

2021 NetSetGO Centre Application Manual

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NetSetGO Centre Application Prerequisites

1. **Organisation must 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 must 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 \(NetSetGO\)](#)**.

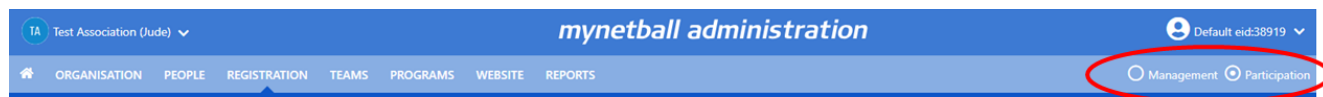
5. **NetSetGO Centre must have a Venue listed in MyNetball**

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.

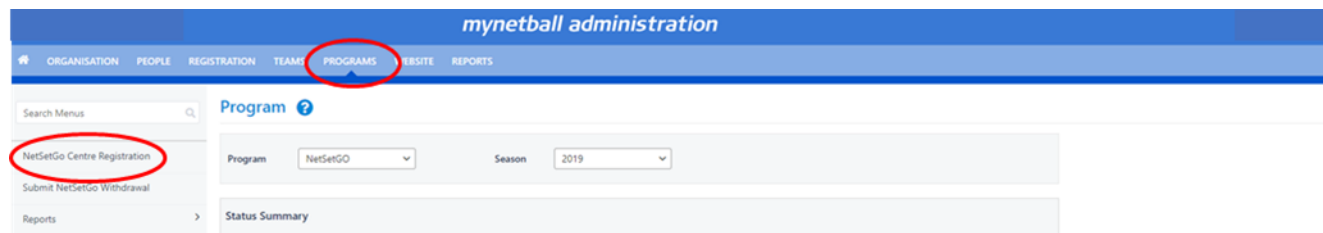
Associations & Leagues can manage their sign-up form under Management or Participation.



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



Programs >> NetSetGO Registration



Program Settings

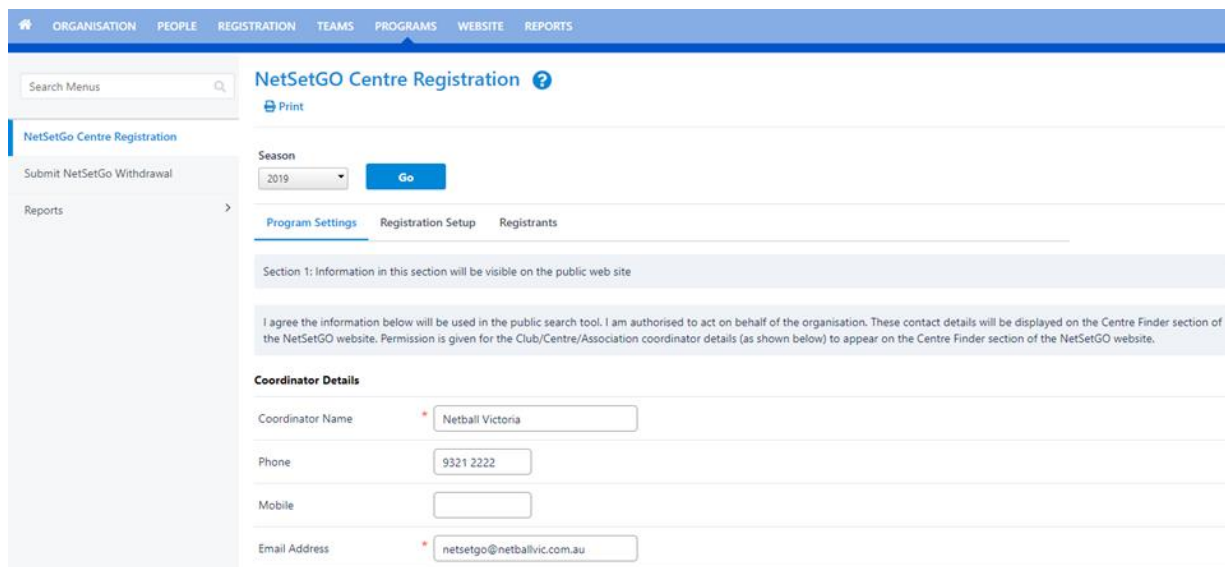
Select the season you require your NetSetGO Centre to be in.

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](#).



mynetball administration

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ORGANISATION PEOPLE REGISTRATION TEAMS **PROGRAMS** WEBSITE REPORTS

Program Details

Select Venue
Please add a new venue if the required one is not listed. If no venue is entered then you organisation location will be used for the location search.

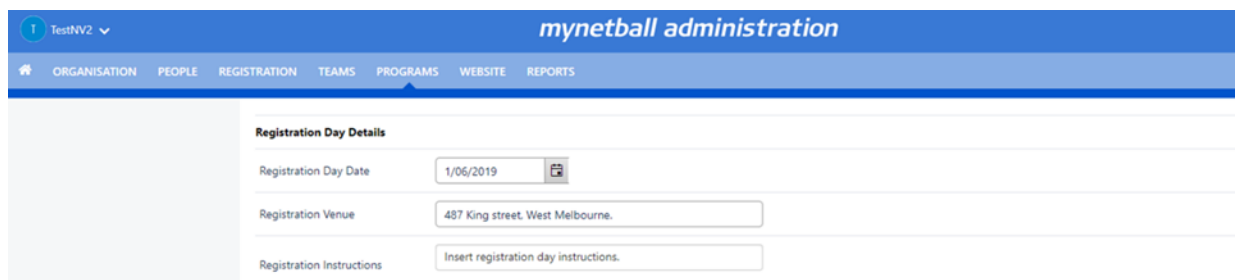
Select...
Select...
Netball Victoria (487 king street)

Manage Venues Edit Org Details

➤ **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)



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ORGANISATION PEOPLE REGISTRATION TEAMS **PROGRAMS** WEBSITE REPORTS

Registration Day Details

Registration Day Date 1/06/2019

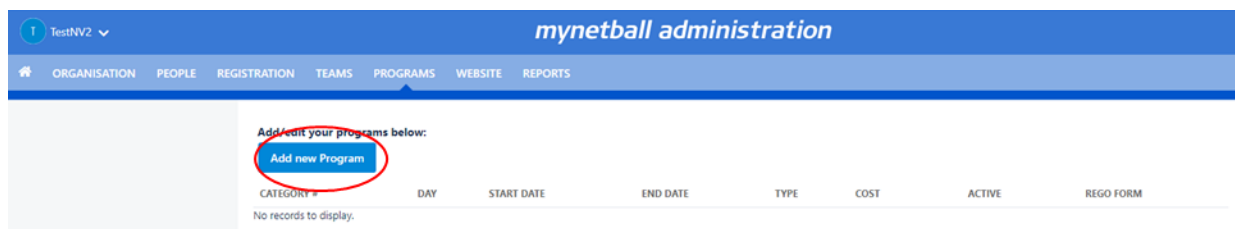
Registration Venue 487 King street, West Melbourne.

Registration Instructions Insert registration day instructions.

➤ **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**



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ORGANISATION PEOPLE REGISTRATION TEAMS **PROGRAMS** WEBSITE REPORTS

Add/Edit your programs below:

Add new Program

CATEGORY ▾	DAY	START DATE	END DATE	TYPE	COST	ACTIVE	REGO FORM
No records to display.							

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

mynetball administration

REGISTRATION TEAMS PROGRAMS WEBSITE

Registration Day Details

Registration Day Date 1/06/2019

Registration Venue 487 King St

Registration Instructions Insert registration instructions

Add/edit your programs below:

Add new Program

CATEGORY # DAY S

No records to display.

Section 2: Information in this section

Centre address details (used if delivery of items to commercial property)

Firstname *

Lastname *

Delivery Contact Phone *

Number

We CANNOT deliver to PO/Locked Bag addresses

Business Name (if delivery to commercial property) *

Add/edit your programs below:

Add new Program

CATEGORY # DAY S

No records to display.

Section 2: Information in this section

Centre address details (used if delivery of items to commercial property)

Firstname *

Lastname *

Delivery Contact Phone *

Number

We CANNOT deliver to PO/Locked Bag addresses

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

* 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.

Register participants to

Active

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

Description Net program registration for TestNIV2.

Coaches assigned to this program with a Netball Australia Accreditation

Coach 1 * Tolios, Tara

Coach 2

Coach 3

Coach 4

Cancel

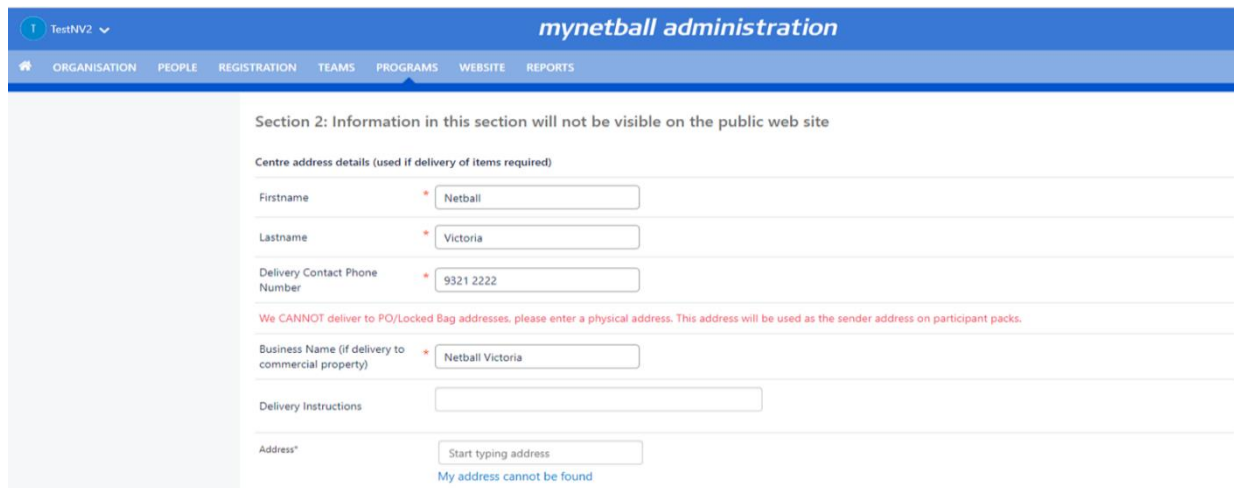
Update

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:**

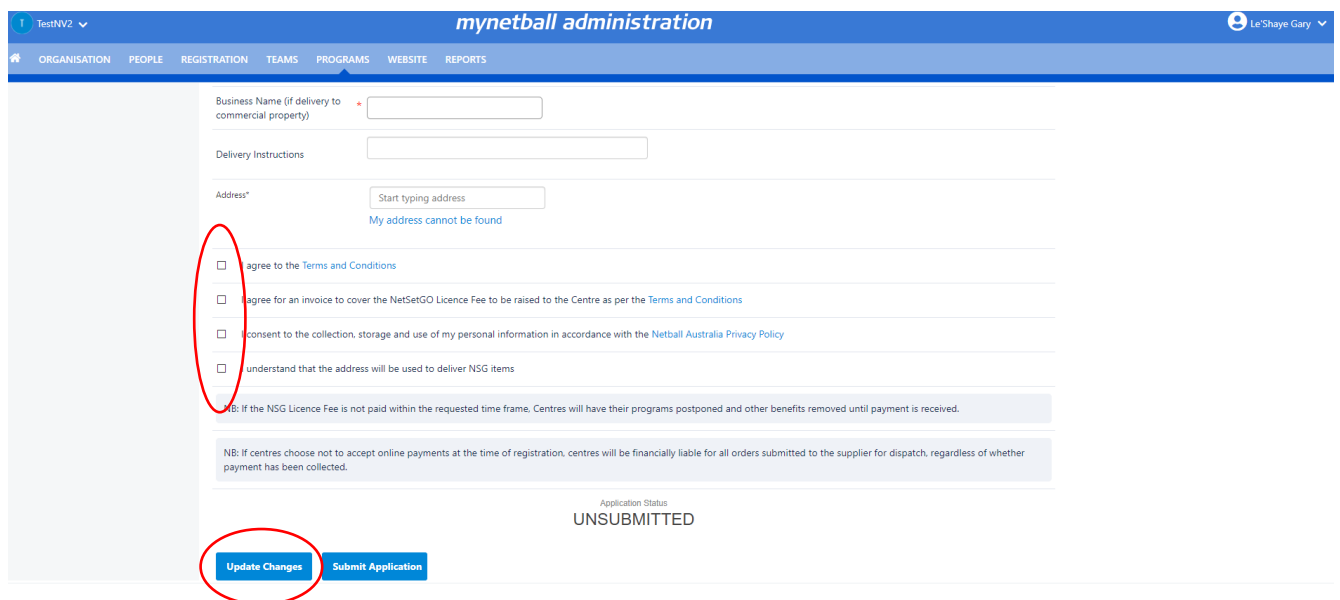
1. Information in this section **cannot** be seen by the public.
2. Enter First Name
3. Enter Last Name
4. Enter Delivery Contact Phone Number
5. Enter Business Name (If you are not a business, enter your Organisations name.)
6. Delivery Instructions (If applicable.)
7. Enter Address



*Mandatory fields must be completed.

➤ **Terms and Conditions**

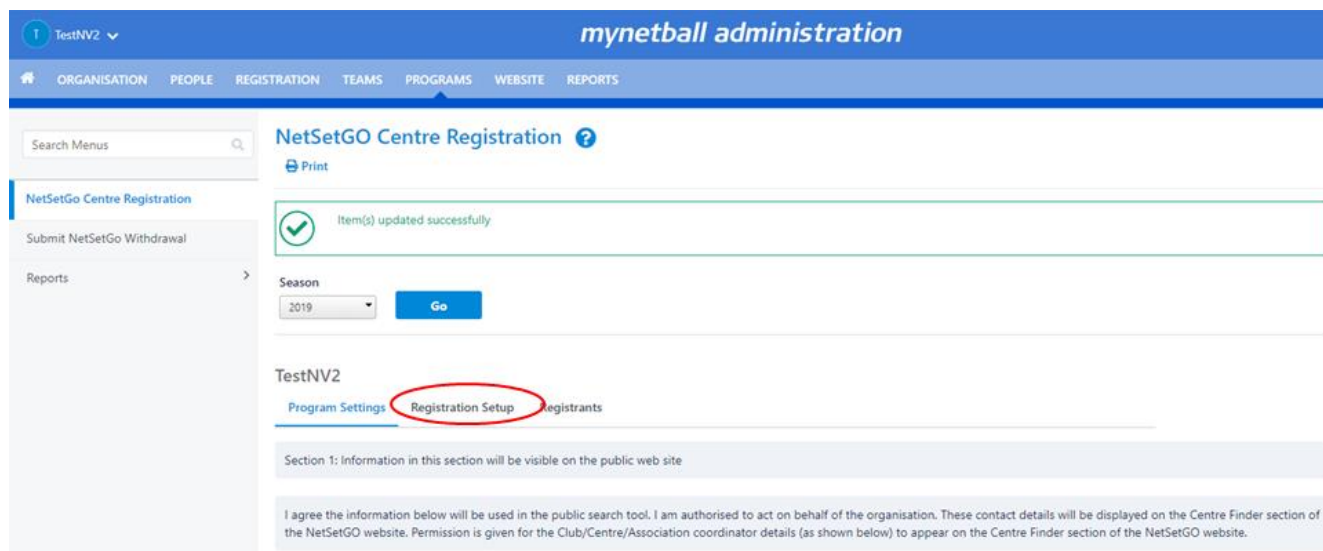
1. Select the following boxes. Please note your centre will not be charged a NetSetGO License Fee.
2. Select **Update Changes**



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.

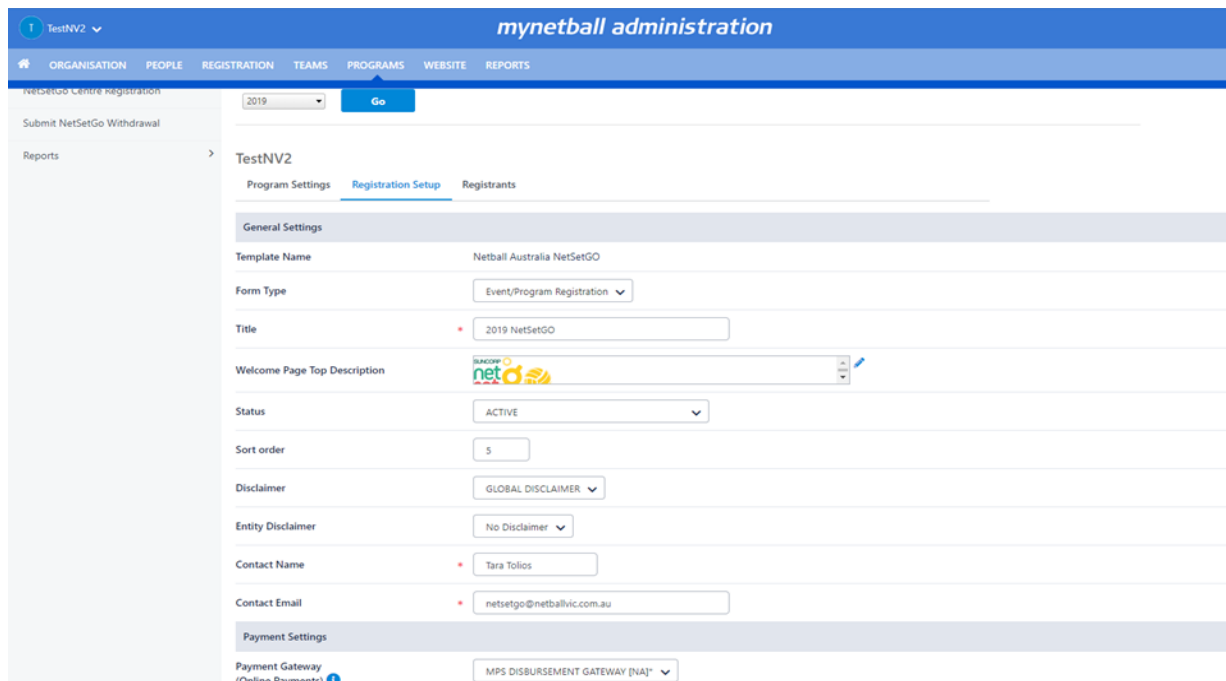
Select Registration Setup



The screenshot shows the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'REGISTRATION' tab is selected. On the left sidebar, 'NetSetGO Centre Registration' is highlighted. The main content area shows 'NetSetGO Centre Registration' with a 'Print' button. A success message states 'Item(s) updated successfully'. Below this, there is a 'Season' dropdown set to '2019' and a 'Go' button. The 'TestNV2' section has three tabs: 'Program Settings', 'Registration Setup' (which is circled in red), and 'Registrants'. A note below the tabs states: 'Section 1: Information in this section will be visible on the public web site'. At the bottom, a disclaimer reads: 'I agree the information below will be used in the public search tool. I am authorised to act on behalf of the organisation. These contact details will be displayed on the Centre Finder section of the NetSetGO website. Permission is given for the Club/Centre/Association coordinator details (as shown below) to appear on the Centre Finder section of the NetSetGO website.'

➤ General Settings:

Complete the following *mandatory fields regarding your NetSetGO Centre.



The screenshot shows the 'NetSetGO Centre Registration Setup' form. The 'General Settings' section is expanded. The form includes the following fields:

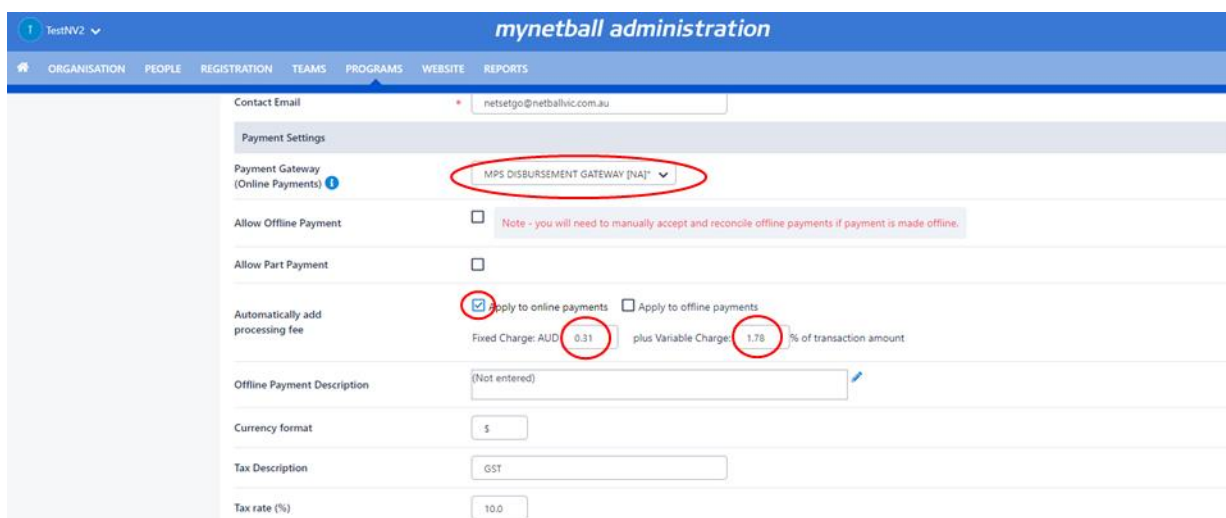
- Template Name: Netball Australia NetSetGO
- Form Type: Event/Program Registration
- Title: 2019 NetSetGO
- Welcome Page Top Description: neto logo
- Status: ACTIVE
- Sort order: 5
- Disclaimer: GLOBAL DISCLAIMER
- Entity Disclaimer: No Disclaimer
- Contact Name: Tara Tolios
- Contact Email: netsetgo@netballvic.com.au

The 'Payment Settings' section is also visible, showing 'Payment Gateway (Online Payments)' set to 'MPS DISBURSEMENT GATEWAY (NA)'.

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



TestNV2 ▾ mynetball administration

ORGANISATION PEOPLE REGISTRATION TEAMS PROGRAMS WEBSITE REPORTS

Contact Email * netsetgo@netballvic.com.au

Payment Settings

Payment Gateway (Online Payments) ⓘ MPS DISBURSEMENT GATEWAY [NA] ▾

Allow Offline Payment ☐ Note - you will need to manually accept and reconcile offline payments if payment is made offline.

Allow Part Payment ☐

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 (Not entered) ✎

Currency format \$

Tax Description GST

Tax rate (%) 10.0

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.

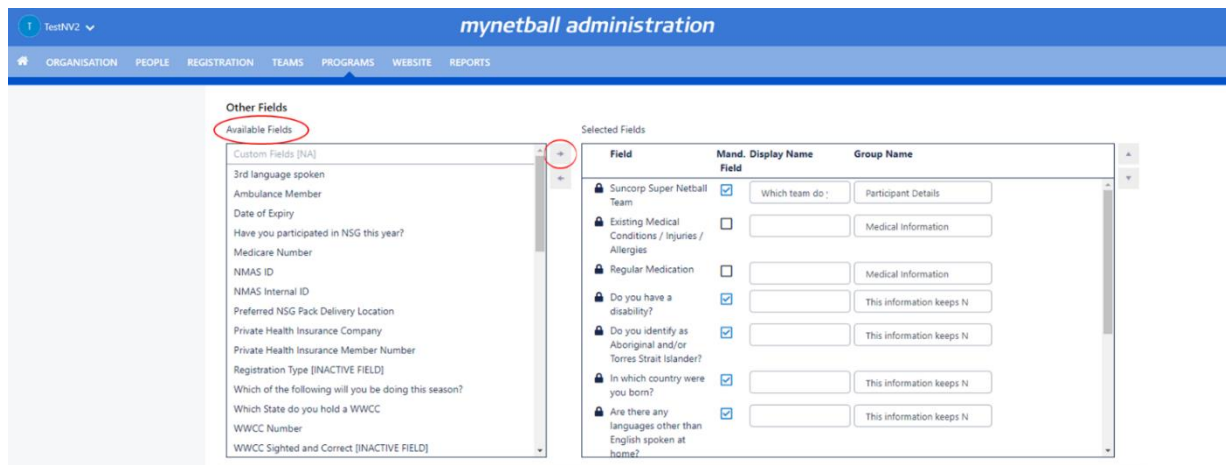
➤ Form Fields

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.



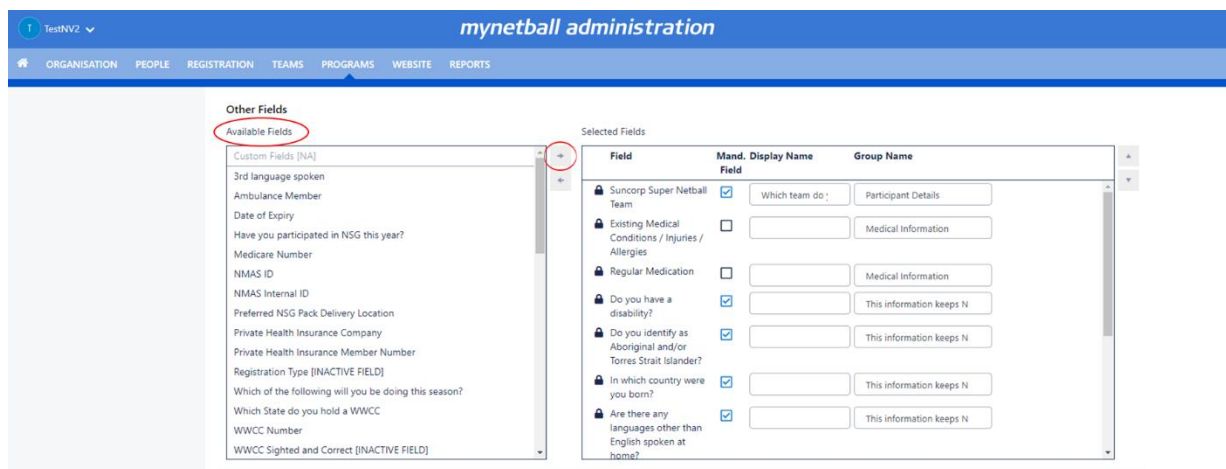
The screenshot shows the 'mynetball administration' interface. The 'Other Fields' section is active, displaying a list of 'Available Fields' on the left and a table of 'Selected Fields' on the right. The 'Available Fields' list includes fields like '3rd language spoken', 'Ambulance Member', 'Date of Expiry', 'Have you participated in NSG this year?', 'Medicare Number', 'NMAAS ID', 'NMAAS Internal ID', 'Preferred NSG Pack Delivery Location', 'Private Health Insurance Company', 'Private Health Insurance Member Number', 'Registration Type [INACTIVE FIELD]', 'Which of the following will you be doing this season?', 'Which State do you hold a WWCC', 'WWCC Number', and 'WWCC Sighted and Correct [INACTIVE FIELD]'. The 'Selected Fields' table has columns for 'Field', 'Mand. Field', 'Display Name', and 'Group Name'. It lists fields like 'Suncorp Super Netball Team', 'Existing Medical Conditions / Injuries / Allergies', 'Regular Medication', 'Do you have a disability?', 'Do you identify as Aboriginal and/or Torres Strait Islander?', 'In which country were you born?', and 'Are there any languages other than English spoken at home?'. Each field has a checkbox for 'Mand. Field' and a text input for 'Display Name'.

*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.

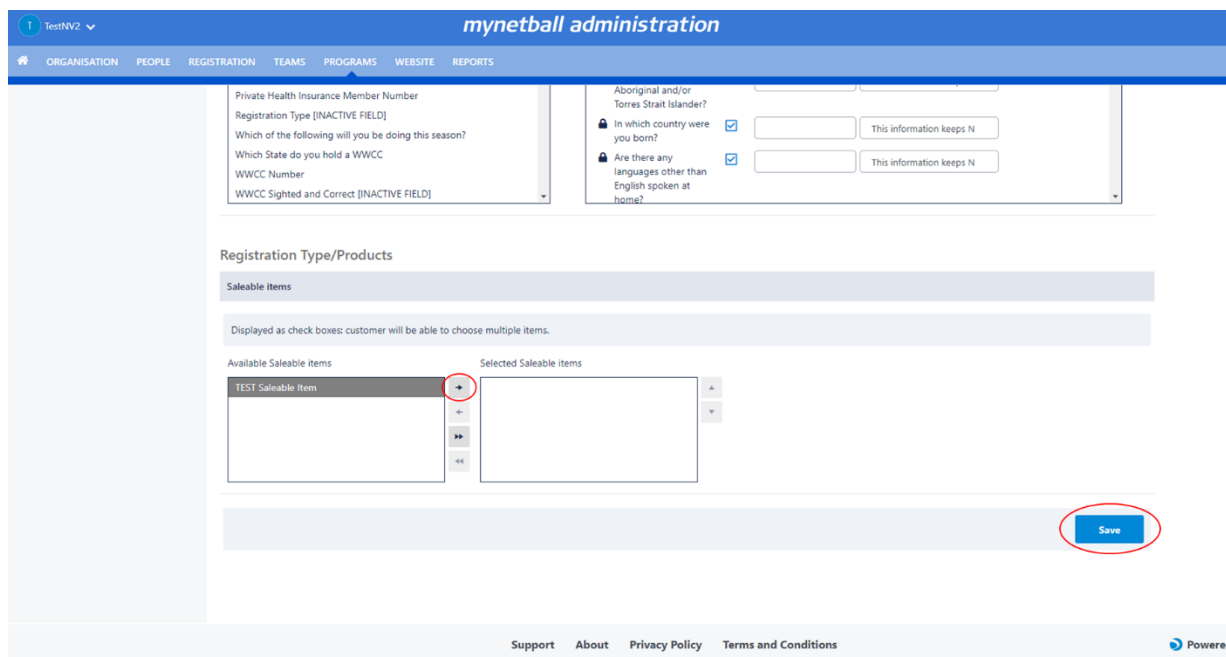


Field	Mand.	Display Name	Group Name
Suncorp Super Netball Team	<input checked="" type="checkbox"/>	Which team do you play for?	Participant Details
Existing Medical Conditions / Injuries / Allergies	<input type="checkbox"/>		Medical Information
Regular Medication	<input type="checkbox"/>		Medical Information
Do you have a disability?	<input checked="" type="checkbox"/>		This information keeps N
Do you identify as Aboriginal and/or Torres Strait Islander?	<input checked="" type="checkbox"/>		This information keeps N
In which country were you born?	<input checked="" type="checkbox"/>		This information keeps N
Are there any languages other than English spoken at home?	<input checked="" type="checkbox"/>		This information keeps N

➤ 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**



Field	Mand.	Display Name	Group Name
Aboriginal and/or Torres Strait Islander?	<input checked="" type="checkbox"/>		This information keeps N
In which country were you born?	<input checked="" type="checkbox"/>		This information keeps N

Registration Type/Products

Saleable Items

Displayed as check boxes: customer will be able to choose multiple items.

Available Saleable Items	Selected Saleable Items
TEST Saleable Item	

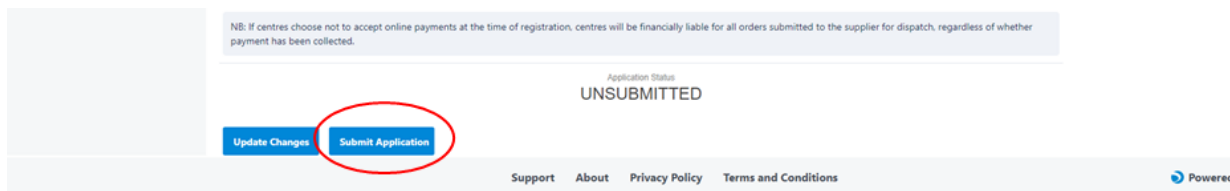
Save

- [Submitting Application](#)
Return to Program Settings.



The screenshot shows the 'mynetball administration' interface. The top navigation bar includes links for ORGANISATION, PEOPLE, REGISTRATION, TEAMS, PROGRAMS, WEBSITE, and REPORTS. The left sidebar contains a search menu and links for NetSetGO Centre Registration, Submit NetSetGO Withdrawal, and Reports. The main content area is titled 'NetSetGO Centre Registration' and includes a 'Season' dropdown menu set to '2019' and a 'Go' button. Below this, the 'Program Settings' link is circled in red, along with 'Registration Setup' and 'Registrants'.

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



The screenshot shows the bottom of the 'NetSetGO Centre Registration' page. It includes a note about online payments, an 'Application Status' section showing 'UNSUBMITTED', and two buttons: 'Update Changes' and 'Submit Application'. The 'Submit Application' button is circled in red. The footer contains links for Support, About, Privacy Policy, and Terms and Conditions, along with a 'Powered' logo.

[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/>