

# 2021 ONLINE REGISTRATION CHECKLIST

To prepare for the 2021 registration period, the following steps should be followed to ensure that you are fully prepared for your registrations opening!



	<b>ACTION ITEMS</b>	<b>MODE</b> Admin mode in MyNetball	<b>MENU</b>	<b>DETAILS &amp; RESOURCES</b> Quick Reference Guides	✓
1	Update your Organisation's Details	Participation	Organisation → Organisation Details	QRG → <a href="#">Organisation Details</a>	
2	Manage your IT Users	Participation	Organisation → User List	QRG → <a href="#">User List</a>	
3	Ensure that the Association / League and all clubs have transitioned onto Split Payments	Participation	Registrations → Gateway and Payments → Bank Account Details	QRG → <a href="#">Gateway and Payments</a>	
4	Open the 2021 Registration Period for your Organisation	Management	Registration → Registration Periods	QRG → <a href="#">Registration Periods</a>	
5	Update your Registration Types for 2021	Management	Registration → Registration Types	QRG → <a href="#">Registration Types</a>	
6	Communicate to your Clubs that you have opened the 2021 registrations			Do this through Social Media, Email, SMS or the MyNetball App!	
<b>Associations, League and Clubs that use online registrations (e.g. sign up forms) at their level MUST complete the below steps!</b>					
7	Create <b>NEW</b> Online Registration Products for 2021	Participation	Registration → Product Management	QRG → <a href="#">Product Management</a>	
8	Update your Online Registration Signup Forms for 2021	Participation	Registration → Signup Form Management	QRG → <a href="#">Signup Form Management</a>	
9	Communicate your Online Registration Link			QRG → <a href="#">Signup Form Distribution</a>  Do this through Social Media, Email, SMS or the MyNetball App!	