

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 SERICES) 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 Organsiation 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:

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	*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	O Management O Participation

Clubs:

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		REGISTRATION			

Registration >> Gateway and Payments >> Bank Account Details

TA Test Association (Jude) 🗸		mynetball administration	🙁 Default eid:38919 🗸
	SISTRATION COMPETITIONS PROGRAM	; WEBSITE REPORTS	Management O Participation
Search Menus Q	Bank Account Details		
Registration Types	Status UnSubmitted		
Registration Periods	Account Information		
Product Management	Account Name	TEST ASSOCIATION (JUDI	
Signup Form Management			
Disclaimers	Account BSB		
Gateway and Payments	Account Number		
Gateway Account Dashboard	Contact Information Last Updated By		
Gateway Account Management	Name		
Registration Accounts	Email		
Offline Payment Management	Contact Phone		
Bank Account Details	User Role		
Reports >	Principal User		



This will bring you to the <u>Bank Account Details</u> page.

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

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CRGANISATION PEOPLE REGI	ISTRATION TEAMS PROGRAMS WEBSITE REPORTS	
Search Menus Q	Bank Account Details	
Registration Dashboard	Principal user is required before bank account details can be submitted.	\rightarrow
Product Management		
Signup Form Management	Status UnSubmitted	

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

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A ORGANISATION PEOPLE	REGISTRATION	COMPETITIONS PROG	RAMS WEBSITE	REPORTS		Management O Participation
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Registration Types	Status U	nSubmitted				
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Gateway Account Dashboard	Contact	mormation Last Updated B	,			
Gateway Account Management	Name					
Registration Accounts	Email					
Offline Payment Management	Contact Pł	none				
Bank Account Details	User Role					
Reports	> Principal	llear				

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.

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CICCONTRACTION PEOPLE R	EGISTRATION TEAMS PROGRAMS WE	BSITE REPORTS	O Management O Participation
Gateway and Payments	Account BSB	633000	
Gateway Account Dashboard	Account Number		
Gateway Account Management	Contact Information Last Updated By		
Registration Accounts	Name		
Offline Payment Management	Email		
Bank Account Details	Contact Phone		
Reports	User Role		
	Principal User		
	Name	Jude	
	Email	email782562@email.com	
	Contact Phone	0438377327	
	I have read and agree to the Payment T	erms and Conditions.	
			Update Account
	Please Note: The principal user will be not	ified of any changes to your bank account details	



Step 3. Click Update Account.

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CORGANISATION PEOPLE	REGISTRATION TEAMS PROGRAMS WEBS	ITE REPORTS	O Management O Participation
Gateway and Payments	Account BSB	633000	
Gateway Account Dashboard	Account Number		
Gateway Account Management	Contact Information Last Updated By		
Registration Accounts	Name		
Offline Payment Management	Email		
Bank Account Details	Contact Phone		
Reports	> User Role		
	Principal User		
	Name	Jude	
	Email	email782562@email.com	
	Contact Phone	0438377327	
	I have read and agree to the Payment Ter	ns and Conditions.	
			Update Account
	Please Note: The principal user will be notifi	ed 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.

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CRGANISATION PEOPLE	REGI	STRATION COMPETITIONS	PROGRAMS	WEBSITE	REPORTS			Management O Participation
Search Menus	Q	Bank Account Det	ails					
Registration Types		Status UnSubmitted						
Registration Periods		Account Information						
Product Management		Account Name		TEST ASSOC				
Signup Form Management				1031 203000	inter (real			
Disclaimers		Account BSB						
Gateway and Payments	~	Account Number						
Gateway Account Dashboard		Contact Unormation Last Upo	lated By					
Gateway Account Management	/	Name						
Registration Accounts	(Email						
Offline Payment Management		Contact Phone						
Bank Account Details		User Role						
Reports	>	Principal Use						

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 **<u>Updating Your Bank Account Details</u>** 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.

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

Associations & Leagues:

TA Test Association (Jude) 🗸	mynetball administration	🙁 Default eid:38919 🗸
A ORGANISATION PEOPLE REGISTRATION	TEAMS PROGRAMS WEBSITE REPORTS	O Management O Participation

Clubs:

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*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	

Registration >> Gateway and Payments >> Bank Account Details

TA Test Association (Jude) 🗸		mynetball administration	😍 Default eid:38919 🗸
A ORGANISATION PEOPL REG	ISTRATION COMPETITIONS PROGRAM	WEBSITE REPORTS	Management Participation
Search Menus	Bank Account Details		
Registration Types	Status UnSubmitted		
Registration Periods	Account Information		
Signup Form Management	Account Name	TEST ASSOCIATION (JUD!	
Disclaimers	Account BSB		
Gateway and Payments	Account Number		
Gateway Account Dashboard	Contact Information Last Updated By		
Gateway Account Management	Name		
Registration Accounts	Email		
Offline Payment Management	Contact Phone		
Bank Account Details	User Role		
Reports >	Principal User		



This will bring you to the <u>Bank Account Details</u> page.

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

Test Association (Jude) 🗸	mynetball administration
ORGANISATION PEOPLE F	EGISTRATION COMPETITIONS PROGRAMS WEBSITE REPORTS
Search Menus	Bank Account Details
Registration Types	Status UnSubmitted
Registration Periods	Account Infernation
Product Management	Test accontation (June
Signup Form Management	
Disclaimers	Account 858
Gateway and Payments	v acount Number
Gateway Account Dashboard	Contact Increation Last Updated By
Gateway Account Management	Name
Registration Accounts	Email
Offline Payment Management	Contact Phone
Bank Account Details	User Role
Reports	> Principal User

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

😤 Parkville Netball Competitions 🗸	π	nynetball admini	stration		😩 Default esd:38919 🗸
CORGANISATION PEOPLE REG	ISTRATION TEAMS PROGRAMS WEBSITE REPO	RTS			O Management O Participation
Search Menus Q.	Registration 👔				
Registration Dashboard	Search by Name ID				
Product Management	First Name Middle Nar	me La	t Name	Search	
Signup Form Management	Show Extra Filtering				
Category and Remainter					
Departer 3	Quick links 🔗		Popular reports		
Reports	Signup form manager		Transaction Report		
	Product manager		Registration Product Report		
	Disclaimers	-	Payments Settlement Report		
	System Updates	Support and Help		Notices - Important	
	Release 6.40.040 • IAS-962. Check added for host header cache	Online Help		The NetSetGO and Member sign up forms	
	population. MND-2380. Public Portal Homepage - Fix for 'Find a Club' to pass search term through to results.	Submit a support ticket		have been updated, please ensure your forms are active and configured correctly, if you require assistance please contact your	
	Release 6.40.039 MND-2317, Fasts age restriction adjustments. MND-270: "Nissan Top shots" image removed from MyNetball home page. 4.65-968. Link update in welcome email. Minor first to membership product insertion logic. Minor first membership product insertion logic.	The rescal User for Parky Default eld:39543 (emails Please contact this person i assigning of user roles, or o administration issues.	To Design Competitions is 7144@email.com). n case of account lock out, ther general MyNetball	state body or support@interactuport.com	



The **Online Help** option will take you to the <u>InteractSport Support</u> page where you can navigate through the various resources they have available.

InteractSpor	t Support	SUBMIT TIC	CKET HELP TOPICS	• Search	О,
	Search	Can't find what ye	xu're looking for? Contact Supp	ort	
Competitions	Memberships & Registrations	Mobile Apps	Sport Solutions	Websites	
InteractSport	LEVEL 1 351 WILLIAM STREE WEST MELBOURNE AUSTRALIA	INTERAC T RESULTS VIC 3003 FACEBOO INSTAGR. YOUTUBE LINKEDIN	TSPORT TWITTER VAULT TWITTER DK AM E	ABOUT PRIVACY POLICY TERMS AND CONDITIONS © 2018 INTERACTSPORT PT	TY LTD

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

Click on the **MyNetball** option.

InteractSport Support	SUBMIT TICKET	HELP TOPICS -	Search	Q,
If you cannot find the answer you are looking for in our online help, please submit a on the Info & Sales button.	support request by clicking	the appropriate button below.	For all sales enquiries	s please click
WyNetball Support MyNetball (Netball Australia)				
RugbyLink Support Rugby Link (Australian Rugby Union)				
Content Conten				
😂 Info & Sales Enquiries All Sales Enquiries				



Follow the prompts to submit your ticket.

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Home Submit a Ticket News	5	English (U.S.) 🔹
Login Subscribe	What can we help you with?	SEARCH
	Submit a ticket	
Remember me	If you can't find a solution to your problem in our knowledgebase, you can submit a ticket by selecting the appropriate department	nt below.
Lost password Login	Departments	
	MyNetball	
Uve Chat Software by Kapako	Play-Cricket Scorer	
	O Play-Cricket Live	
	Cricket Ireland	
	Swimming Australia	
	Cricket Aus	
	Next »	

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