

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**.

	Test Association (Juc	de) 🗸					mynetball administration	🙁 Default eid:38919 🗸
*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	O Management O Participation

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

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*	ORGANISATION	PEOPLE	REGISTRATION	TEAMS	PROGRAMS	WEBSITE	REPORTS	

Registration >> Signup Form Management

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Search Menus	Signup Form Manager	3								
Registration Types										
Registration Periods	Home Reports Configuration	Approve Members								
Product Management	Include inactive forms									
Signup Form Management	TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE		
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Disclaimers										
Gateway and Payments	Indicates form is a template									
Reports	>									



This will bring you to the <u>Signup Form Manager</u> page.

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Disclaimers	Membership Signup Template	Membership	0	0	Active		ø	Ō		
Gateway and Payments	> 🛅 Indicates form is a template									
Reports	>									

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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This will bring you to the Edit Online Registration Form page.

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Registration Dashboard		
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Gateway and Payments	General Settings	
Reports >	Template Name Membership Signup Template	
	Form Type Membership 🗸	
	Tide Membership Signup	
	Welcome Page Top Description Please update with a welcome message	
	Status INACTIVE V	
	Sort order 8	
	Disclaimer GLOBAL DISCLAIMER 🗸	
	Entity Disclaimer	
	Contact Name	

At the bottom of the page you will see a section called <u>Form Links</u>.

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A ORGANISATION PEOPLE REGIST	RATION COMPETITIONS PROGRAMS WEBSITE REPORTS		Management O Participation
	Behaviour Options	Syndication Options	
	Manually approve all new registrants	Syndicate to Entity Teams	
	Create logins for new registrants	Syndicate to affiliated CLUBS	
	Omit pay by credit card information from offline payment form	Syndicate to affiliated ASSOCIATIONS	
	Display payment split information if possible	Syndicate to affiliated ZONES	
	Allow signups on behalf of family members	Syndicate to affiliated REGIONS	
	Allow no team preference	Syndicate to affiliated STATES	
		Syndicate only to direct affiliates	
(Form Links Public Link https://netball.resultsvault.com/common/pages/reg/welco Preview Preview Note - this link can access inactive forms - do not publicise Social Media Share - cal. 9, mp. sa	me.aspx?fl=1&type=1&ud=46388¢ityid=72907	Save

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.

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	Behaviour Options	Syndication Options	
	Manually approve all new registrants	Syndicate to Entity Teams	
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	Display payment split information if possible	Syndicate to affiliated ZONES	
	Allow signups on behalf of family members	Syndicate to affiliated REGIONS	
	Allow no team preference	Syndicate to affiliated STATES	
		Syndicate only to direct affiliates	
	Form Links Public Link https://netball.resultsvault.com/common/pages/reg/welcome.d Admin Preview Preview Note - this link can access inactive forms - do not publicise. Social Media Share f 🖸 & 🗑 🗱 🗱	xpx?fl=1&type=1&ud=46388&entityid=72987	Save



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 <u>My Forms and Purchases</u>.

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Online Registra 2018 NetSetG 2018 Netball	tion Forms My Pu 30 Vic Training	urchases			My Course Name No records	es Status Completion Date to display.	Result



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.

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FOLLOWING		

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



Tap on the organisation you with 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 is it in your list, if it is just an outline then it is not.

