2021 NetSetGO Centre Application Manual

Contents

NetSetGO Centre Application Prerequisites

1. **Organisation <u>must</u> have a MyNetball Profile**
   Your organisation must be in the MyNetball system, otherwise you will not have access to the NetSetGO Centre registration. Complete the New NetSetGO Centre Form and then send it to netsetgo@netballvic.com.au.

2. **Access to the organisations MyNetball Profile as an administrator**
   You must complete the Individual Security User form otherwise you will not have access to your organisations MyNetball profile. Complete the NetSetGO Centre Individual Security User if you have not done so already.

   Once the form is completed it is required to be sent to your Association (if applicable), or netsetgo@netballvic.com.au.

3. **Organisation <u>must</u> have the Split Payment Gateway**
   All 2019 NetSetGO Centres must use the Split Payment Gateway (MPS DISBURSMENT). If you have not yet transitioned to Split Payments, refer to Quick Reference Guide: Gateway and Payments.

4. **NetSetGO Coach has "Junior Coach" as a role within their MyNetball Profile**
   The NetSetGO Coach must have Junior Coach as a role within their MyNetball profile, otherwise you will not be able to complete the NetSetGO registration. If the Coach does not appear, please refer to the **Quick Reference Guide: Assigning a Role (NetSetGO)**.

5. **NetSetGO Centre <u>must</u> have a Venue listed in MyNetball**
   If your NetSetGO Venue does not appear in Program Details, you must add a Venue otherwise your application will not be approved. Refer to **Quick Reference Guide: Adding a NetSetGO Venue**.

NetSetGO Centre Application

This process is the same whether you are an Association, League or Club. You would just be in different modes.
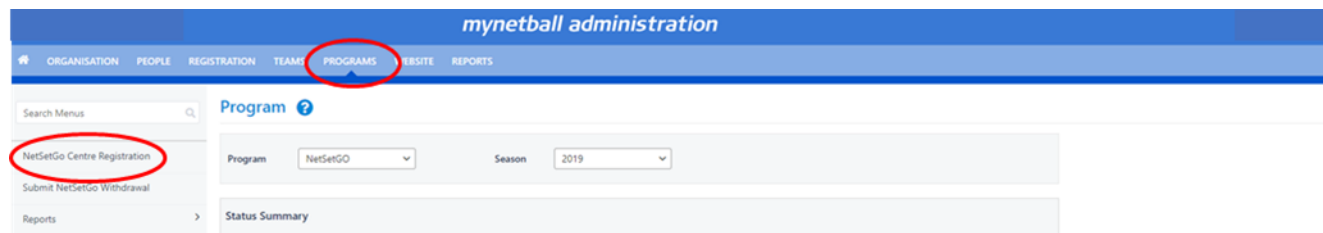
Associations & Leagues can manage their sign-up form under Management or Participation.
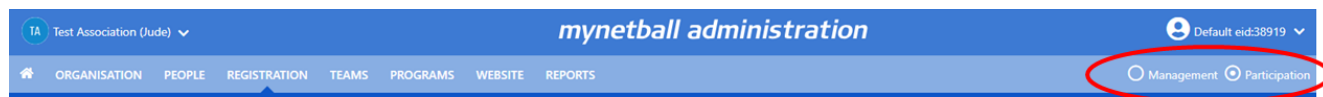
Clubs will not have the option to choose between management or participation, they will just be in participation.

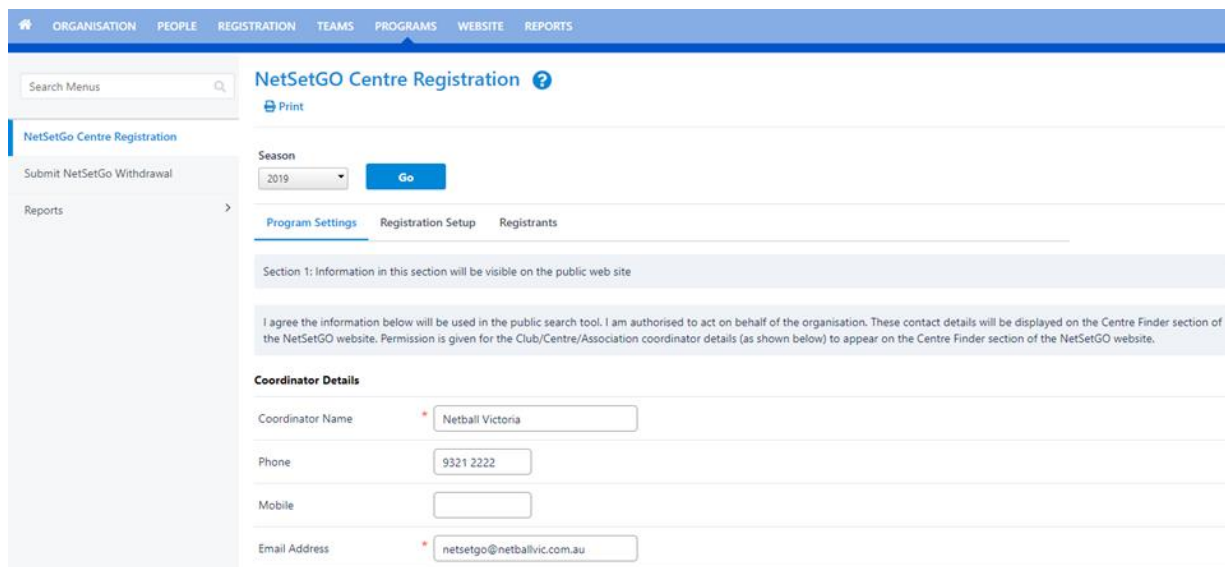## Programs >> NetSetGO Registration

Program Settings

Select the season you require your NetSetGO Centre to be in.

Season >> Go

➢ **Coordinator Details:**
1. Insert Centre Coordinator Name
2. Insert Coordinator Phone and or Mobile
3. Insert Coordinator Email Address

➢ **Program Details:**

Select Venue from the drop-down box.

If your Venue does not appear read Quick Reference Guide: Adding a NetSetGO Venue.

➢ **Registration Day Details:**
DO NOT complete the following information unless you are holding a Registration Day event at your Venue.
1. Enter Registration Day Date
2. Enter Registration Venue
3. Enter Registration Instructions (include time of registration if applicable)

➢ **Add/Edit your Programs:**
For your Centre to be considered for approval at least one valid NetSetGO Program must be entered that runs for a minimum of 8 weeks. You can create more than one program and continually add programs throughout the year. A new program must be added for every NetSetGO Tier/Program you run.

1. Select **Add new Program**

2. Complete the following information regarding your specific NetSetGO Tier.
Descriptions found on the following page.

STRATION   TEAMS   **PROGRAMS**   WEBSIT

Registration Day Details

Registration Day Date   1/06/2019
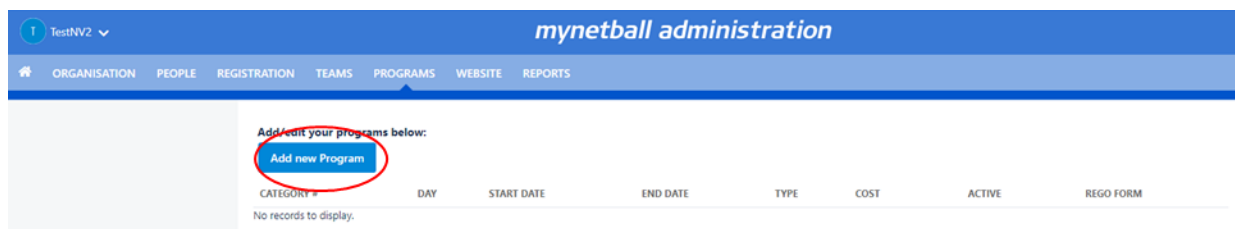
Registration Venue   487 King St

Registration Instructions   Insert regis

Add/edit your programs below:

Add new Program

CATEGORY #	DAY	S

No records to display.

Section 2: Information in this sec

Centre address details (used if delivery of items

Firstname   *

Lastname   *

Delivery Contact Phone
Number   *

We CANNOT deliver to PO/Locked Bag address

Business Name (if delivery to
commercial property)   *

MyNetball Administration   ⊗

NetSetGo Program Details

Program Type   * [Net - Activity/Skills ▾]

Start Time   * [9:00 AM] 🕐

Activity Start Date   * [1/03/2019 📅]

Day of the week   [Friday ▾]

Activity End Date   * [2/07/2019 📅]

Cost   * [$66.00]

Online Registration open
date   [1/02/2019 📅]

Online Registration close
date   [2/07/2019 📅]

Registration Limit   [20]

Registration Period   * [2019 ▾]

Register participants to   * [Test Netball Victoria_1 ▾]
If there is no registration type setup for the selected parent entity,
then the system will default to both the original entity and
original registration type.

REGO FORM

REGO FORM

Add/edit your programs below:

Add new Program

CATEGORY #	DAY	S

No records to display.

Section 2: Information in this sec

Centre address details (used if delivery of items

Firstname   *

Lastname   *

Delivery Contact Phone
Number   *

We CANNOT deliver to PO/Locked Bag address

Business Name (if delivery to
commercial property)   *

Active
When active, this
program will appear be
searchable on the
NetSetGo website   ☑

Description   [Net program registration for TestNV2.]

Coaches assigned to this program with a Netball Australia Accreditation

Coach 1   * [Tolios, Tara ▾]

Coach 2   [▾]

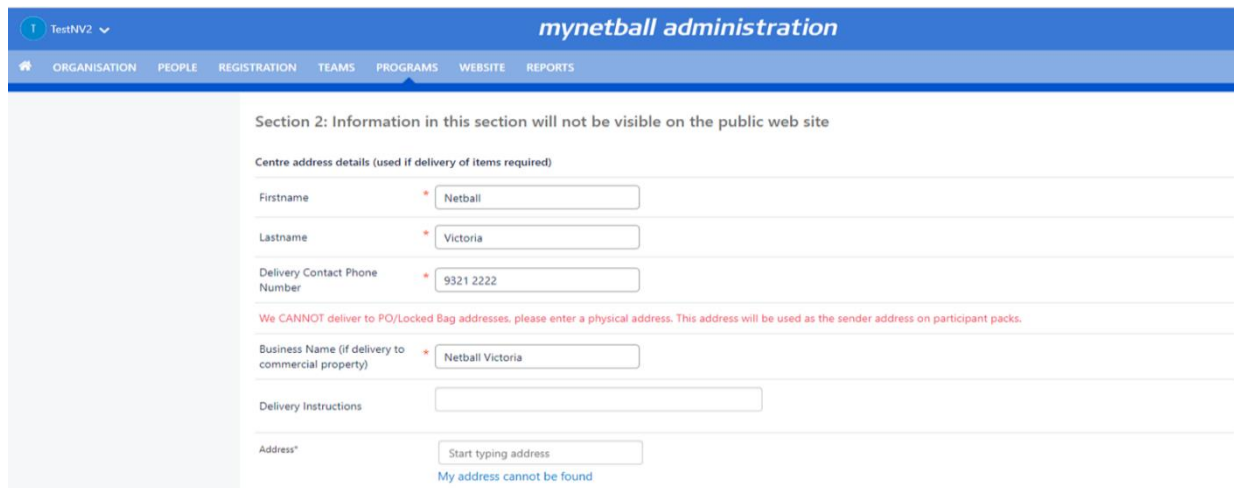Coach 3   [▾]

Coach 4   [▾]

[Cancel]   [**Update**]

Descriptions:

Title	Description
Program Type*	Select either Net, Set or GO.
Start Time*	Enter the start time on the first day of your program.
Activity Start Date*	Enter the start date for the program.
Day of the week	The day of the week will automatically set to your program start date.
Activity End Date*	Enter the last date of the program.
Cost*	The total cost of the program for the participant. This cost MUST include the Netball Victoria NetSetGO membership which is $68.00 in 2020.
Online Registration open date	The first date participants can register for your program through the online registration link.
Online Registration close date	The last date participants can register for your program through the online registration link. The online close date must be within activity period.
Registration limit	The limited number of registrants for a program.
Registration period*	The registration period in which the program is running.
Register participants to*	Select the parent organisation participants will be connected to. This means the parent organisation will have access to the participants profile if required. It does not necessarily mean participants are competing in their programs.
Status	Select whether the program is Active (available for registration) or Inactive (no longer available for registration).
Description	Include a small description of your specific program.
Coach 1 – 4*	Select your NetSetGO programs coach. If they do not appear, read Quick Reference Guide: How to Assign a Role.

➢ **Centre Delivery Detail Information:**
 1. Information in this section **cannot** be seen by the public.
 2. Enter First Name
 3. Enter Last Name
 4. Enter Delivery Contact Phone Number
 5. Enter Business Name (If you are not a business, enter your Organisations name.)
 6. Delivery Instructions (If applicable.)
 7. Enter Address
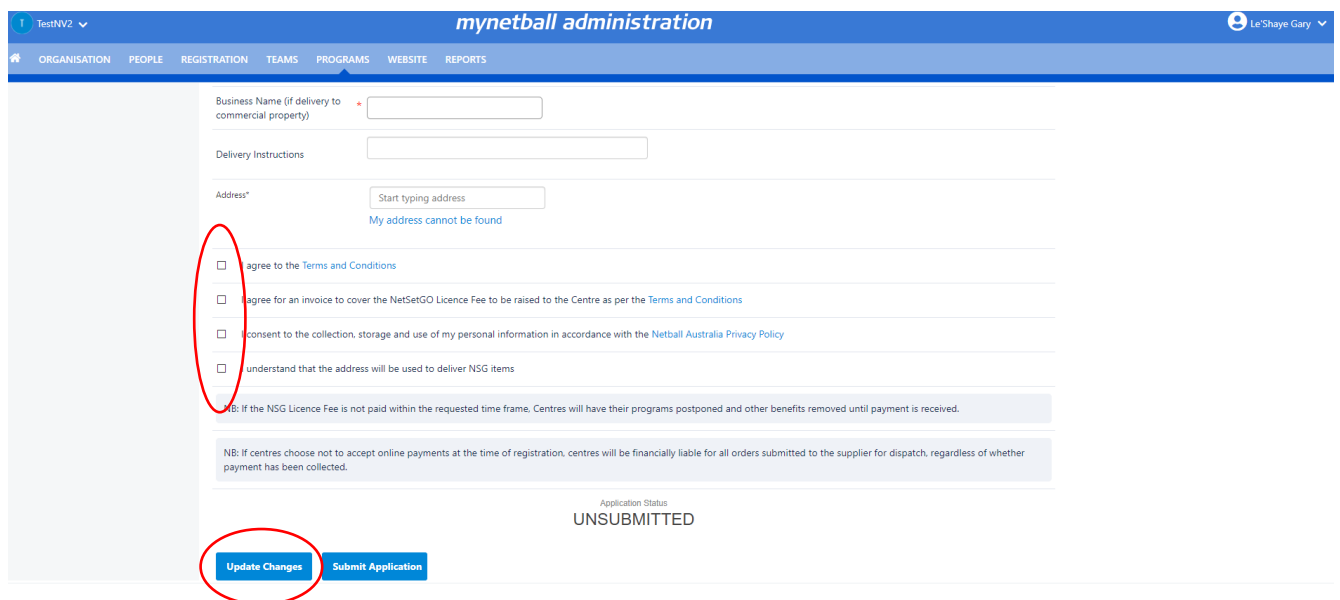
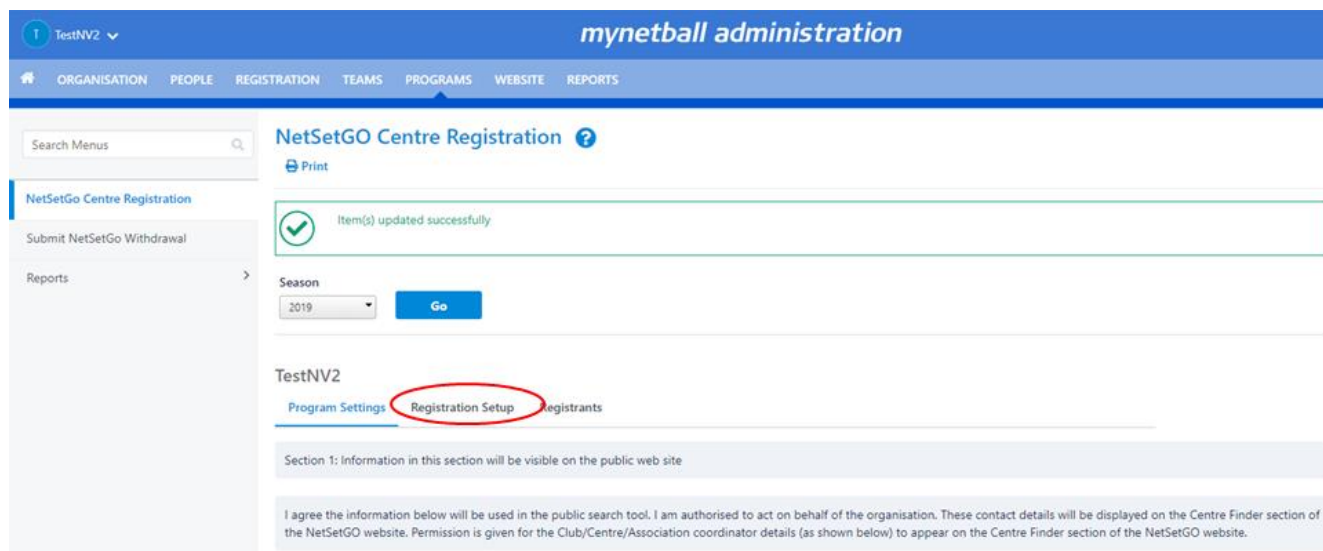*Mandatory fields must be completed.

➢ **Terms and Conditions**
 1. Select the following boxes. Please note your centre will not be charged a NetSetGO License Fee.
 2. Select **Update Changes**

Registration Setup

The next step is preparing the online registration form, and payment gateway for participants who are registering for your NetSetGO program. This component is found in the NetSetGO Centre Registration Setup tab.

Select **Registration Setup**

➢ **General Settings:**

Complete the following *mandatory fields regarding your NetSetGO Centre.
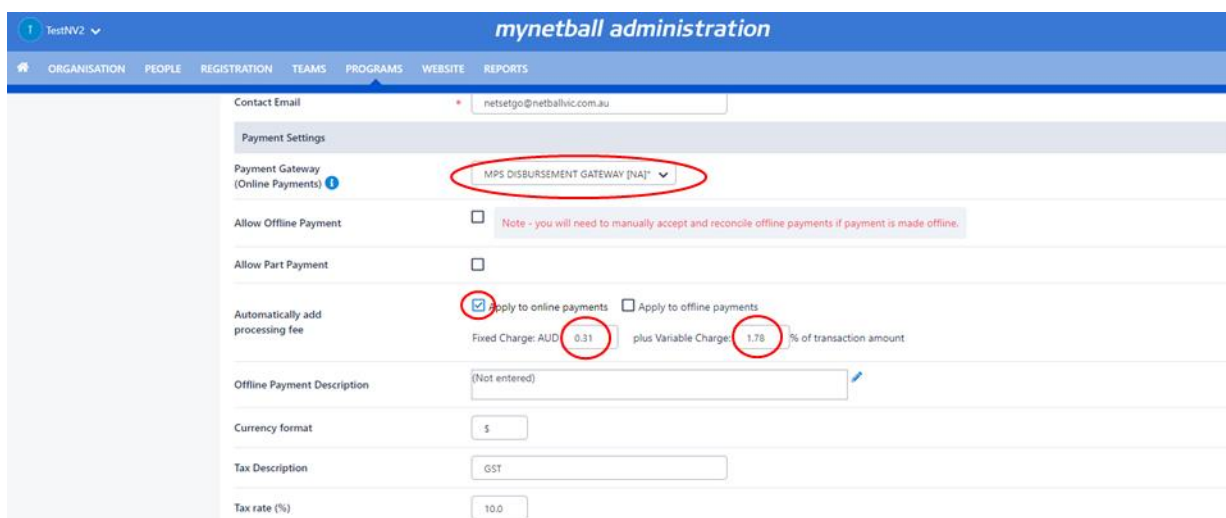
Title	Description
Template Name	Auto filled.
Form Type	Event/Program Registration must be kept as the form type.
Title*	Netball Australia recommend leaving the "2019 NetSetGO" portion of the title as it reduces confusion when multiple forms are being used. It is recommended to also include your NetSetGO Centres name.
Welcome Page Top Description	Auto filled with information about NetSetGO but can be altered by selecting edit (pencil icon). This will appear on the welcome page when participants register online.
Status	Status is automatically set and locked.
Sort order	Auto filled.
Disclaimer	The NetSetGO Global Disclaimer is automatically assigned.
Entity Disclaimer	Option to include your Disclaimer form. Refer to Quick Reference Guide: Disclaimer.
Contact Name*	Contact person in charge of your Payment Settings.
Contact Email*	Contact email in charge of your Payment Settings.

➢ **Payment Settings:**
   1. Select MPS Disbursement Gateway (NA)
      NetSetGO membership fee will be sent directly to Netball Victoria, and any club fees to your organisations nominated bank account. If you have not transitioned to the Split Payment Gateway, refer to Quick Reference Guide: Gateway and Payments.
   2. Select Apply to online payments
   3. Insert 0.31 Fixed Charge
   4. Insert 1.78 Variable Charge

Title	Description
Payment Gateway*	MPS DISBURSEMENT GATEWAY (NA) (Split payments) must be selected.
Allow Offline Payment	Netball Victoria is no longer allowing offline payments. **DO NOT select.**
Allow Part Payment	Netball Victoria is not currently allowing Part Payment.
Automatically add processing fee*	The fixed and variable charge are set so participants pay for the online payment's transaction fee ($3.25).
Offline Payment Description	Not Applicable.
Currency Format	Do not edit.
Tax Description	Do not edit.
Tax rate	Do not edit.
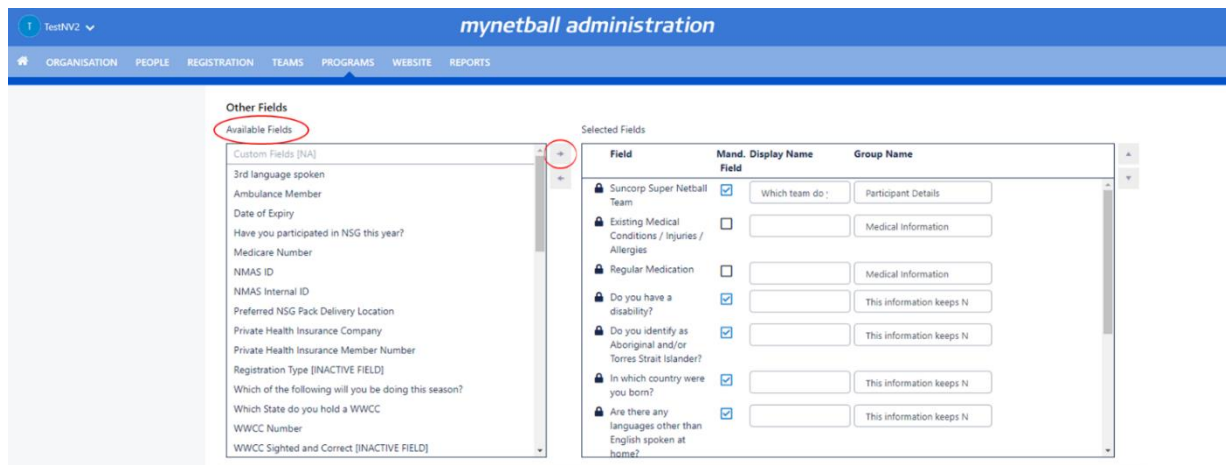
➢ **Form Fields**
Personal Fields:
Personal Fields are the questions that appear on your NetSetGO Centres registration form. Fields that have a lock next to them cannot be removed.

Tick or untick the fields you want included by selecting the box to the left of its title.
After selecting a field, you can also make it mandatory by ticking the "Mand. Field" box.

*Fields with the lock symbol cannot be removed.

➢ **Other Fields:**
Selected Fields appear on your NetSetGO Centre Registration Form. Only edit **Selected Fields** if you wish to include a custom question found under **Available Fields**.
1. Select the field from the **Available Fields** column on the left.
2. Click → to add to **Selected Fields.**
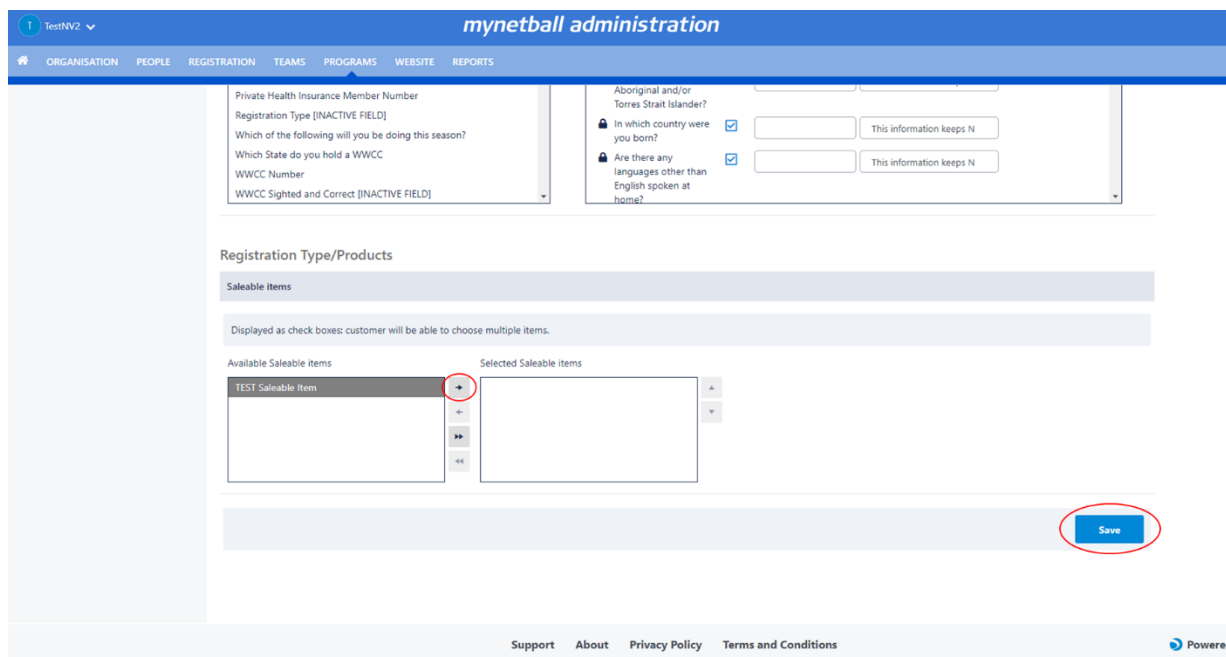3. Drag the **Selected Field** to move up/down the question list.

➢ **Saleable Items**
Saleable Items appear on your registration form by completing the following steps:
1. Select the required **Saleable Item** from the **Available Saleable** Items column on the left.
2. Click → to add to **Selected Saleable Items**
3. Select **Save**
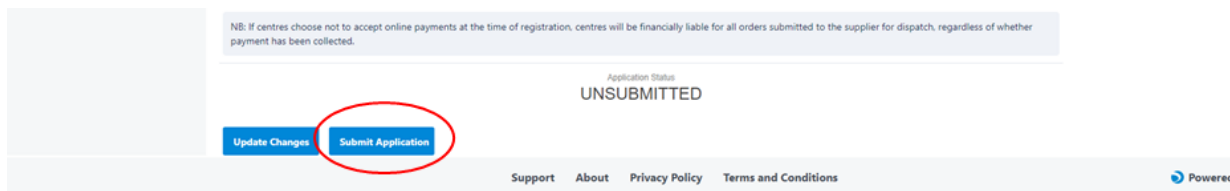
➤ **Submitting Application**
Return to Program Settings.

Scroll to the bottom of the page and select **Submit Application**.

What's next?
1. Netball Victoria will review your NetSetGO Centre Application.
2. The NetSetGO Coordinator will be contacted to discuss the application.
3. Once the application has been approved by Netball Victoria a NetSetGO registration link will be automatically generated.

Contact
If you have any questions or would like more information regarding NetSetGO, contact Netball Victoria's NetSetGO team.
Phone: 9321 2246
Email: netsetgo@netballvic.com.au
Website: https://vic.netball.com.au/suncorp-netsetgo/