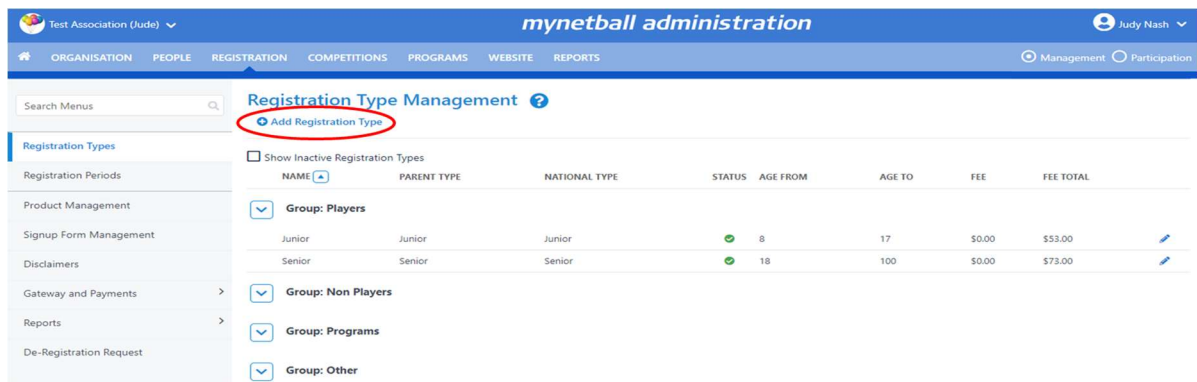
This will bring you to the Registration Type Management page.



The screenshot shows the 'Registration Type Management' page in the mynetball administration system. The page has a blue header with the 'Test Association (Jude)' dropdown, the 'mynetball administration' title, and a user profile for 'Judy Nash'. Below the header is a navigation bar with tabs: ORGANISATION, PEOPLE, REGISTRATION (active), COMPETITIONS, PROGRAMS, WEBSITE, and REPORTS. On the right of the navigation bar are radio buttons for 'Management' (selected) and 'Participation'. A search menu is located on the left. The main content area is titled 'Registration Type Management' with a help icon and a link to 'Add Registration Type'. There is a checkbox for 'Show Inactive Registration Types'. Below this is a table with columns: NAME, PARENT TYPE, NATIONAL TYPE, STATUS, AGE FROM, AGE TO, FEE, and FEE TOTAL. The table is grouped into four sections: 'Group: Players', 'Group: Non Players', 'Group: Programs', and 'Group: Other'. The 'Group: Players' section contains two rows: 'Junior' and 'Senior'. The 'Junior' row has a status of 'Active' (green checkmark), age from 8 to 17, a fee of \$0.00, and a total fee of \$53.00. The 'Senior' row has a status of 'Active' (green checkmark), age from 18 to 100, a fee of \$0.00, and a total fee of \$73.00. The 'Group: Non Players', 'Group: Programs', and 'Group: Other' sections are currently empty.

Here you will see all the registrations types that your organisation offers.

To add the SGV registration type, click **Add Registration Type**.



This screenshot is identical to the previous one, but the 'Add Registration Type' link is circled in red to highlight it.

This will open the [Registration Type Edit](#) page.

Enter the of the Registration Type details as required. * denoted mandatory field.

Most of the details for the Registration Type will automatically populate once you select the Parent Type.

NOTE the following:

- **Configuration.** The configuration of the Registration Type should look exactly like image below.

Configuration	
Parent Type *	SGV [NV age: 0 to 100] ▼
Reg Type Group	Non Players ▼
Name *	SGV
Description	SGV
Active	<input checked="" type="checkbox"/>
Default Role	Select... ▼
Reg Business Rules	<input type="checkbox"/> Discounting Secondary <small>Participants registered multiple times to this type will only pay once per period</small> <input type="checkbox"/> Discounting Conversion (All) <small>Previous registrations against other types for this org will offset the cost of this registration</small> <input type="checkbox"/> Discounting Conversion (Group) <small>Previous registrations against other types (in this group only) for this org will offset the cost of this registration</small> <input checked="" type="checkbox"/> Allow Duplicates <small>Multiple registrations for this type for a participant in this period from the same org are allowed (usually set for program registrations)</small>

All the details in this section will populate once you select **SGV** as the parent type.

- **Reg Business Rules:** Pay careful attention here and the only one that should be ticked is **Allow Duplicates**.

- **Discounting Secondary:** This should be unticked.
- **Discounting Conversion (All):** This should be unticked.

This may be ticked due to the set up at the Netball Victoria level.

You may need to save the Registration Type (bottom of the page), go back to Registration Type Management and then edit the Registration Type again to untick this.

- **Discounting Conversion (Group):** This should be unticked.
- **Allow Duplicates:** This should be ticked.

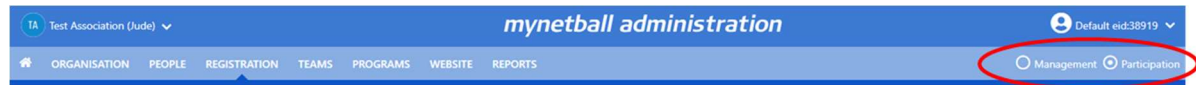
Click **SAVE** (at the bottom of the page) >> then **OK**

Once you have completed this step, you can move onto Step 2.

Step 2. Create the product.

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

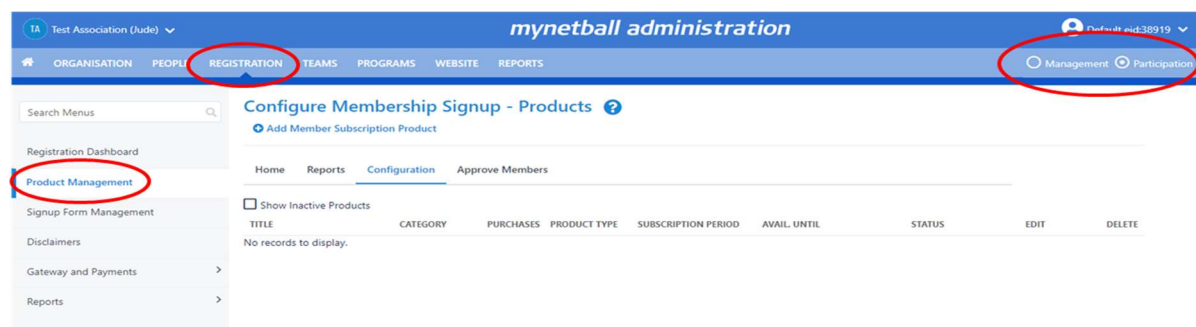
Associations & Leagues can manage their products under **Management** or **Participation**.



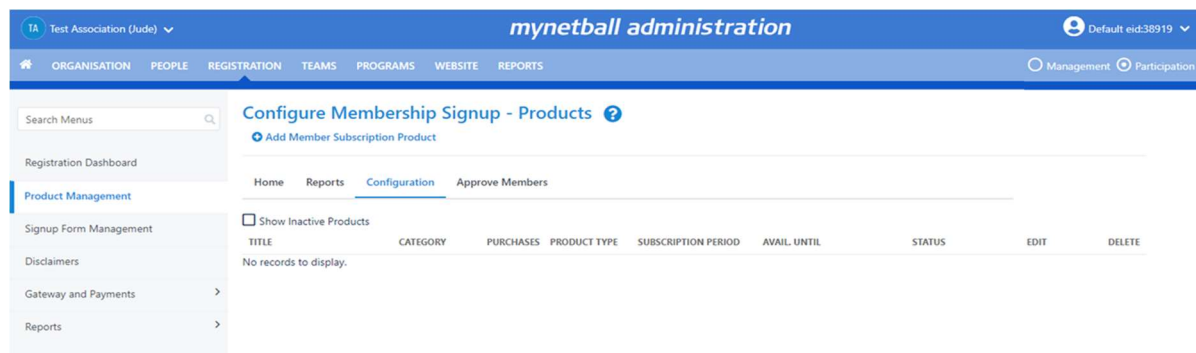
Clubs will not have the option to choose between management or participation, they will just be in participation.



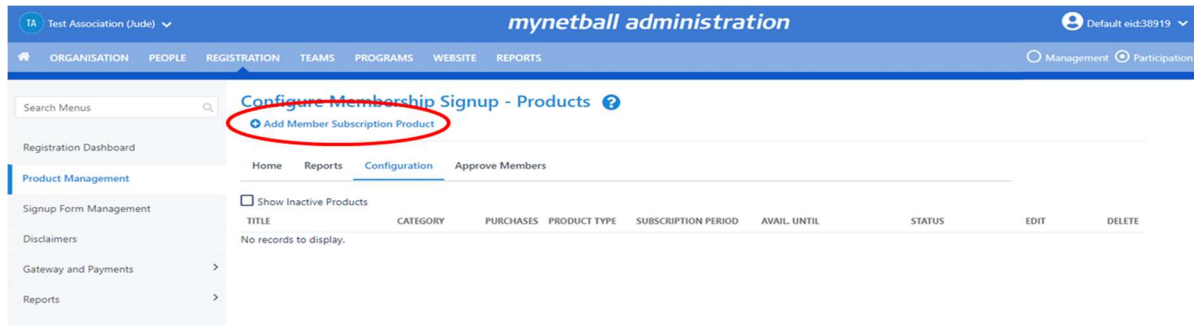
Registration >> Product Management



This will bring you to the Configure Membership Signup – Products page.

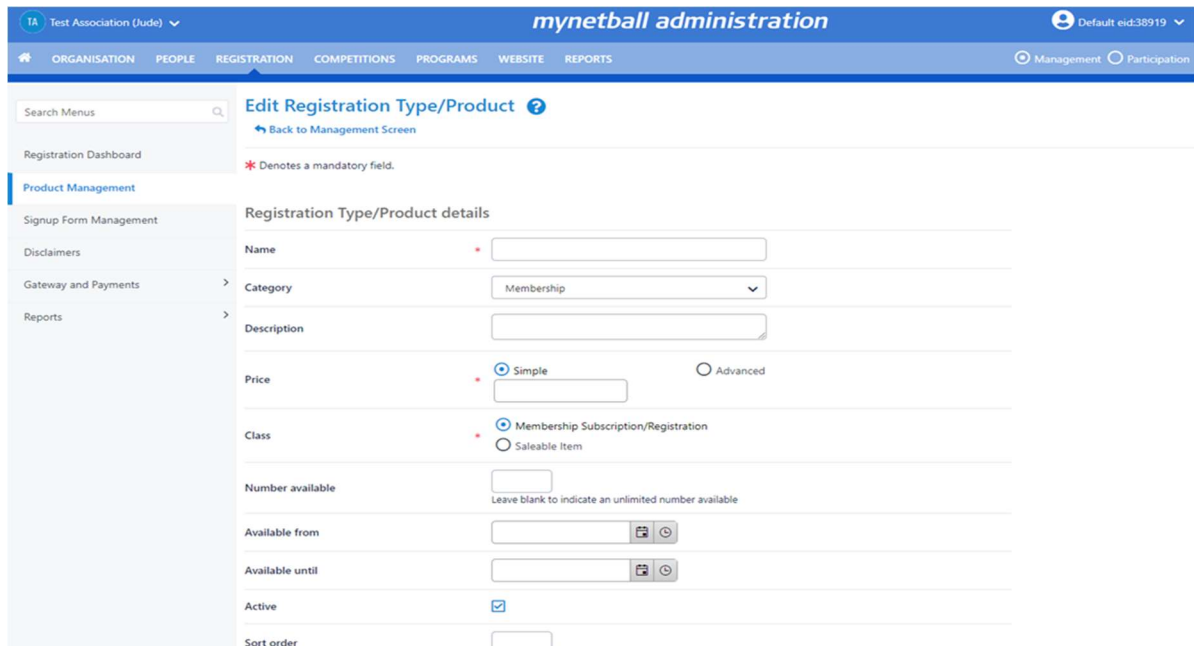


Click on **Add Member Subscription Product**.



The screenshot shows the 'mynetball administration' interface. The left sidebar contains a 'Search Menus' box and a 'Registration Dashboard' section. The main content area is titled 'Configure Membership Signup - Products'. A red circle highlights the 'Add Member Subscription Product' link. Below this, there are tabs for 'Home', 'Reports', 'Configuration', and 'Approve Members'. The 'Configuration' tab is active, showing a table with columns: TITLE, CATEGORY, PURCHASES, PRODUCT TYPE, SUBSCRIPTION PERIOD, AVAIL. UNTIL, STATUS, EDIT, and DELETE. The table currently has no records.

This will bring you to the Edit Registration Type/Product page.



The screenshot shows the 'mynetball administration' interface. The left sidebar is the same as the previous screenshot. The main content area is titled 'Edit Registration Type/Product'. Below the title is a 'Back to Management Screen' link. A note states: '* Denotes a mandatory field.' The form contains the following fields:

- Name** (mandatory): Text input field.
- Category** (mandatory): Dropdown menu with 'Membership' selected.
- Description** (mandatory): Text input field.
- Price** (mandatory): Radio buttons for 'Simple' (selected) and 'Advanced'. A text input field is next to 'Simple'.
- Class** (mandatory): Radio buttons for 'Membership Subscription/Registration' (selected) and 'Saleable Item'.
- Number available**: Text input field. Below it, a note says 'Leave blank to indicate an unlimited number available'.
- Available from**: Date picker.
- Available until**: Date picker.
- Active**: Checkmark (checked).
- Sort order**: Text input field.

Complete the details of the product as required. * denoted mandatory field.

NOTE the following when completing this form.

■ **Registration Type/Product details:**

- **Name***. This should be Single Game Voucher or SGV.
- **Category***. This should be Membership.
- **Description**. You can add a description of your choice here to here to clearly identify the product.

- **Price***. Select SIMPLE and enter \$10 (total cost for the product)
 - **Class*** (Product Type). This should be Membership Subscription/Registration.
 - **Number Available**. Leave this blank, it means that an “unlimited” number are available.
 - **Available from/to**. Leave this blank unless you don’t want people purchasing them before a certain date.
 - **Active**. This must be ticked for the product to be active.
 - **Sort Order**. Leave this blank as you can change the order of products in the Signup Form when setting up the signup form.
- **Subscription Settings:**
 - **Start/End Date**. Leave this blank.
 - **Person Role***. Set the player role.
 - **Registration Settings:**
 - **Automatically Register Participant To**. This is the organisation the player will be automatically registered to when they register.

Only select your organisation (Association or League) from this list.
DO NOT select Netball Victoria.

If your Club sits under more than one Parent Organisation (Association or League) then you need to set up one product for Parent 1 and a separate product for Parent 2.
 - **Registration Period**. Make sure this is the current year.
 - **Registration Type**. This should be SGV.

Once you select the Registration Type the page will refresh and bring you back up to the top of the page.

There you will see that there is a new section in **Registration Type/Product details**.

- **Amounts payable for the selected registration type**. This information will be automatically populated based on the registration type you selected above.

Allow product pricing to be discounted if the participant qualifies for a registration discount **SHOULD NOT** be ticked. This means that participants will not be charged for secondary registrations.

Age Range: 17-100	Total:0.00
Netball Australia	0.00
Age Range: 18-100	Total:83.00
Netball Victoria	73.00
Test Association (Jude)	10.00

Amounts payable for the selected registration type

The price entered **should** be greater than the maximum total across all age ranges, plus any discounts entered below.

If the organisation name is in red it means that the registration type at that level is inactive - all parent types must be active before you can make this product active.

☐ Allow product pricing to be discounted if the participant qualifies for a registration discount

▪ Discounts:

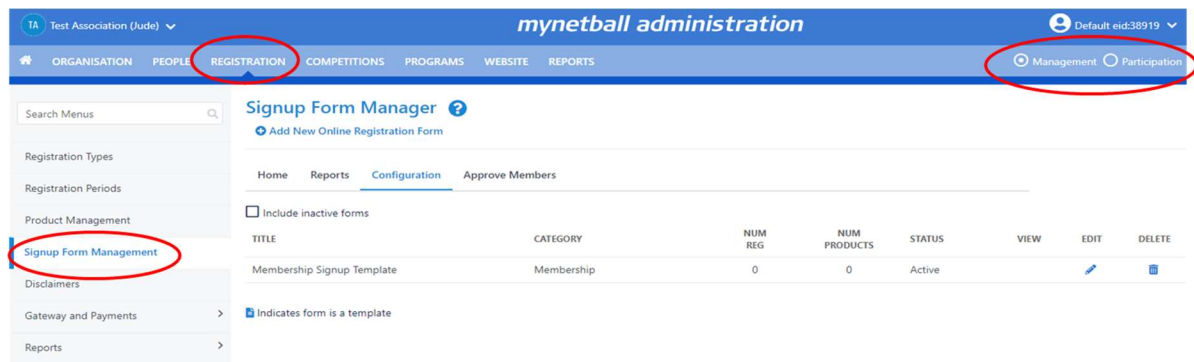
Do not offer discounts for Single Game Vouchers.

CLICK **UPDATE**

Step 3. Create the Signup Form.

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

Registration >> Signup Form Management



Search Menus

Registration Types

Registration Periods

Product Management

Signup Form Management

Disclaimers

Gateway and Payments

Reports

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

ORGANISATION PEOPLE **REGISTRATION** COMPETITIONS PROGRAMS WEBSITE REPORTS

Management Participation

Signup Form Manager ?

Add New Online Registration Form

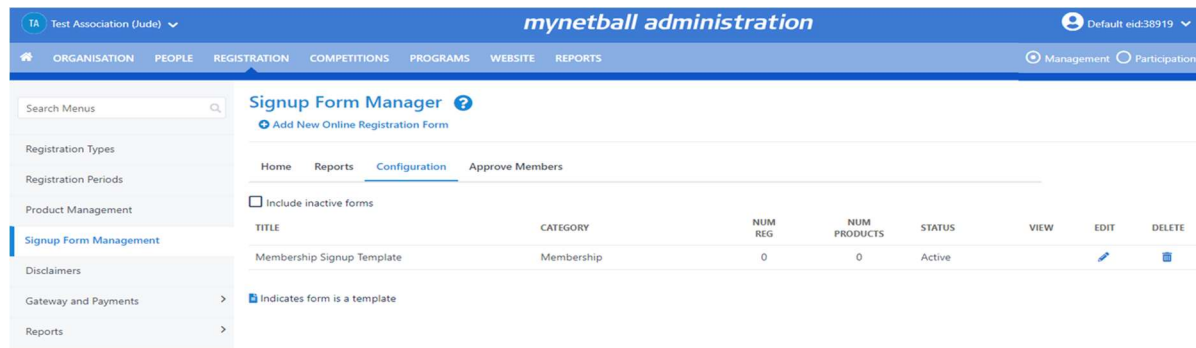
Home Reports Configuration Approve Members

☐ Include inactive forms

TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE
Membership Signup Template	Membership	0	0	Active			

Indicates form is a template

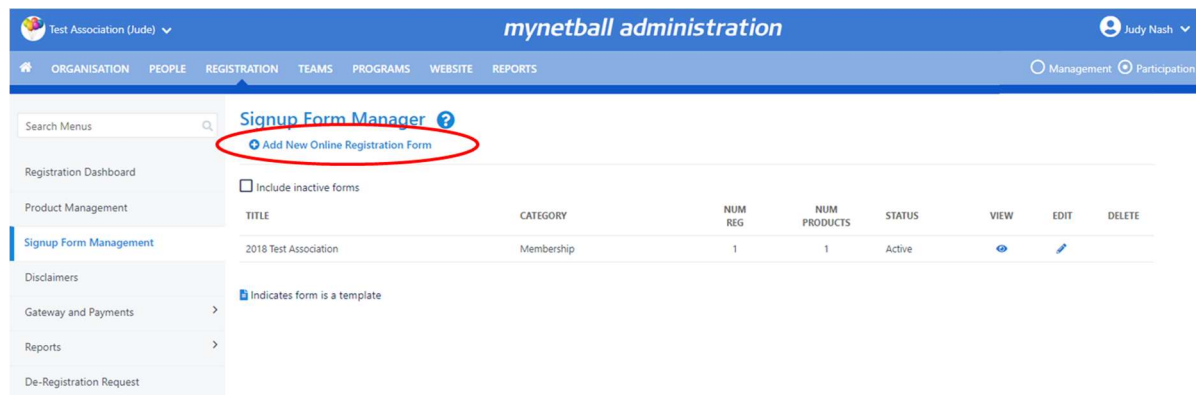
This will bring you to the [Signup Form Manager](#) page.



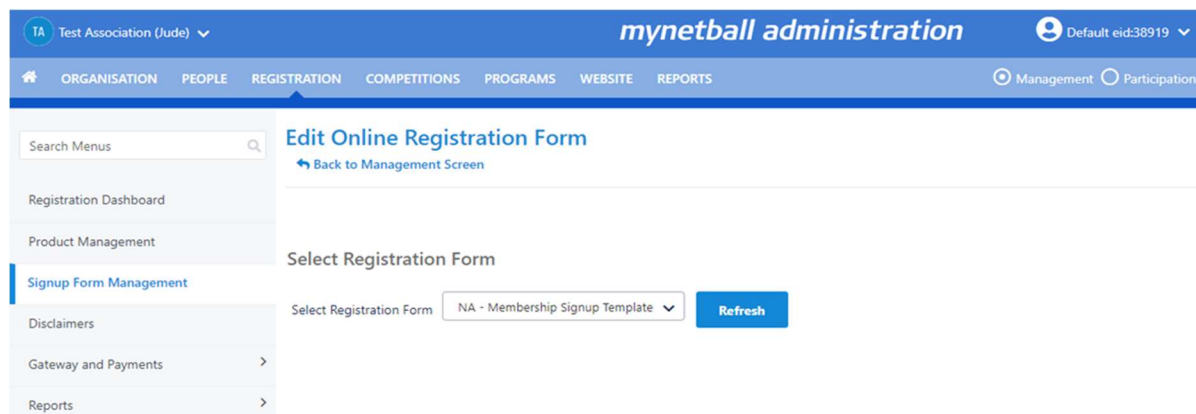
Here you can see any active forms that your organisation currently has.

Netball Victoria recommend that you create a new form just for the Single Game Voucher.

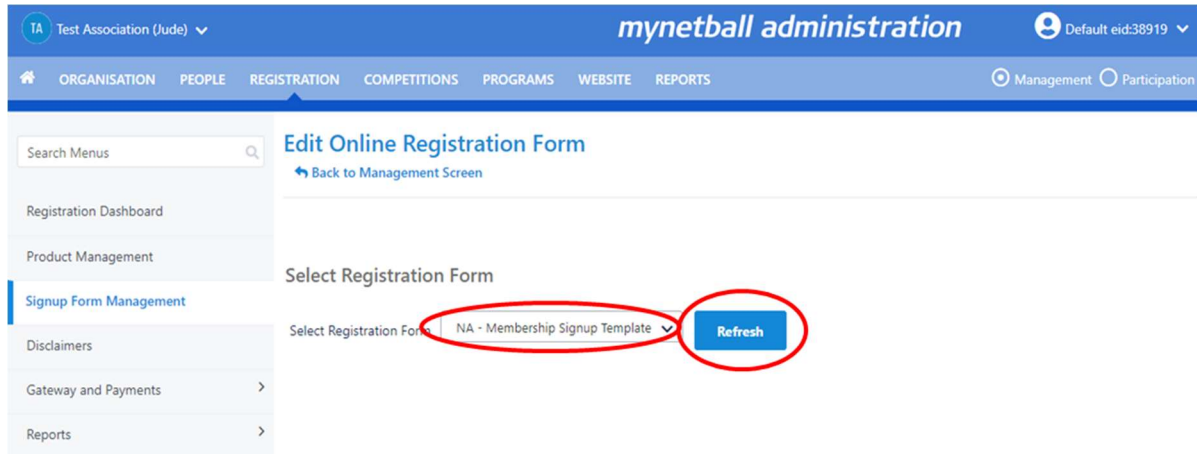
Click on **Add New Online Registration Form**.



This will bring you to the [Edit Online Registration Form](#).

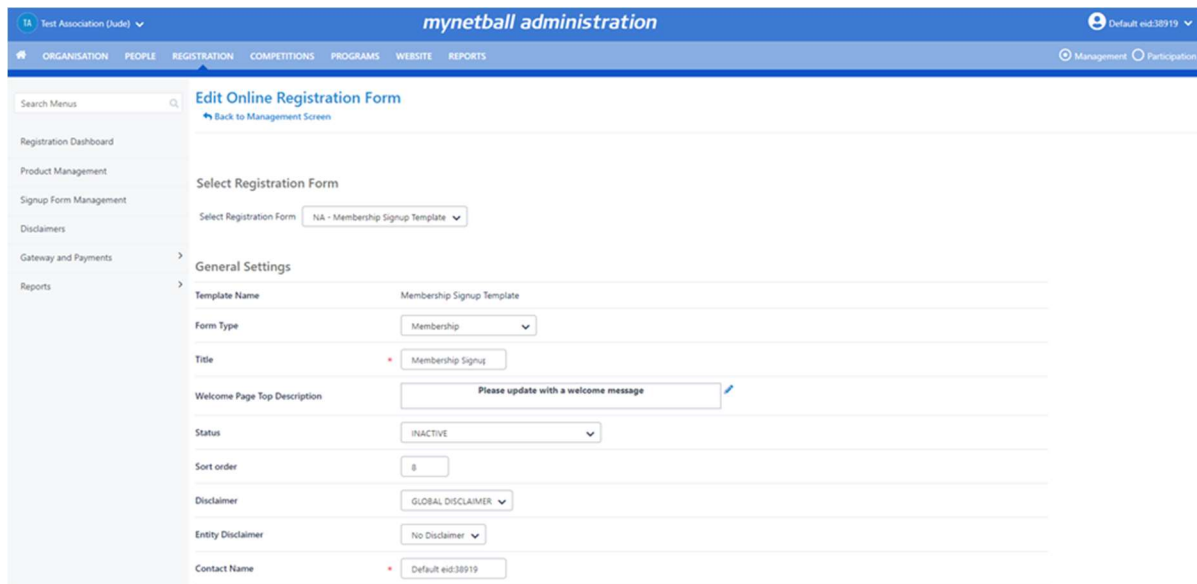


Select the **NA – Membership Signup Template** from the drop-down list and hit REFRESH.



The screenshot shows the 'mynetball administration' interface. The left sidebar contains a 'Search Menus' box and a list of menu items: 'Registration Dashboard', 'Product Management', 'Signup Form Management' (highlighted), 'Disclaimers', 'Gateway and Payments', and 'Reports'. The main content area is titled 'Edit Online Registration Form' and includes a 'Back to Management Screen' link. Below this, there is a 'Select Registration Form' section with a dropdown menu showing 'NA - Membership Signup Template' and a 'Refresh' button, both of which are circled in red.

This will populate the Online Registration Form.



The screenshot shows the 'mynetball administration' interface with the 'Edit Online Registration Form' page. The 'NA - Membership Signup Template' is selected in the dropdown. The 'General Settings' section is populated with the following information: 'Template Name' is 'Membership Signup Template', 'Form Type' is 'Membership', 'Title' is 'Membership Signup', 'Welcome Page Top Description' is 'Please update with a welcome message', 'Status' is 'INACTIVE', 'Sort order' is '8', 'Disclaimer' is 'GLOBAL DISCLAIMER', 'Entry Disclaimer' is 'No Disclaimer', and 'Contact Name' is 'Default eid:38919'. The 'Contact Name' field is marked with a red asterisk, indicating it is a mandatory field.

Complete/update the form as required. * denoted mandatory field.

NOTE the following: when completing this form.

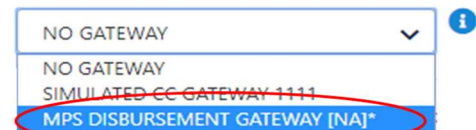
- **General Settings:**
 - **Template Name.** Membership Signup Template. *This cannot be edited.*
 - **Form Type.** This will be MEMBERSHIP.

- **Title***. Name the form – [Single Game Vouchers](#).
- **Welcome Page Top Description**. Text entered here will display at the top of the welcome page – add something about the [Single Game Voucher](#).
- **Status**. Set the status for your form to [ACTIVE](#).
- **Sort Order**. The order will be 8, leave it as 8.
- **Disclaimer**. Global Disclaimer (from Netball Australia). *This cannot be edited.*
- **Entity Disclaimers**. If you have added any custom disclaimers you can select the one you want to use from the drop-down list.
- **Contact Name***. The IT User that is logged in when setting up the form will automatically have their details entered into these fields.
- **Contact Email***. See above.

▪ **Payment Settings:**

- **Payment Gateway**. Select the MPS DISBURSEMENT GATEWAY [NA]*.

Payment Gateway
(Online Payments)



- **Allow Offline Payment**. DO NOT allow offline payments for Single Game Vouchers.
- **Allow Part Payment**. DO NOT allow Part Payments for Single Game Vouchers.
- **Automatically Add Processing Fee**. Select **Apply to online payments** and enter the **Variable Charge** of 1.78%* and **Fixed Charge** as \$0.31 to cover any processing fee costs incurred.

Automatically add
processing fee

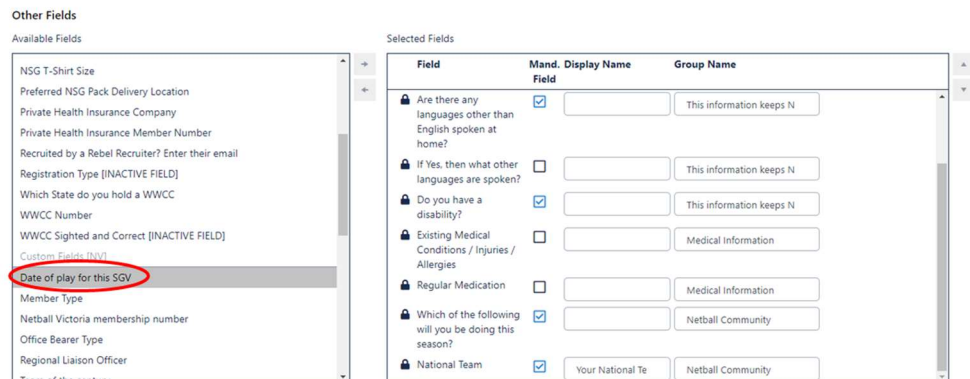
☒ Apply to online payments ☐ Apply to offline payments

Fixed Charge: AUD 0.31 plus Variable Charge: 1.78 % of transaction amount

- **Offline Payment Description**. DO NOT allow offline payments for Single Game Vouchers.
- **Currency Format**. *Leave as is.*

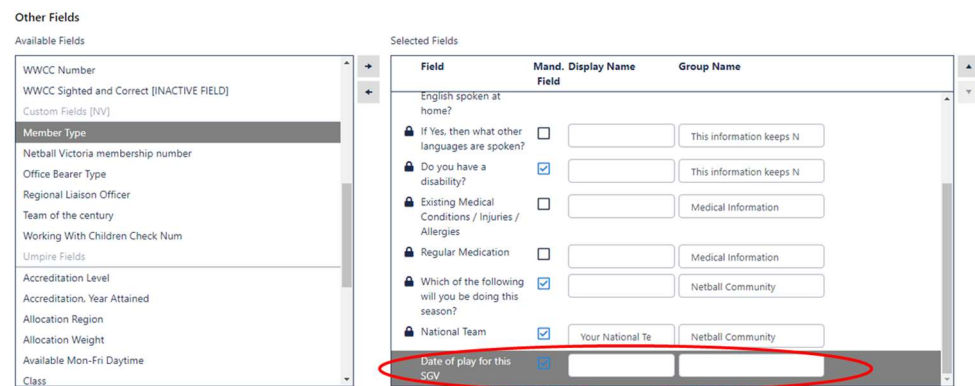
- **Tax Description.** *Leave as is.*
- **Tax Rate.** *Leave as is*
- **Form Fields:**
 - **Personal Fields.** You really do not need to have any additional fields added here for a Single Game Voucher form.
 - **Other Fields.** You need to add a question here around the date the SGV will be used.

Netball Victoria have created the custom field “Date of play for this SGV”. You just need to add it to your form.



Field	Mand.	Display Name	Group Name
Are there any languages other than English spoken at home?	<input checked="" type="checkbox"/>		This information keeps N
If Yes, then what other languages are spoken?	<input type="checkbox"/>		This information keeps N
Do you have a disability?	<input checked="" type="checkbox"/>		This information keeps N
Existing Medical Conditions / Injuries / Allergies	<input type="checkbox"/>		Medical Information
Regular Medication	<input type="checkbox"/>		Medical Information
Which of the following will you be doing this season?	<input checked="" type="checkbox"/>		Netball Community
National Team	<input checked="" type="checkbox"/>	Your National Te	Netball Community
Date of play for this SGV	<input checked="" type="checkbox"/>		

Once in the select fields (the box on the right), make sure you make it mandatory.



Field	Mand.	Display Name	Group Name
English spoken at home?	<input type="checkbox"/>		This information keeps N
If Yes, then what other languages are spoken?	<input checked="" type="checkbox"/>		This information keeps N
Do you have a disability?	<input type="checkbox"/>		Medical Information
Existing Medical Conditions / Injuries / Allergies	<input type="checkbox"/>		Medical Information
Regular Medication	<input type="checkbox"/>		Medical Information
Which of the following will you be doing this season?	<input checked="" type="checkbox"/>		Netball Community
National Team	<input checked="" type="checkbox"/>	Your National Te	Netball Community
Date of play for this SGV	<input checked="" type="checkbox"/>		

■ **Registration Type/Products:**

This is where the Single Game Voucher product you created (with the MEMBERSHIP category) should appear.

Registration Type/Products

Displayed as radio buttons: customer will be able to choose one item only.

Available Registration Type/Products		Selected Registration Type/Products
SGV	→	
	←	
	→→	
	←←	

Select the Single Game Voucher product and move them to the right side – either by clicking the button (as indicated above) or by double clicking on the product).

Registration Type/Products

Displayed as radio buttons: customer will be able to choose one item only.

Available Registration Type/Products		Selected Registration Type/Products
SGV	→	
	←	
	→→	
	←←	

Registration Type/Products

Displayed as radio buttons: customer will be able to choose one item only.

Available Registration Type/Products		Selected Registration Type/Products
	→	SGV
	←	
	→→	
	←←	

- **Advances Settings:** Leave this section as is.

Advanced Settings

Behaviour Options

- ☐ Manually approve all new registrants
- ☒ Create logins for new registrants
- ☒ Permit pay by credit card information from offline payment form
- ☐ Display payment split information if possible
- ☐ Allow signups on behalf of family members
- ☐ Allow no team preference

- **Syndication Options.** If you are setting this up at Association or League level, then you should tick Syndicate to affiliated Clubs.

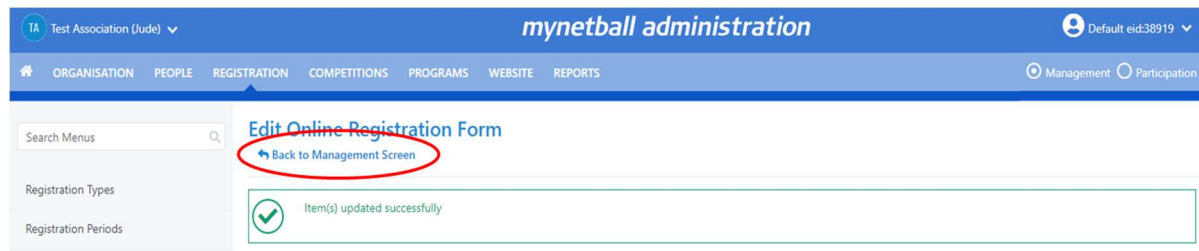
Syndication Options

- ☐ Syndicate to Entity Teams
- ☒ Syndicate to affiliated CLUBS
- ☐ Syndicate to affiliated ASSOCIATIONS
- ☐ Syndicate to affiliated ZONES
- ☐ Syndicate to affiliated REGIONS
- ☐ Syndicate to affiliated STATES
- ☐ Syndicate only to direct affiliates

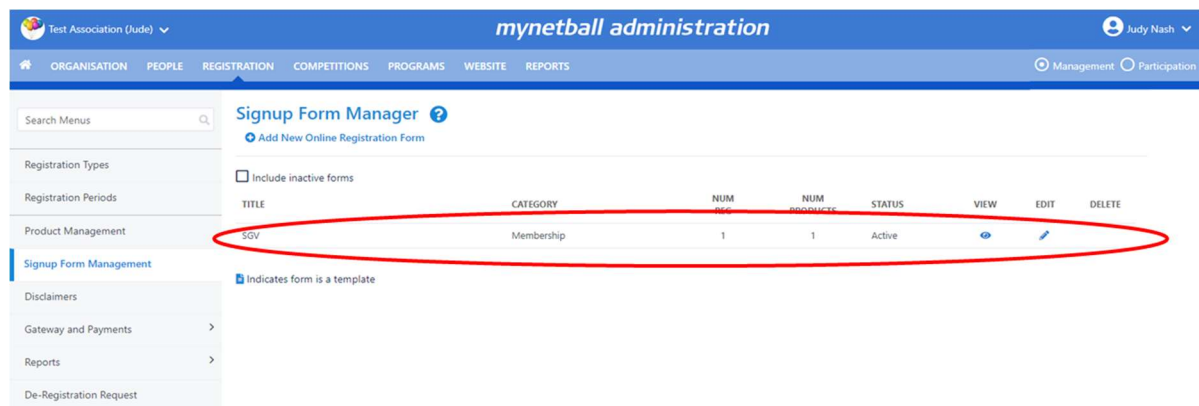
NOTE: You do not **need** to select any of these options. Not selecting any of these will not mean that your form will not work, it will just mean that the person registering will just register to your organisation.

Click **SAVE**

You can click **Back to Management Screen** to go back to your list.



This will bring you back to the Signup Form Manager page where you will see your active sign up form(s).



Step 4. Signup Form Distribution.

Members of your organisation can access the SGV form you set up via MyNetball on the desktop or the MyNetball app on their smart phone.

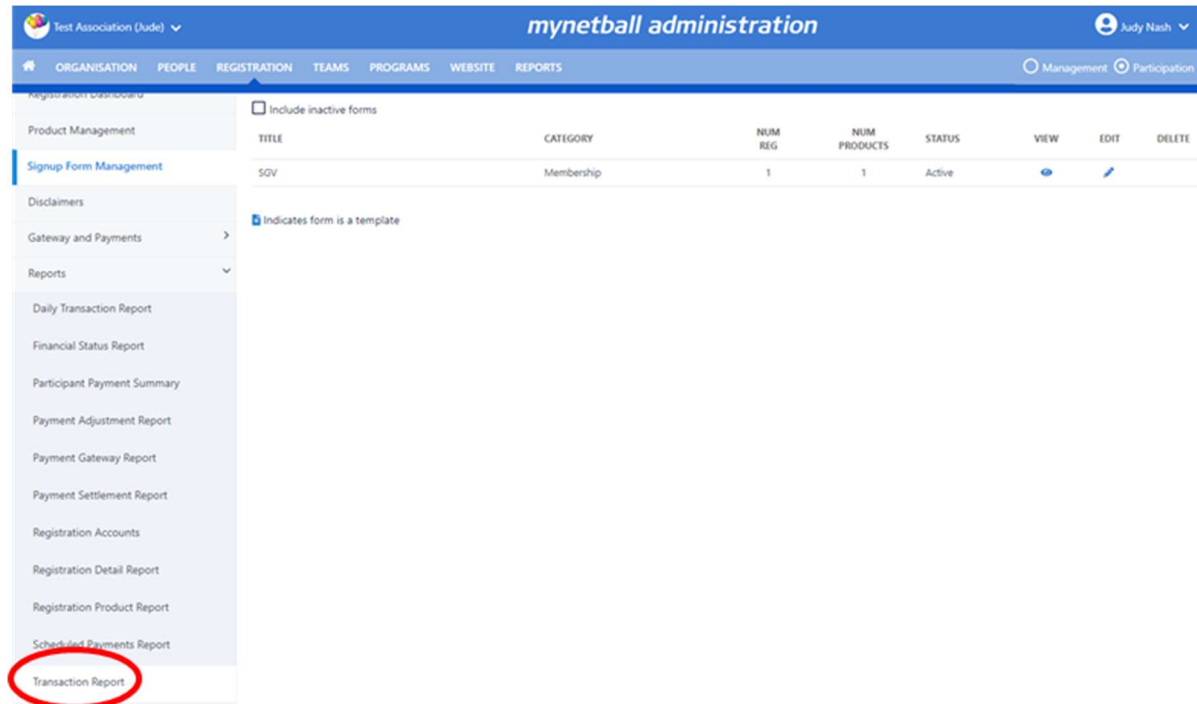
A participant can only register through a MyNetball profile, on a computer, if they have previously been part of that organisation.

If they have not been part of your organisation before then they can access your form via the MyNetball App.

Step 5. SGV Tracking.

When a participant purchases a SGV, it asked them to specify the date that they will be using the SGV. This is the **only** date that the SGV is valid for.

You can access this information by downloading the Transaction Report.



The screenshot shows the 'mynetball administration' interface. On the left, a sidebar menu lists various options: Product Management, Signup Form Management, Disclaimers, Gateway and Payments, Reports, Daily Transaction Report, Financial Status Report, Participant Payment Summary, Payment Adjustment Report, Payment Gateway Report, Payment Settlement Report, Registration Accounts, Registration Detail Report, Registration Product Report, Scheduled Payments Report, and Transaction Report (highlighted with a red circle). The main content area displays a table of SGV forms. The table has columns for TITLE, CATEGORY, NUM REG, NUM PRODUCTS, STATUS, VIEW, EDIT, and DELETE. A single row is visible with the title 'SGV' and category 'Membership'. Above the table, there are checkboxes for 'Include inactive forms' and 'Indicates form is a template'.

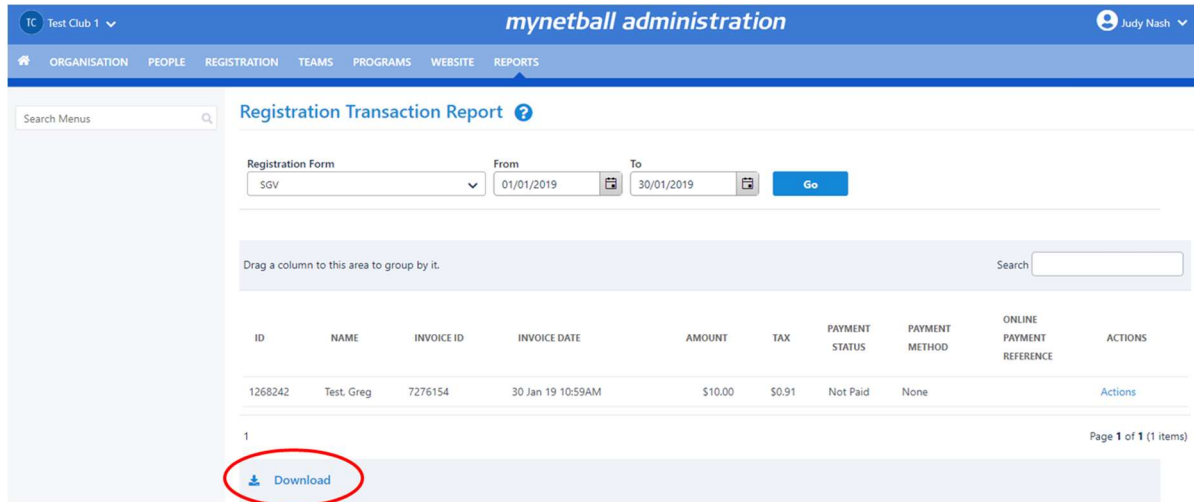
TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE
SGV	Membership	1	1	Active			

Select the SGV registration form to view the collected data.

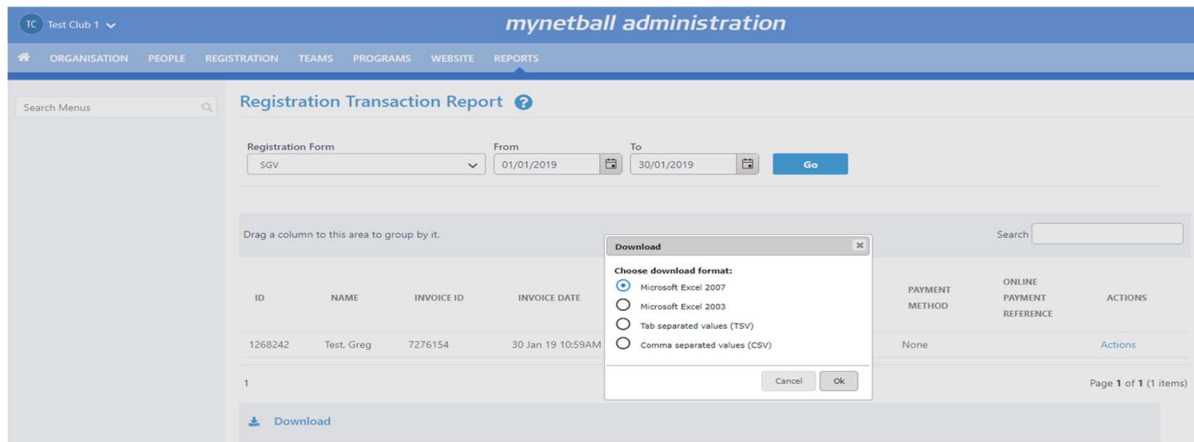
The data range is optional, but it can help you narrow down the search
i.e. You might just want to collect information for people who registered in the last month

Once the parameters are set, click **GO**

This will bring up a list of transactions that match the form and date range specified. The data that is displayed is a small part of the data that this report contains. To see all the information that is in this report, you need to download the information by clicking the **Download data** option at the bottom of the page.



This will give you an option for the format the report is downloaded in.



Once you have downloaded the report, the data collected in the Custom Fields is towards the far right of the spreadsheet, under the column heading **Playing Date**. This is around column AO of the spreadsheet.

This date was entered by the member when they purchased the voucher. If they do not use the voucher on that date, it cannot be re-allocated. A new voucher needs to be purchased for a new day.

NOTE that as an added precaution, in the event that an injury claim is submitted, make sure the date entered is an actual date that the competition was played on.

There is no way to change this date in the system so if they do not match, you need to keep a manual record.