

Quick Reference Guide: Signup Form Distribution

Once you have set up your online registration form it is ready to be circulated to your members.

There are several ways you can do this such as via Social Media, Email or the MyNetball App.

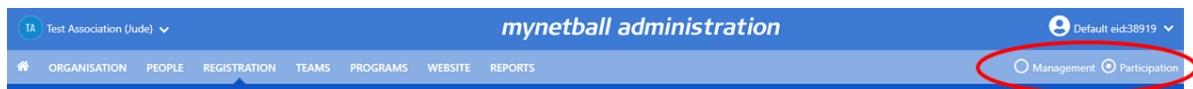
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➤ Distribution via Email and/or Social Media

This process is that same whether you are an Association, League or Club. You would just be in different Modes.

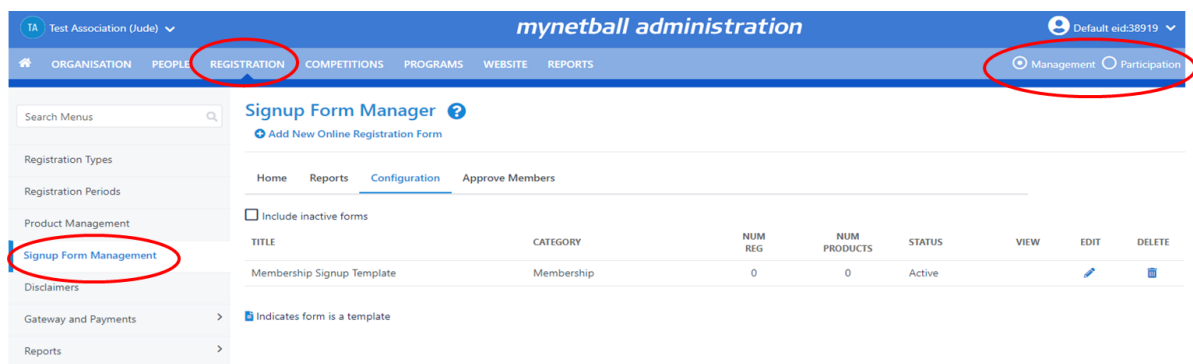
Associations & Leagues can manage their products under **Management** or **Participation**.



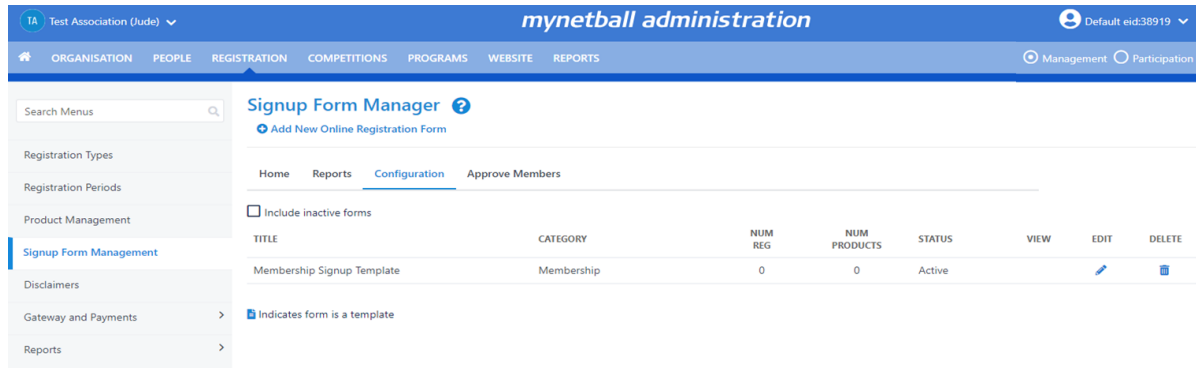
Clubs will not have the option to choose between management or participation, they will just be in participation.



Registration >> Signup Form Management



This will bring you to the [Signup Form Manager](#) page.



TA Test Association (Jude) ▼ mynetball administration Default eid:38919 ▼

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Signup Form Manager ?

+ Add New Online Registration Form


Home Reports **Configuration** Approve Members

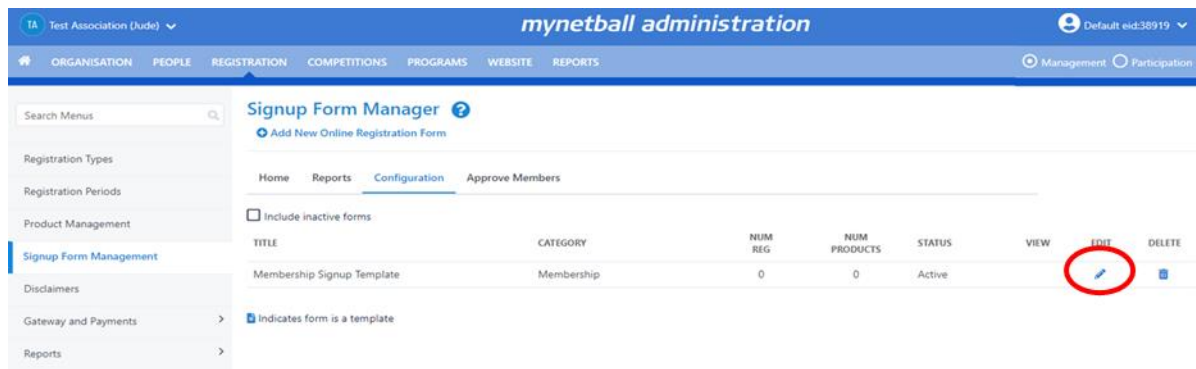
☐ Include inactive forms

TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE
Membership Signup Template	Membership	0	0	Active			

☒ Indicates form is a template

Here you can see any active forms that your organisation currently has.

Click on the  (**edit**) symbol next to the form you are wanting the link for.



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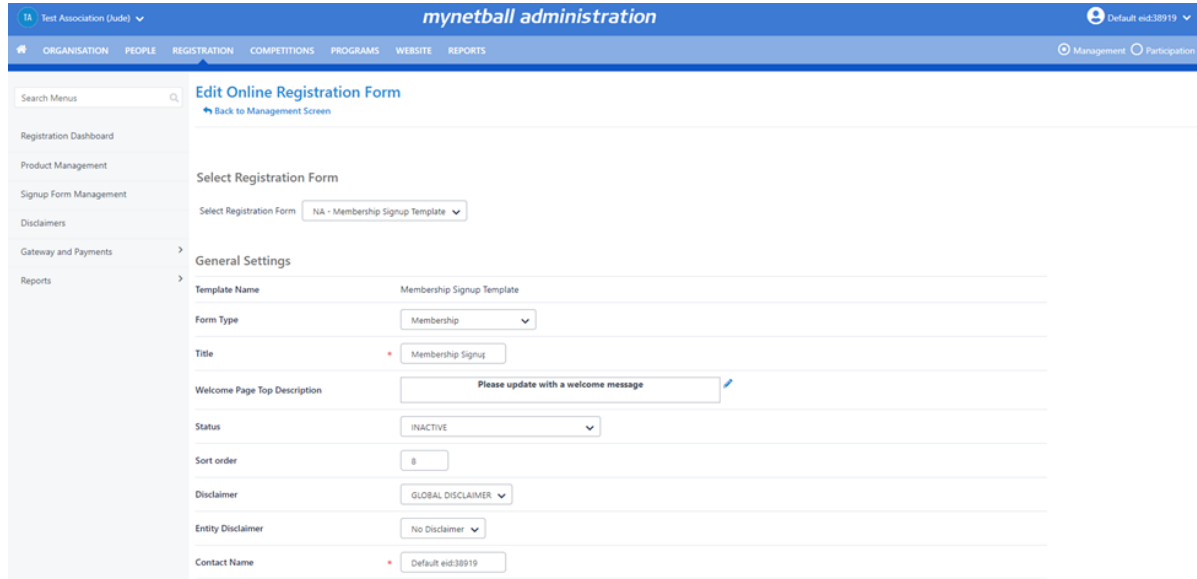
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☐ Include inactive forms

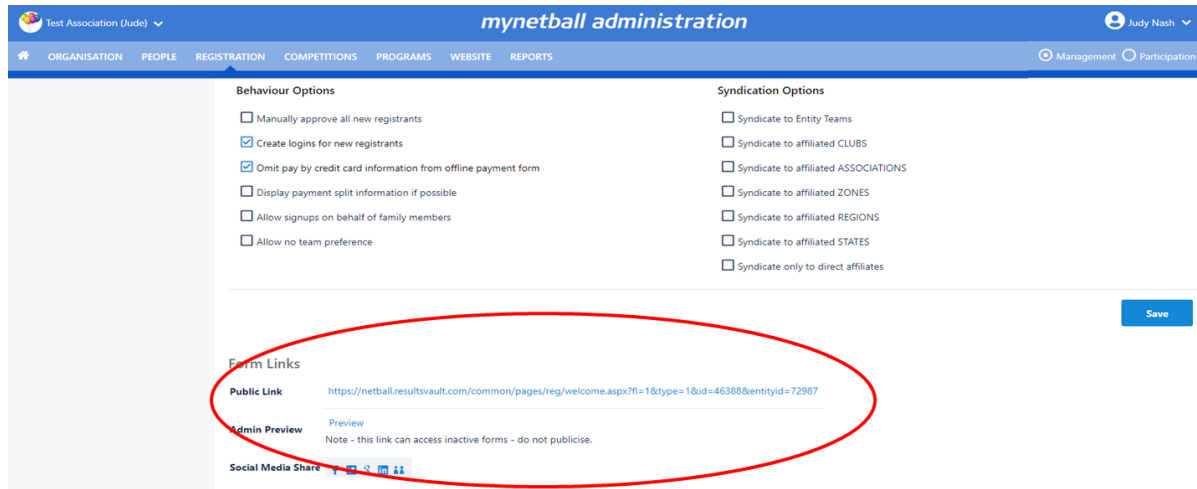
TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE
Membership Signup Template	Membership	0	0	Active			

☒ Indicates form is a template

This will bring you to the [Edit Online Registration Form](#) page.

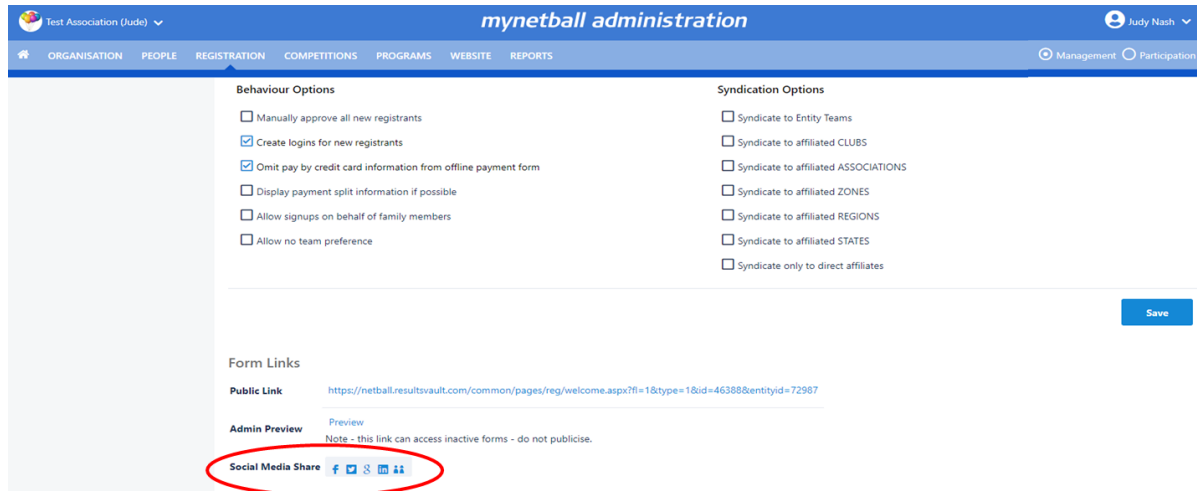


At the bottom of the page you will see a section called [Form Links](#).



You can copy the link titled **Public Link** and email it out to members.

You can also “Share” this link on various Social Media platforms.

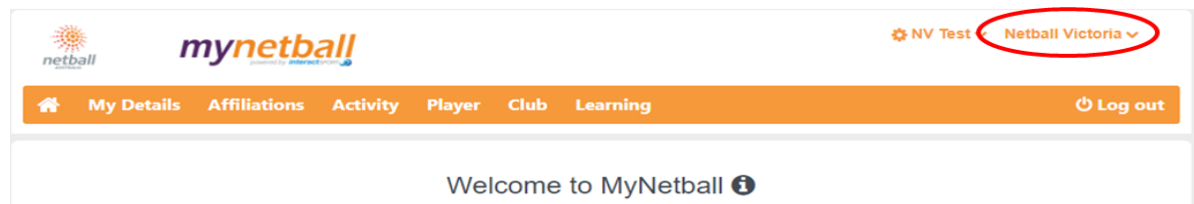


The screenshot shows the 'mynetball administration' interface. The top navigation bar includes 'Test Association (Jude)', 'mynetball administration', and a user profile 'Judy Nash'. Below the navigation bar, there are tabs for 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'COMPETITIONS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'REGISTRATION' tab is active. The main content area is divided into two columns: 'Behaviour Options' and 'Syndication Options'. The 'Behaviour Options' column contains several checkboxes, with 'Create logins for new registrants' and 'Omit pay by credit card information from offline payment form' checked. The 'Syndication Options' column contains several checkboxes, all of which are unchecked. A 'Save' button is located at the bottom right of the 'Syndication Options' column. Below these columns, there is a 'Form Links' section. It contains a 'Public Link' with a URL and a 'Preview' button. Below the 'Public Link' is an 'Admin Preview' section with a note: 'Note - this link can access inactive forms - do not publicise.' At the bottom of the 'Form Links' section, there is a 'Social Media Share' button, which is circled in red. The button contains icons for Facebook, Twitter, LinkedIn, and a generic share icon.

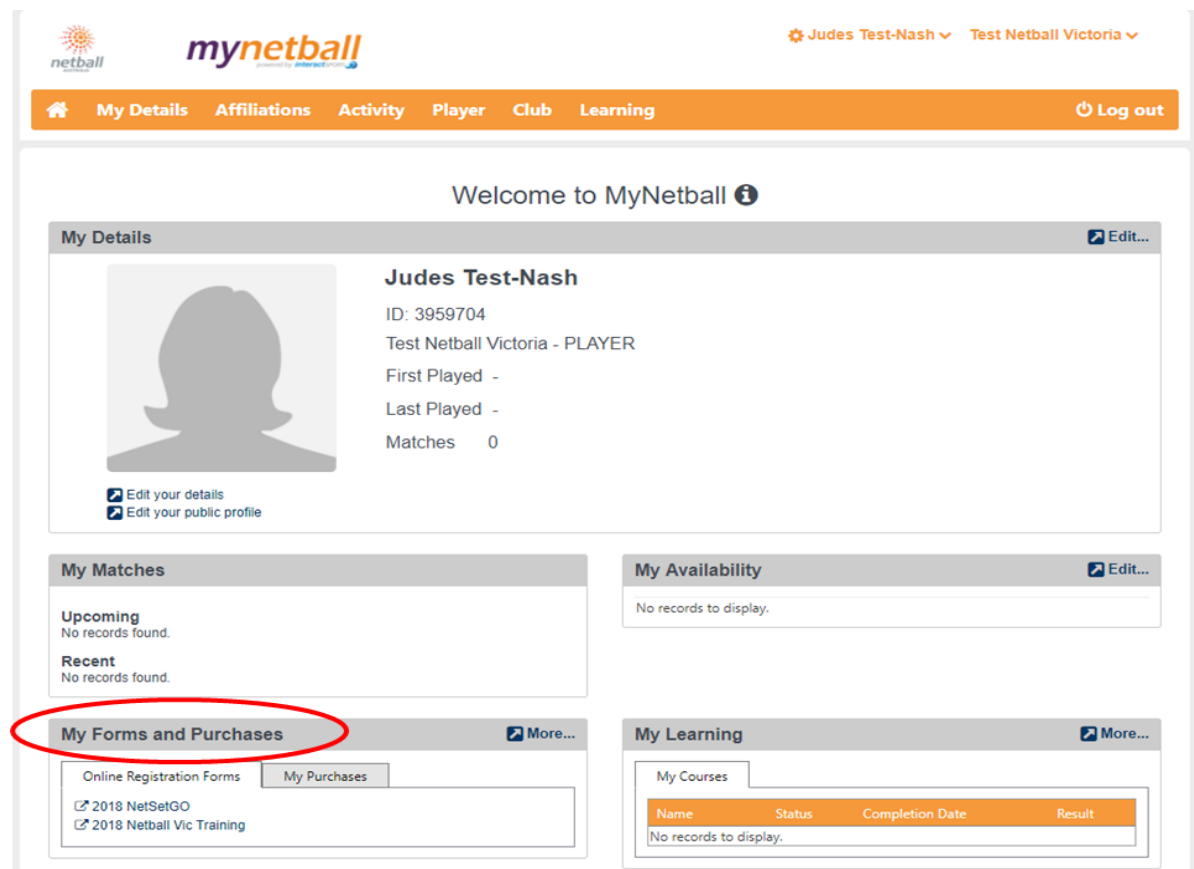
➤ MyNetball Profile (computer)

A participant can only register through a MyNetball profile, on a computer, if they have previously been part of your organisation.

If they have, all they need to do is make sure that your organisation is selected at the top of the page.



Once they have selected your organisation, the registration form(s) you have set up will appear under My Forms and Purchases.

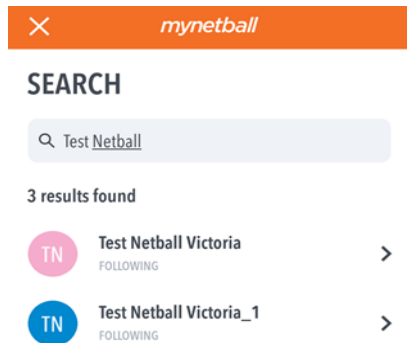


➤ MyNetball Profile (MyNetball App)

If the participant has never been affiliated with your organisation can find your form via the MyNetball App by clicking on the magnifying glass.



Type the name of the organisation they want to register in the search bar



Tap on the organisation you wish to register with access their online registration form.



If you want to add them to your organisation list the click on the star at the top of the screen – if it is solid then it is in your list, if it is just an outline then it is not.

