

Quick Reference Guide: Registration Periods

Associations and Leagues must update this section for each registration period (year).

The overall registration period is set by Netball Victoria, but Associations and Leagues must set their own registration periods and open registrations accordingly.

Clubs do not need to complete this step, just Associations and Leagues.

Management → Registration → Registration Periods



The screenshot shows the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION' (highlighted with a red circle), 'COMPETITIONS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. On the right, there are 'Management' and 'Participation' tabs, with 'Management' also highlighted with a red circle. The left sidebar contains a 'Search Menu' and a list of menu items: 'Registration Types', 'Registration Periods' (highlighted with a red circle), 'Product Management', 'Syndicated Products', 'Signup Form Management', and 'Disclaimers'. The main content area is titled 'Registration Period Management' and contains a table with the following data:

PERIOD	DATE FROM	DATE TO	OPEN DATE	CLOSE DATE	STATUS	DEFAULT	EDIT
2021	01/01/2021	31/12/2021	01/10/2020	31/12/2021	Not Active	<input type="checkbox"/>	
2020	01/01/2020	31/12/2020	01/10/2019	31/12/2020	Active	<input checked="" type="checkbox"/>	
2019	01/01/2019	31/01/2020	01/10/2018	31/12/2019	Not Active	<input type="checkbox"/>	
2018	01/01/2018	31/12/2018	01/10/2017	31/12/2018	Not Active	<input type="checkbox"/>	
2017	01/01/2017	01/03/2018	01/07/2016	31/12/2017	Not Active	<input type="checkbox"/>	

This will bring you to the Registration Period Management page.



This screenshot shows the 'Registration Period Management' page. The top navigation bar is the same as the previous screenshot, but 'REGISTRATION' is now the active tab. The left sidebar is also the same. The main content area is titled 'Registration Period Management' and contains the same table as the previous screenshot:

PERIOD	DATE FROM	DATE TO	OPEN DATE	CLOSE DATE	STATUS	DEFAULT	EDIT
2021	01/01/2021	31/12/2021	01/10/2020	31/12/2021	Not Active	<input type="checkbox"/>	
2020	01/01/2020	31/12/2020	01/10/2019	31/12/2020	Active	<input checked="" type="checkbox"/>	
2019	01/01/2019	31/01/2020	01/10/2018	31/12/2019	Not Active	<input type="checkbox"/>	
2018	01/01/2018	31/12/2018	01/10/2017	31/12/2018	Not Active	<input type="checkbox"/>	
2017	01/01/2017	01/03/2018	01/07/2016	31/12/2017	Not Active	<input type="checkbox"/>	

Click on the  (edit) symbol next to the relevant period.

Test Netball Victoria ▼ mynetball administration

ORGANISATION PEOPLE REGISTRATION COMPETITIONS PROGRAMS WEBSITE REPORTS Management Participation

Search Menus

Registration Types

Registration Periods






Product Management

Syndicated Products

Signup Form Management

Disclaimers

Registration Period Management ?

PERIOD	DATE FROM	DATE TO	OPEN DATE	CLOSE DATE	STATUS	DEFAULT	EDIT
2021	01/01/2021	31/12/2021	01/10/2020	31/12/2021	Not Active	<input type="checkbox"/>	
2020	01/01/2020	31/12/2020	01/10/2019	31/12/2020	Active	<input checked="" type="checkbox"/>	
2019	01/01/2019	31/01/2020	01/10/2018	31/12/2019	Not Active	<input type="checkbox"/>	
2018	01/01/2018	31/12/2018	01/10/2017	31/12/2018	Not Active	<input type="checkbox"/>	
2017	01/01/2017	01/03/2018	01/07/2016	31/12/2017	Not Active	<input type="checkbox"/>	

A pop-up window will appear where you can edit the registration period.

Test Netball Victoria ▼ mynetball administration

ORGANISATION PEOPLE REGISTRATION COMPETITIONS PROGRAMS WEBSITE REPORTS Management Participation

Search Menus

Registration Types

Registration Periods

Product Management

Syndicated Products

Signup Form Management

Disclaimers

Gateway and Payments >

Reports >

De-Registration Request

Registration Period Management

EDIT REGISTRATION PERIOD: 2021

Description * 2021 registration period

Open Date * 01/10/2020 (dd/mm/yyyy)

Lock Date * 30/12/2021 (dd/mm/yyyy)

Close Date * 31/12/2021 (dd/mm/yyyy)

Status Inactive ▼

Allow inherit ☒

Default ☐

Update Cancel

Complete this as required. * denoted mandatory field.

NOTE the following:

- **Description***: A description of the registration period.
i.e. 2021 Registration Period.
- **Open Date***: The date when registration is open for entry.
No registration is acceptable before this date.
- **Lock Date***: The date when registrations are no longer editable/reversible.
i.e. Deregistration is no longer possible at club level.

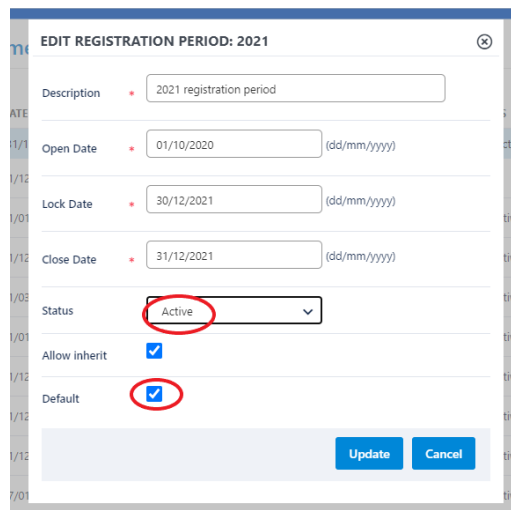
- **Close Date***: The date when registrations are no longer accepted. No registration is acceptable after this date.
- **Active**: Checking the box means the registration period will appear in the dropdown list for selection when setting up products.

Non-used registration periods (from previous years) should be made inactive.

- **Allow Inherit**: Checking this box means that you are updating the Registration Period for your 'child' organisations, so they can begin to accept registrations also.
- **Default**: Checking this sets the Registration Period as the default for child organisations.

This helps if there is cross over between two years (2020 and 2021) but the 2021 products are already set up. Making 2021 the default option helps to eliminate the chance that the incorrect option is set up.

Netball Victoria recommend that you tick this option.



Click **UPDATE**.

Once you have completed this step, you need to update your Registration Type before 2021 registrations are open for your organisation.

Refer to [Quick Reference Guide: Registration Types](#) for details on how to complete this.