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

This will bring you to the Registration Period Management page.

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

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

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.
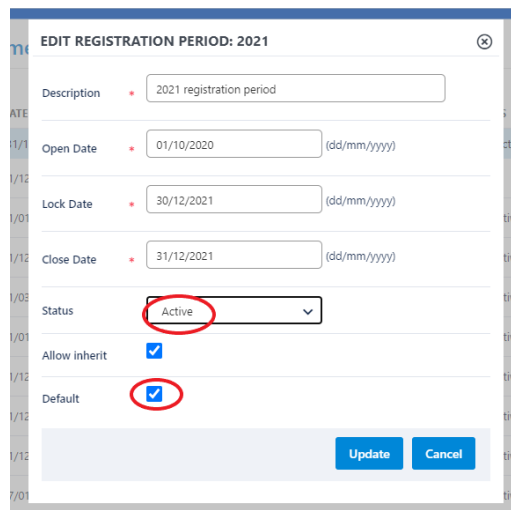 No registration is acceptable after this date.

- **Active:** Checking the box means the registration period will appear in the dropdown list for selection when setting up products.

  <u>Non-used registration periods (from previous years) should be made inactive.</u>

- **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.