

Quick Reference Guide: Gateway and Payments

MyNetball allows you to collect payments online for Netball Victoria Memberships, Association/League Fees, Club Memberships, uniform items etc.

The “Split Payments” set up is a multi-disbursement gateway (MPS Gateway) that allows online payments to be disbursed to multiple recipients, to eliminate the need of invoicing for the Netball Victoria Memberships.

How does this MPS Gateway work exactly?

A participant purchases a product online, through their Club, for \$100.

Included in this \$100 is the Netball Vic Membership (\$78), an Association fee (\$10) and a Club fee (\$12).

When the disbursement is completed, \$78 is disbursed to Netball Vic, \$10 is disbursed to the Association and \$12 is disbursed into the Club’s bank account.

Each Organisation receives the money they are expecting into their nominated bank account and there is no need for invoicing.

Please note that Pin Payments (MYNETBALL PAYMENTS or MYNETBALL PAYMENT SERVICES) is no longer being used for online transactions within MyNetball.

Please ensure that you have entered your bank account details into MyNetball (to transition onto Split Payments). Follow the below steps to complete this process.

If this step is not completed, you cannot select online payments when setting up your online form.

This Quick Reference Guide contains the following information:

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➤ Transitioning onto Split Payments

Step 1. Assign a Principal User to the Organisation and ensure their details are up to date.

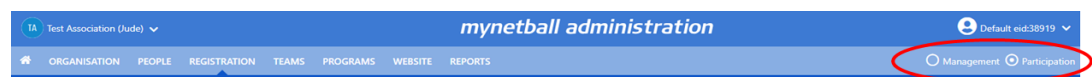
Netball Victoria will contact this person should we need to make contact with your organisation regarding the Split Payment transition or if there are any problems with a disbursement.

Details of how to manage your IT Users can be found in the [Quick Reference Guide: User List](#).

Step 2. Enter your bank details – Account Name, BSB and Account Number.

The below process is that same at Association, League or Club level. Associations and Leagues complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

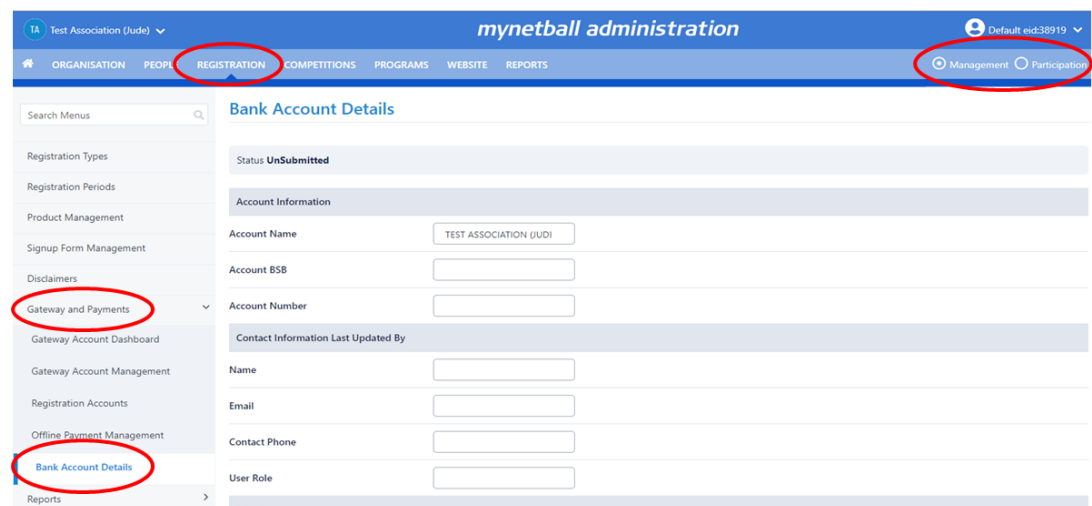
Associations & Leagues:



Clubs:

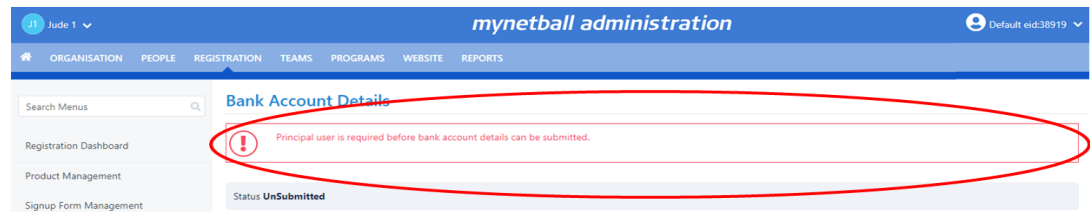


Registration >> Gateway and Payments >> Bank Account Details



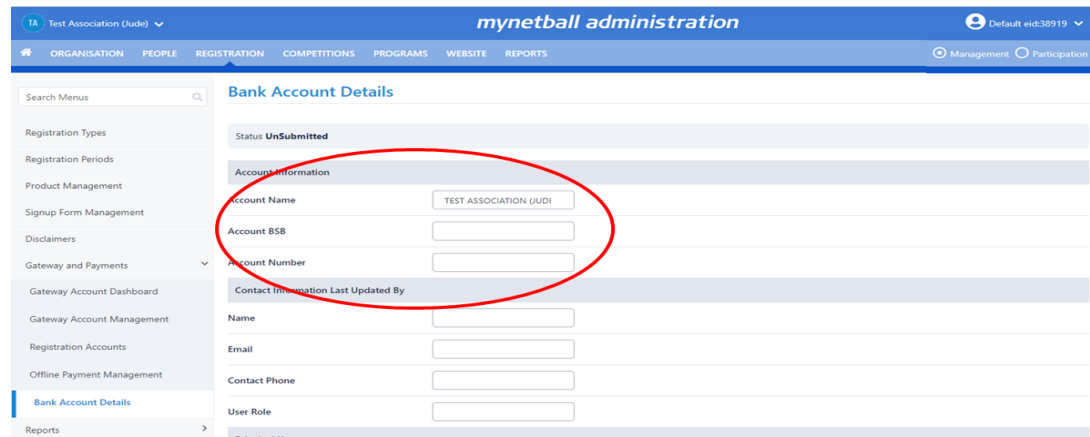
This will bring you to the [Bank Account Details](#) page.

If you do not have a Principal User set, there will be a warning at the top of the page.



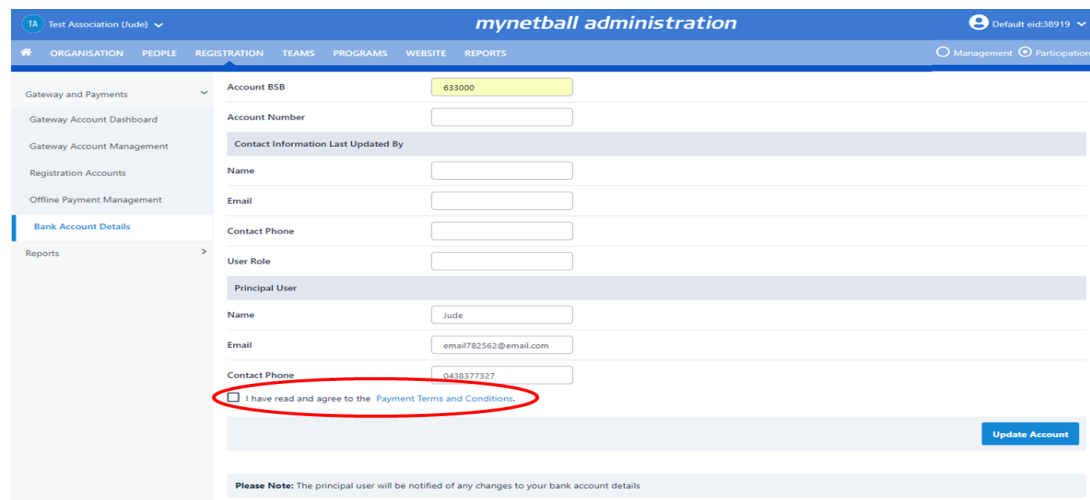
You **MUST** assign a principal user before you can enter your bank details.

Enter the Account Name, BSB and Account Number for your organisation.

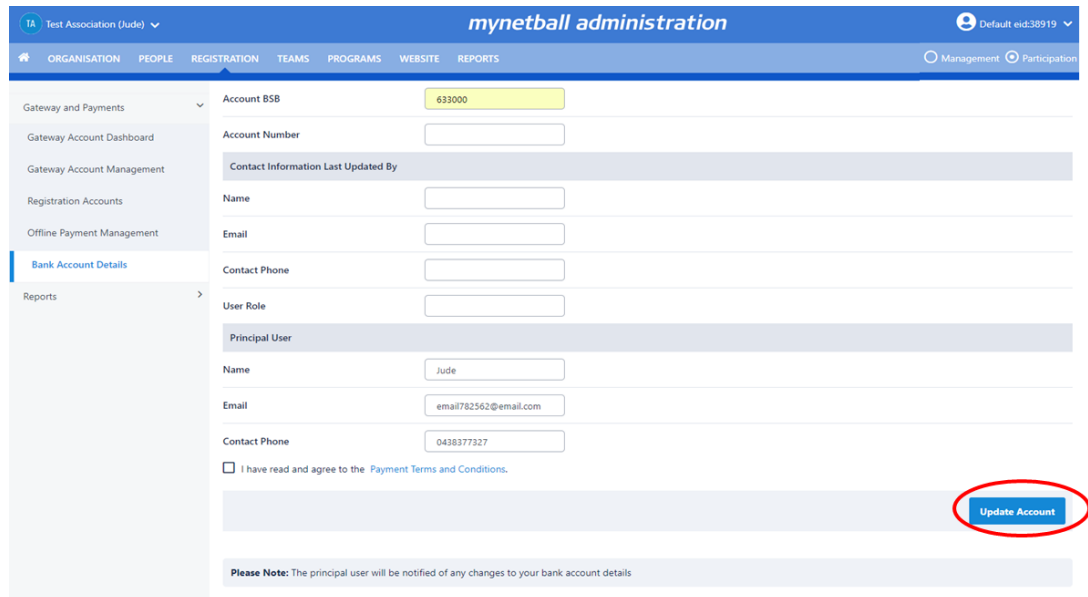


Scroll to the bottom of the page.

Read the **Payment Terms and Conditions** and tick that you have read them.

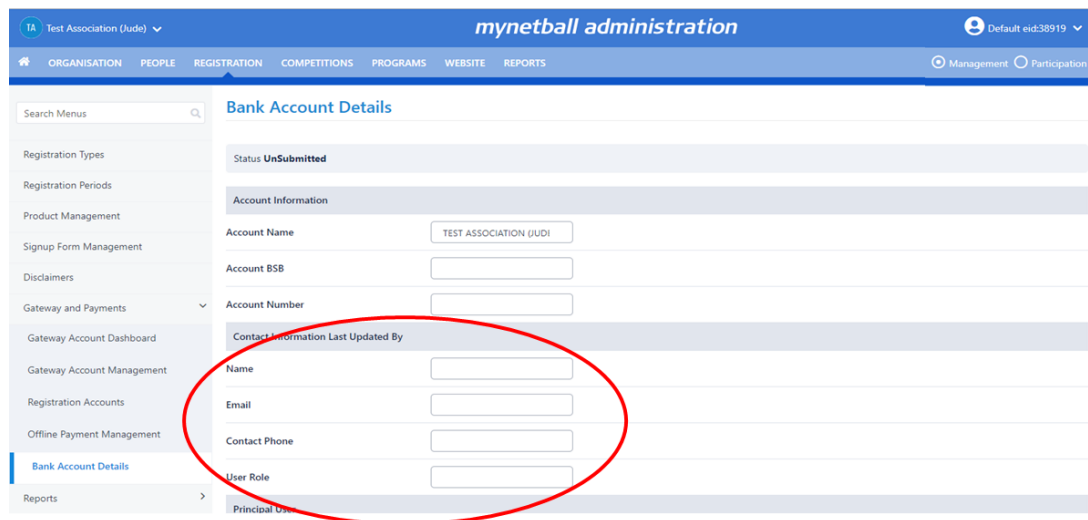


Step 3. Click Update Account.



The screenshot shows the 'mynetball administration' interface. The left sidebar has a menu with 'Bank Account Details' selected. The main content area displays the 'Bank Account Details' form. The form has several sections: 'Account BSB' with a value of 633000, 'Account Number' (empty), 'Contact Information Last Updated By' (Name, Email, Contact Phone), 'User Role' (empty), and 'Principal User' (Name: Jude, Email: email782562@email.com, Contact Phone: 0438377327). At the bottom right, there is a blue button labeled 'Update Account' which is circled in red. Below the form, there is a 'Please Note' section stating: 'The principal user will be notified of any changes to your bank account details'.

The details of who last updated the bank account details will automatically populate once you click update.



The screenshot shows the 'mynetball administration' interface. The left sidebar has a menu with 'Bank Account Details' selected. The main content area displays the 'Bank Account Details' form. The form has several sections: 'Status' (UnSubmitted), 'Account Information' (Account Name: TEST ASSOCIATION (JUDI), Account BSB, Account Number), 'Contact Information Last Updated By' (Name, Email, Contact Phone), 'User Role' (empty), and 'Principal User' (empty). A red circle highlights the 'Contact Information Last Updated By' section.

The bank details can be updated here until the first successful transfer of funds. At that point you will no longer be able to change the bank details.

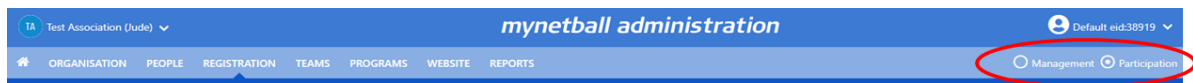
See the steps below for [Updating Your Bank Account Details](#) for details of how to do this.

➤ Updating your Bank Account Details

As you are setting up for a new registration period, you need to make sure that you have the correct bank account details listed in MyNetball.

The below process is that same at Association, League or Club level. Associations and Leagues complete this in either mode, Management or Participation, while Clubs complete it in Participation Mode.

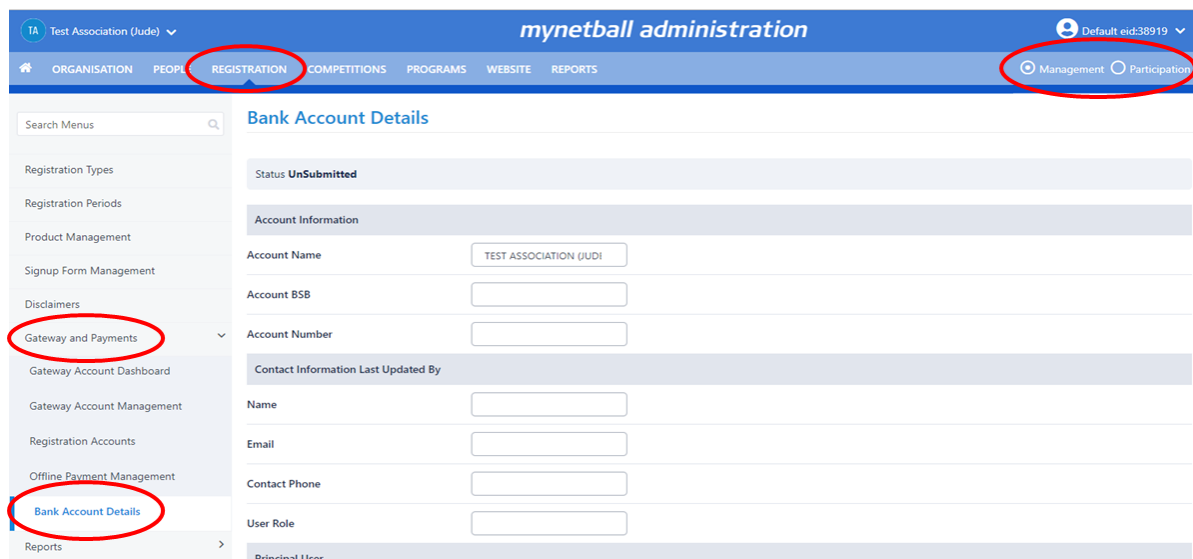
Associations & Leagues:



Clubs:

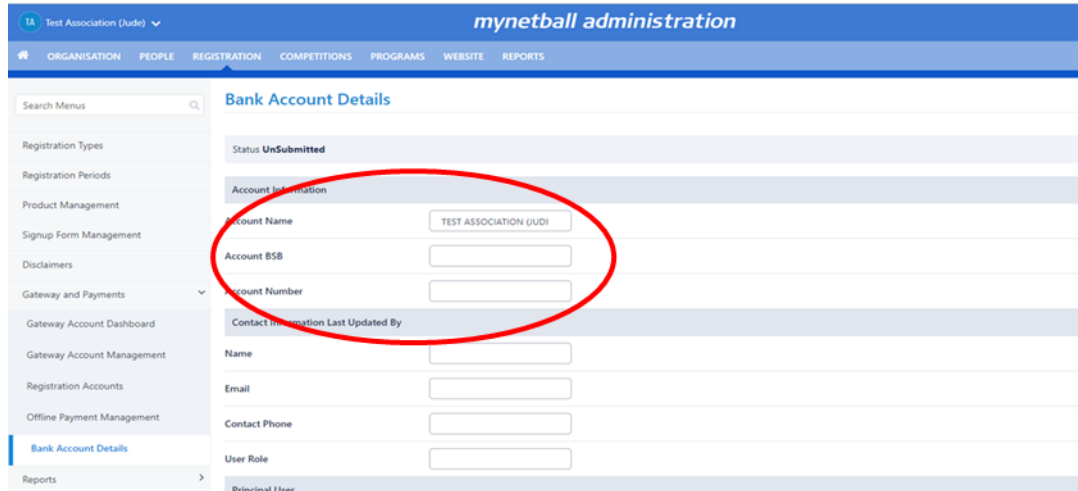


Registration >> Gateway and Payments >> Bank Account Details



This will bring you to the [Bank Account Details](#) page.

Here you can see what bank account details are on file for your organisation.



mynetball administration

ORGANISATION PEOPLE REGISTRATION COMPETITIONS PROGRAMS WEBSITE REPORTS

Search Menus

Registration Types

Registration Periods

Product Management

Signup Form Management

Disclaimers

Gateway and Payments

Gateway Account Dashboard

Gateway Account Management

Registration Accounts

Offline Payment Management

Bank Account Details

Reports

Bank Account Details

Status **UnSubmitted**

Account Information

Account Name

Account BSB

Account Number

Contact Information Last Updated By

Name

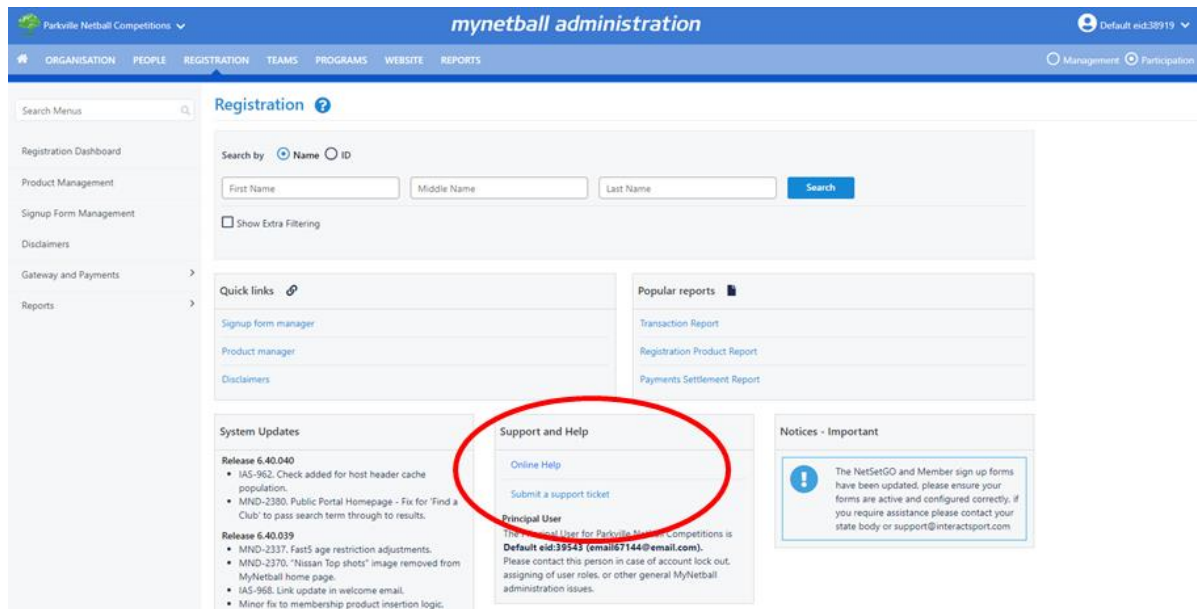
Email

Contact Phone

User Role

Principal User

If you need update the bank account details for your organisation, the principal user needs to contact lodge a Support Ticket to Interact via the landing pages under **Support and Help**.



mynetball administration

ORGANISATION PEOPLE REGISTRATION TEAMS PROGRAMS WEBSITE REPORTS

Search Menus

Registration Dashboard

Product Management

Signup Form Management

Disclaimers

Gateway and Payments

Reports

Registration

Search by ☒ Name ☐ ID

First Name Middle Name Last Name

☐ Show Extra Filtering

Quick links

Signup form manager

Product manager

Disclaimers

Popular reports

Transaction Report

Registration Product Report

Payments Settlement Report

System Updates

Release 6.40.040

- IAS-962: Check added for host header cache population.
- MND-2380: Public Portal Homepage - Fix for 'Find a Club' to pass search term through to results.

Release 6.40.039

- MND-2337: Fast5 age restriction adjustments.
- MND-2370: "Nissan Top shots" image removed from MyNetball home page.
- IAS-968: Link update in welcome email.
- Minor fix to membership product insertion logic.

Support and Help

[Online Help](#)

[Submit a support ticket](#)

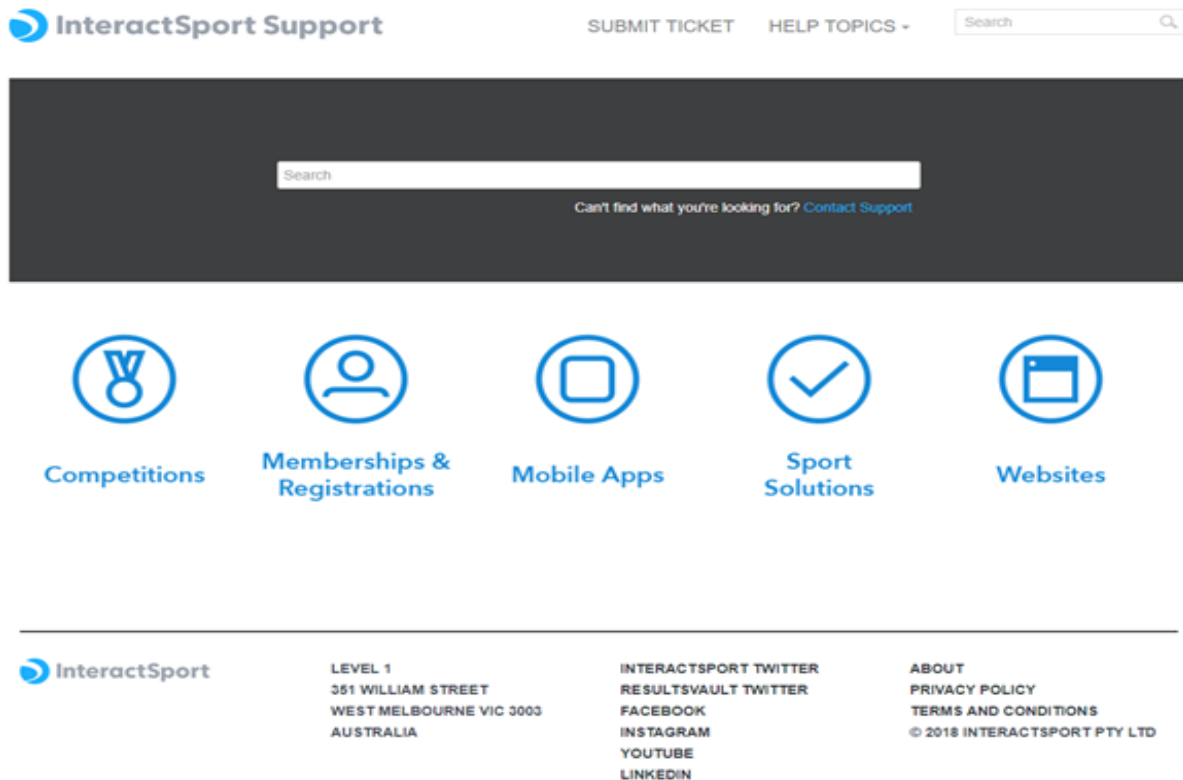
Principal User

The Principal User for Parkville Netball Competitions is **Default eid:39543 (email:67144@email.com)**. Please contact this person in case of account lock out, assigning of user roles, or other general MyNetball administration issues.

Notices - Important

The NetSetGO and Member sign up forms have been updated, please ensure your forms are active and configured correctly. If you require assistance please contact your state body or support@interactsport.com

The **Online Help** option will take you to the [InteractSport Support](#) page where you can navigate through the various resources they have available.



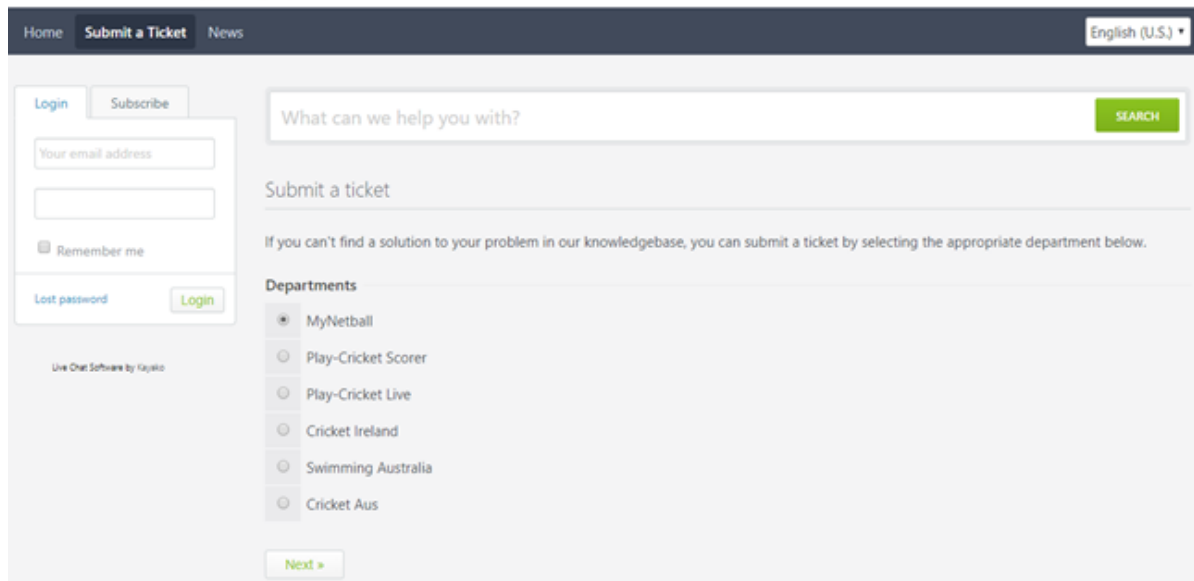
The **Submit Ticket** will allow you to submit a ticket to Interact directly.

Click on the **MyNetball** option.



Follow the prompts to submit your ticket.

mynetball



Submitting a ticket allows IT Users to track their requests/issues.