

Quick Reference Guide: Signup Form Management

Signup Forms are what organisations use to sell their products and process registrations online.

Once you have set up all your products then you can set up your form.

NOTE: Each year you **do not** need to create **new** sign-up form for that year, you can just rename the form that you used the previous year.

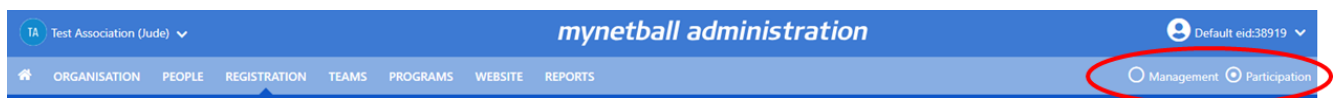
i.e. for 2021 you can rename the form that you used in 2020, rather than creating a new one.

Netball Victoria recommend this as the link you sent out for the 2020 form will remain the same and still be active once you have updated your form to 2021.

It also helps eliminate confusion that can be caused by having multiple forms available to the participant.

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

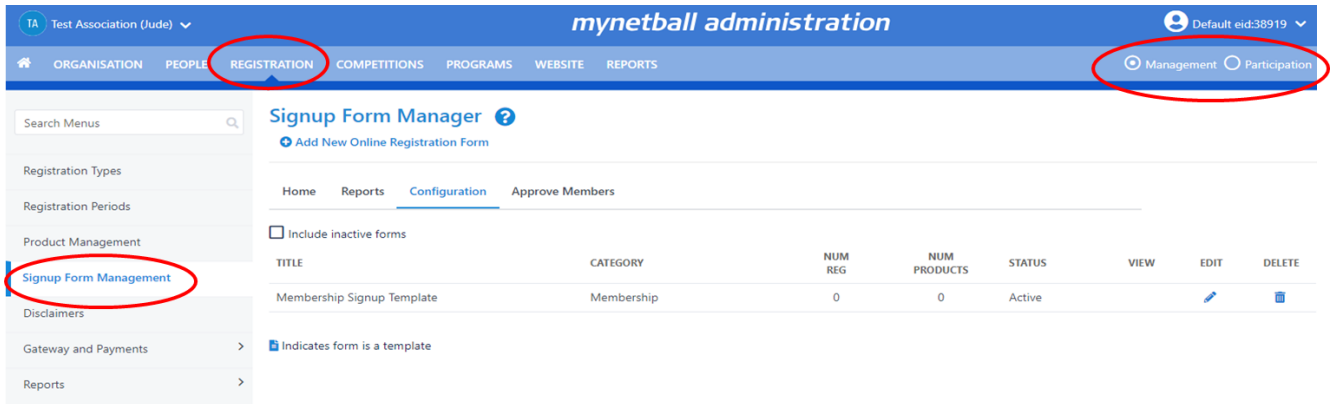
Associations & Leagues can manage their products under **Management** or **Participation**.



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



Registration >> Signup Form Management



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

ORGANISATION PEOPLE **REGISTRATION** COMPETITIONS PROGRAMS WEBSITE REPORTS

Management Participation

Search Menus

Registration Types

Registration Periods

Product Management

Signup Form Management

Disclaimers

Gateway and Payments >

Reports >

Signup Form Manager ?

Add New Online Registration Form

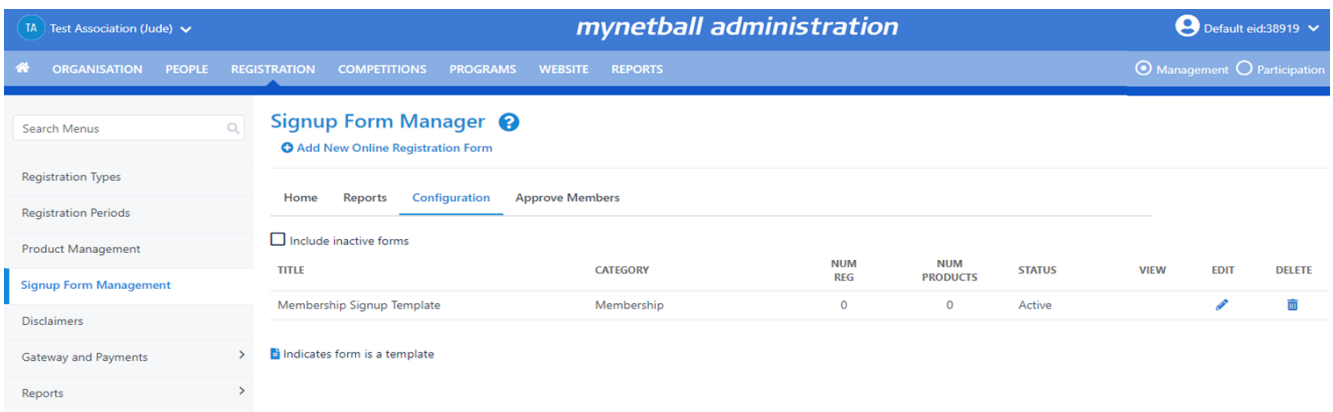
Home Reports **Configuration** Approve Members

☐ 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

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



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

ORGANISATION PEOPLE REGISTRATION COMPETITIONS PROGRAMS WEBSITE REPORTS

Management Participation

Search Menus

Registration Types

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Signup Form Management

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Gateway and Payments >

Reports >

Signup Form Manager ?

Add New Online Registration Form

Home Reports **Configuration** Approve Members

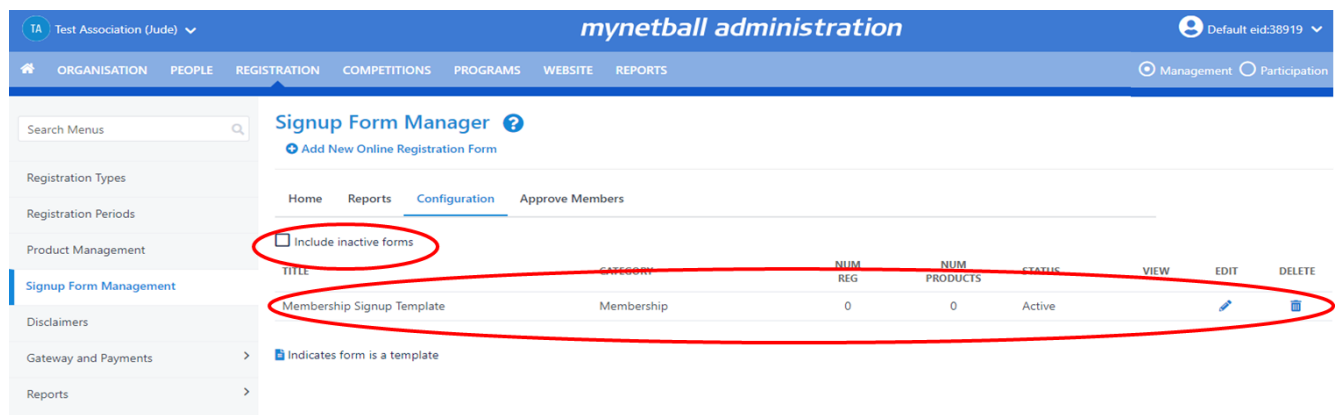
☐ Include inactive forms

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.

You can also click on **Include inactive forms** to see any forms you have that are inactive.



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

ORGANISATION PEOPLE REGISTRATION COMPETITIONS PROGRAMS WEBSITE REPORTS

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Signup Form Manager ?

Add New Online Registration Form


Home Reports **Configuration** Approve Members

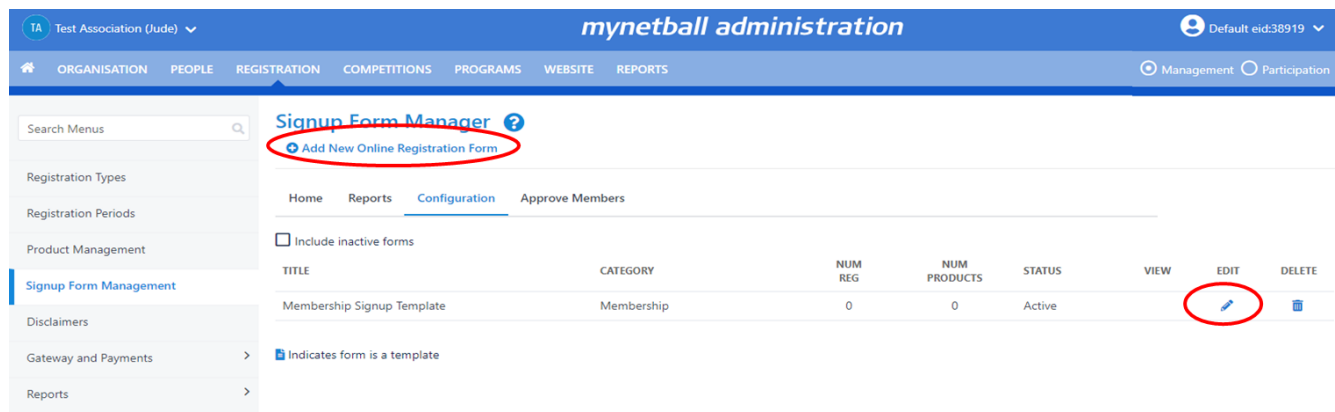
☐ Include inactive forms

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

Indicates form is a template

If this is the first time you are creating a form, or you are creating a new form for a particular reason, then click on **Add New Online Registration Form**.

If you are editing an existing form, then click on the  (**edit**) symbol next to the form you want to update.





Signup Form Manager ?

[Add New Online Registration Form](#)

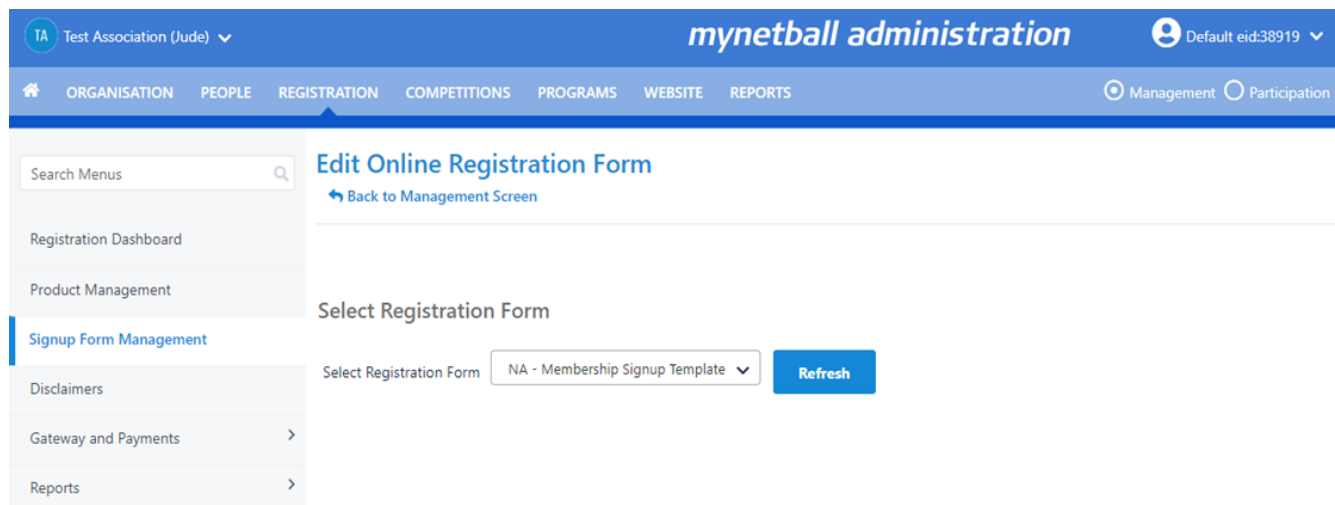
Home Reports **Configuration** Approve Members

☐ 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

If you are creating a completely new form, you will go to the [Edit Online Registration Form](#).



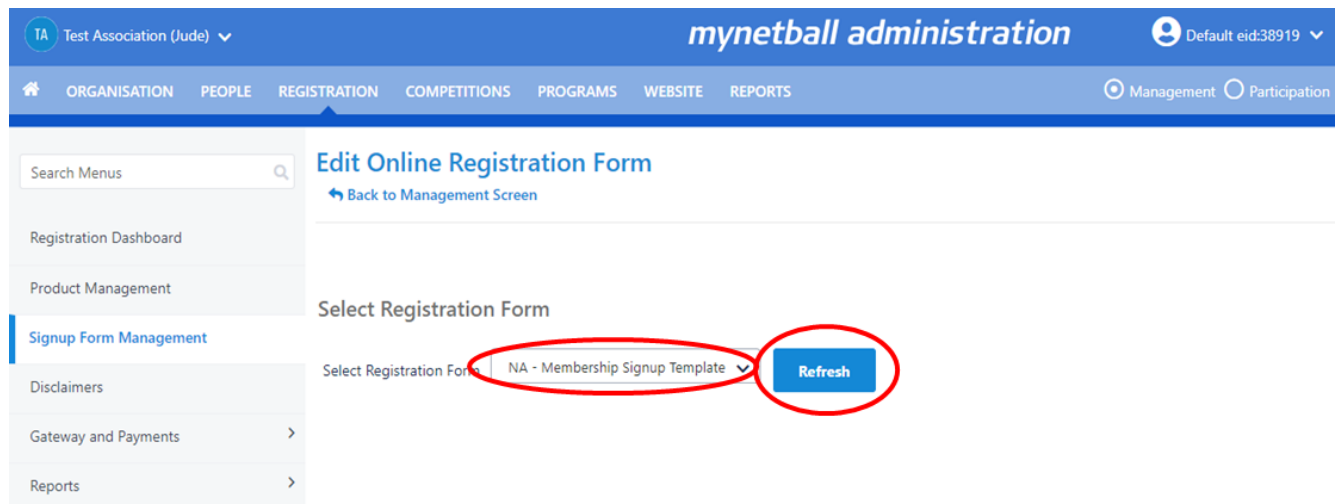
Edit Online Registration Form

[Back to Management Screen](#)

Select Registration Form

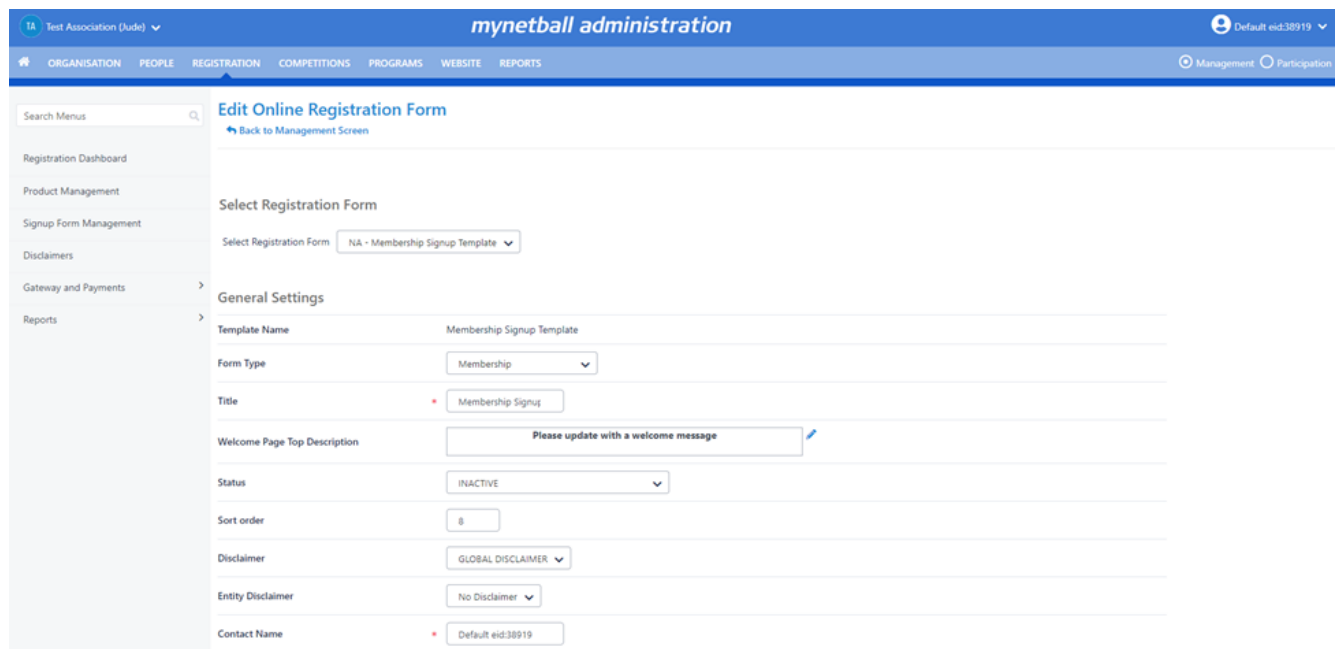
Select Registration Form NA - Membership Signup Template Refresh

Select the **NA – Membership Signup Template** from the drop-down list and hit REFRESH.



The screenshot shows the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'COMPETITIONS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'REGISTRATION' tab is active. On the left, a sidebar menu lists 'Registration Dashboard', 'Product Management', 'Signup Form Management' (highlighted), 'Disclaimers', 'Gateway and Payments', and 'Reports'. The main content area is titled 'Edit Online Registration Form' and includes a 'Back to Management Screen' link. Below this, the 'Select Registration Form' section shows a dropdown menu with 'NA - Membership Signup Template' selected. A red circle highlights the 'Refresh' button next to the dropdown.

This will populate the Online Registration Form.



The screenshot shows the 'mynetball administration' interface with the 'Edit Online Registration Form' page. The 'NA - Membership Signup Template' is selected in the dropdown. The 'General Settings' section is populated with the following information:

General Settings	
Template Name	Membership Signup Template
Form Type	Membership
Title	Membership Signup
Welcome Page Top Description	Please update with a welcome message
Status	INACTIVE
Sort order	0
Disclaimer	GLOBAL DISCLAIMER
Entity Disclaimer	No Disclaimer
Contact Name	Default eid:38919


If you were editing an existing form, rather than clicking on **Add New Online Registration Form**, this is where you would be taken when you clicked **edit**.

Complete/update the form as required. * denoted mandatory field.

NOTE the following: when completing this form.

▪ **General Settings:**

General Settings

Template Name	Membership Signup Template
Form Type	Membership ▼
Title	* Membership Signup
Welcome Page Top Description	Please update with a welcome message 
Status	INACTIVE ▼
Sort order	8
Disclaimer	GLOBAL DISCLAIMER ▼
Entity Disclaimer	No Disclaimer ▼
Contact Name	* Default eid:38919
Contact Email	* amanda.kappa@ne

- **Template Name.** Membership Signup Template. *This cannot be edited.*
- **Form Type.** This determines the overall purpose of the form. It is automatically populated when you select the template.

This will MEMBERSHIP.

- **Title*.** This displays at the top of the sign-up form.

You can name the form as you chose however Netball Victoria request that you put the relevant year at the start of the title.

i.e. 2021 Test Association Registration Form

Clearly identifying the form will also help members to establish with form they should be using when they are doing reporting.

- **Welcome Page Top Description.** Text entered here will display at the top of the welcome page.

Add whatever welcome message you want to have displayed at the top of your form.

- **Status.** Set the status for your form.

ACTIVE - the form is publicly available and may be accessed via the Public Access URLs or via the club finder in the public portal

INACTIVE - the form is not publicly available and can only be previewed with the provided links.

Netball Victoria would recommend leaving the form as INACTIVE while you are setting it up.

The status can be changed to ACTIVE at a later date when your organisation opens up registrations.

- **Sort Order.** The order in which the Signup Form will display on your website.

This seems to default to 8. You can leave this as 8 as you can change the order of the Signup Form.


- **Disclaimer.** Global Disclaimer (from Netball Australia). *This cannot be edited.*
- **Entity Disclaimers.** If you have added any custom disclaimers you can select the one you want to use from the drop-down list.
- **Contact Name*.** The IT User that is logged in when setting up the form will automatically have their details entered into these fields.

Make sure you update this season to season, so participants are contacting the correct people.


- **Contact Email*.** See above.

■ Payment Settings:

Payment Settings

Payment Gateway (Online Payments)	NO GATEWAY	
Allow Offline Payment	<input checked="" type="checkbox"/>	Note - you will need to manually accept and reconcile offline payments if payment is made offline.
Allow Part Payment	<input type="checkbox"/>	
Automatically add processing fee	<input type="checkbox"/> Apply to online payments <input type="checkbox"/> Apply to offline payments Fixed Charge: AUD 0.00 plus Variable Charge: 0.00 % of transaction amount	
Offline Payment Description	<input type="text"/>	
Currency format	<input type="text" value="\$"/>	
Tax Description	<input type="text" value="GST"/>	
Tax rate (%)	<input type="text" value="10.0"/>	

- **Payment Gateway.** Select the MPS DISBURSEMENT GATEWAY [NA]*.

Payment Gateway (Online Payments)	<div> <div>NO GATEWAY</div> <div>NO GATEWAY</div> <div>SIMULATED CC GATEWAY 1111</div> <div>MPS DISBURSEMENT GATEWAY [NA]*</div> </div>	
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DO NOT select this if you have not previously entered your bank details into MyNetball.

It is very important that you do not select this option if you are not sure your bank details are entered and correct as it has flow on affects for other organisations.

To confirm this, please refer to Quick Reference Guide: Gateway and Payments.

- **Allow Offline Payment.** Make sure that “Allow offline payment” is unticked so that you do not have offline payments.

Netball Victoria strongly recommend that you **do not allow offline payments as you will need to manually reconcile this with your registration records.**

If you really need to have offline payments, then we would recommend that your setup a separate form for this and only make it active when it is needed.

- **Allow Part Payment.** Ticking this allows you to offer part payment plans to participant.

Part payments is an optional feature for an Association, League or Club to choose to activate when setting up their sign-up form.

Before selecting this option, Netball Victoria encourage you to read through the [Quick Reference Guide: Part Payments](#) and make sure you understand the implications this has for your organisation.

- **Automatically Add Processing Fee.** Select **Apply to online payments** and enter the **Variable Charge** of **1.78%*** and **Fixed Charge** as **\$0.31** to cover any processing fee costs incurred.

Automatically add processing fee

☒ Apply to online payments ☐ Apply to offline payments

Fixed Charge: AUD plus Variable Charge: % of transaction amount

This is the processing fee recommended by Netball Australia and PinPayments and it is the minimum amount required to cover the transaction.

- **Offline Payment Description.** If you are taking offline payments, you can put details of how you want to receive the money here.

[Netball Victoria strongly recommend that you do not allow offline payments as you will need to manually reconcile this with your registration records.](#)

- **Currency Format.** *Leave as is.*
- **Tax Description.** *Leave as is.*
- **Tax Rate.** *Leave as is*

Form Fields:

Personal Fields.

Personal Fields

Personal fields are fixed in the order they appear on the form. Some fields (which are disabled) must appear on all forms.
 *If selected, Parent/Guardian fields will only display on the form if the person being registered is under 18. The fields are in a fixed order - First Name, Last Name, Email, Mobile, Address.

Select Field	Mand. Field
<input type="checkbox"/> Title	<input type="checkbox"/>
<input checked="" type="checkbox"/> First Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Middle Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Gender	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Date of Birth	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Email Address	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Home Phone	<input type="checkbox"/>
<input checked="" type="checkbox"/> Mobile Phone	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/>
<input type="checkbox"/> School	<input type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Name	<input type="checkbox"/>
<input checked="" type="checkbox"/> Next of Kin / Emergency Contact - Number	<input type="checkbox"/>
<input checked="" type="checkbox"/> Parent/Guardian fields*	<input checked="" type="checkbox"/>

There is a number of personal fields that are automatically set up in the Membership form. These cannot be changed, they are mandatory. These are fixed in the order they appear on the form.

These fields form the basis of a participant's MyNetball profile so, as long as they are logging into their account (not creating a new one), they do not have to answer all these questions repeatedly.

Other Fields.

Other Fields

Available Fields	Selected Fields																																
Custom Fields [NA]	<table border="1"> <thead> <tr> <th>Field</th> <th>Mand.</th> <th>Display Name</th> <th>Group Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Do you identify as Aboriginal and/or Torres Strait Islander?</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>This information keeps N</td> </tr> <tr> <td><input checked="" type="checkbox"/> In which country were you born?</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>This information keeps N</td> </tr> <tr> <td><input checked="" type="checkbox"/> Are there any languages other than English spoken at home?</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>This information keeps N</td> </tr> <tr> <td><input type="checkbox"/> If Yes, then what other languages are spoken?</td> <td><input type="checkbox"/></td> <td></td> <td>This information keeps N</td> </tr> <tr> <td><input checked="" type="checkbox"/> Do you have a disability?</td> <td><input checked="" type="checkbox"/></td> <td></td> <td>This information keeps N</td> </tr> <tr> <td><input type="checkbox"/> Preferred NSG Pack Delivery Location</td> <td><input type="checkbox"/></td> <td></td> <td>Other</td> </tr> <tr> <td><input type="checkbox"/> Existing Medical Conditions / Injuries /</td> <td><input type="checkbox"/></td> <td></td> <td>Medical Information</td> </tr> </tbody> </table>	Field	Mand.	Display Name	Group Name	<input checked="" type="checkbox"/> Do you identify as Aboriginal and/or Torres Strait Islander?	<input checked="" type="checkbox"/>		This information keeps N	<input checked="" type="checkbox"/> In which country were you born?	<input checked="" type="checkbox"/>		This information keeps N	<input checked="" type="checkbox"/> Are there any languages other than English spoken at home?	<input checked="" type="checkbox"/>		This information keeps N	<input type="checkbox"/> If Yes, then what other languages are spoken?	<input type="checkbox"/>		This information keeps N	<input checked="" type="checkbox"/> Do you have a disability?	<input checked="" type="checkbox"/>		This information keeps N	<input type="checkbox"/> Preferred NSG Pack Delivery Location	<input type="checkbox"/>		Other	<input type="checkbox"/> Existing Medical Conditions / Injuries /	<input type="checkbox"/>		Medical Information
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Again, there is a number of fields that are automatically set up in the Membership form. These cannot be changed, they are mandatory.

You can add your own questions to your sign-up form(s), from the Available Fields box. These questions are ones created by your Association/League or Netball Victoria. You can create your own Custom Fields to add to your form(s).

To add a field to your form, just double click on it so it is in the selected fields boxes.

You can then select which fields you would like to be mandatory fields so that the participant must provide a response.

If it is in the Selected Fields box, then it will appear on your form(s).

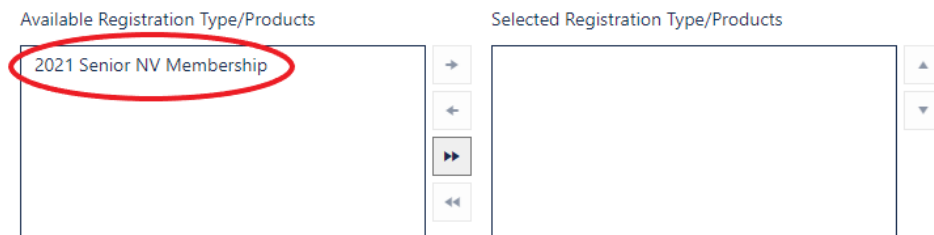
See [Quick Reference Guide: Creating Custom Fields](#) for details on how to create your own custom fields.

- **Registration Type/Products:**

This is where the registration products you created (with the MEMBERSHIP category) should appear.

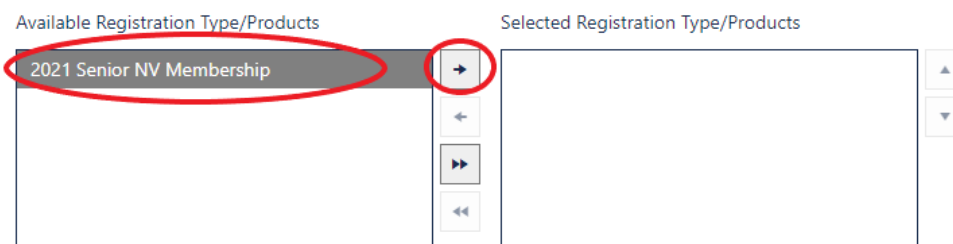
Registration Type/Products

Displayed as radio buttons: customer will be able to choose one item only.



Products on the left side WILL NOT appear on your form, products on the right side WILL appear on the form

Select the product(s) you want in your form and move them to the right side – either by clicking the button (as indicated above) or by double clicking on the product).



All products that you want in your sign-up form should be on the right side.

Available Registration Type/Products		Selected Registration Type/Products
	<div>→</div> <div>←</div> <div>→→</div> <div>←←</div>	<div>2021 Senior NV Membership</div> <div>▲</div> <div>▼</div>

▪ Saleable Items:

Any products that you had set up as saleable items would appear in the box on the left side.
i.e. Hoodie

Saleable items

Displayed as check boxes: customer will be able to choose multiple items.

Available Saleable items		Selected Saleable items
<div>Jude Hoodie - SIZE 10</div>	<div>→</div> <div>←</div> <div>→→</div> <div>←←</div>	<div>▲</div> <div>▼</div>

The process for moving these to right side (to appear on your forms) is the same as it is for the registration products (outlined above).

If it is on the left side it WILL NOT appear on your form and if it is on the right side it WILL.

■ **Advances Settings:**

Advanced Settings

Behaviour Options

- ☐ Manually approve all new registrants
- ☒ Create logins for new registrants
- ☒ Omit pay by credit card information from offline payment form
- ☐ Display payment split information if possible
- ☐ Allow signups on behalf of family members
- ☐ Allow no team preference

Syndication Options

- ☐ Syndicate to Entity Teams
- ☐ Syndicate to affiliated CLUBS
- ☐ Syndicate to affiliated ASSOCIATIONS
- ☐ Syndicate to affiliated ZONES
- ☐ Syndicate to affiliated REGIONS
- ☐ Syndicate to affiliated STATES
- ☐ Syndicate only to direct affiliates

Save

- **Behaviour Options.** Leave Create logins for new registrants and Omit pay by credit card information from Offline payment form as ticked (they will automatically be ticked).

Advanced Settings

Behaviour Options

- ☐ Manually approve all new registrants
- ☒ Create logins for new registrants
- ☒ Omit pay by credit card information from offline payment form
- ☐ Display payment split information if possible
- ☐ Allow signups on behalf of family members
- ☐ Allow no team preference

The other options do not need to be ticked.

- **Manually approve all new registrants.** Players that did not exist in the database prior to registering will need to be manually approved in order to activate their records.

This will not stop someone registering to your organisation. It will only prevent their record (if they are new to the organisation) from being able to be edited, or found in your database

Netball Victoria would recommend NOT ticking this as it is generally forgotten that members need to be approved before being added to a team list.

- **Display payment split information if possible.** Includes a breakdown of the distribution of the payment within the organisation hierarchy in the registration detail section of a participant's record.

You can include this if you want to.

- **Allow sign ups on behalf of family members.** This activates family discount options for participants that have logged in to register.

You can include this if you want to.

- **Allow no team preference.** When signing up for a team, players can choose to not select an existing team. Players that choose to do this will need to be assigned to a team by administrators.

This is not really relevant for memberships.

- **Syndication Options.** Before selecting any of these please carefully consider each option.

Syndication Options

- ☐ Syndicate to Entity Teams
- ☐ Syndicate to affiliated CLUBS
- ☐ Syndicate to affiliated ASSOCIATIONS
- ☐ Syndicate to affiliated ZONES
- ☐ Syndicate to affiliated REGIONS
- ☐ Syndicate to affiliated STATES
- ☐ Syndicate only to direct affiliates

- i. **Syndicate to Entity Teams.** When registering, participants will be able to select an entity team
i.e. any entity team that is affiliated with you will appear in a drop-down list on your form.
- ii. **Syndicate to affiliated CLUBS.** When registering, participants will be able to select from a list of affiliated clubs
i.e. any club that is affiliated with you will appear in a drop-down list on your form.

This is not required if signup forms are created at Club level.

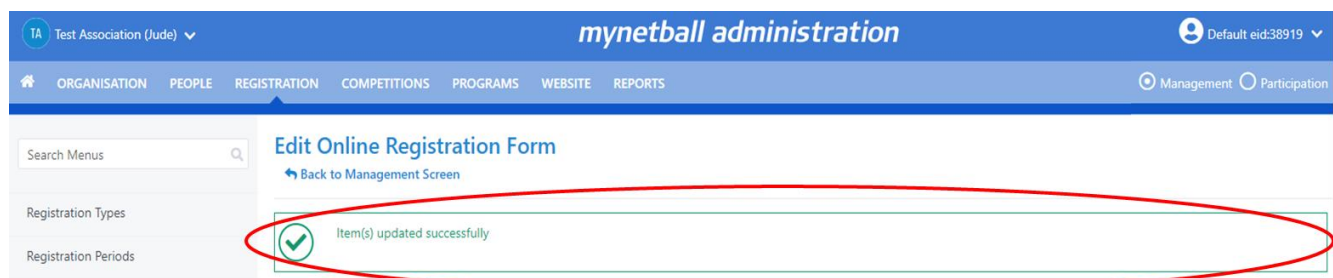
If clubs have their own gateway, then they should create their own products and forms, and this should not be ticked. If associations are collected memberships on behalf of clubs this box needs to be ticked

- iii. **Syndicate to affiliated ASSOCIATIONS.** When registering, participants will be able to select from a list of affiliated associations.
- iv. **Syndicate to affiliated ZONES.** When registering, participants will be able to select from a list of affiliated zones.
- v. **Syndicate to affiliated REGIONS.** When registering, participants will be able to select from a list of affiliated regions.
- vi. **Syndicate to affiliated STATES.** When registering, participants will be able to select from a list of affiliated states.
- vii. **Syndicate only to direct affiliates.** Only organisations with a direct connection to your organisation (i.e. Parent / Child) will be displayed.

NOTE: You do not **need** to select any of these options. Not selecting any of these will not mean that your form will not work, it will just mean that the person registering will just register to your organisation.

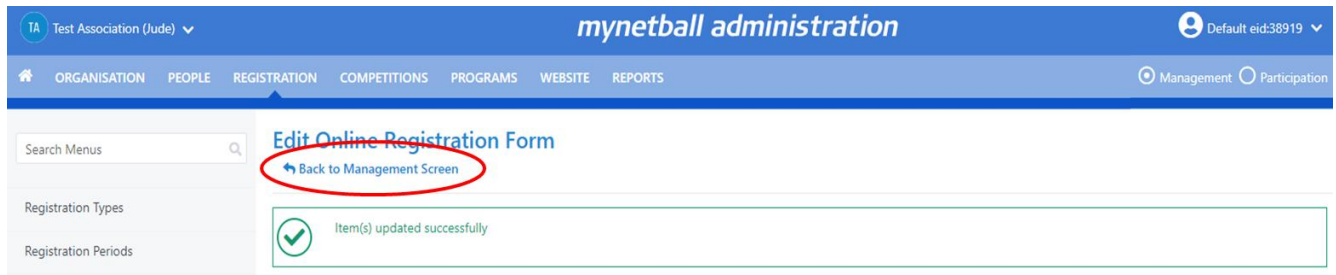
Click **SAVE**

When the form submits successfully a green tick will appear at the top of the page.



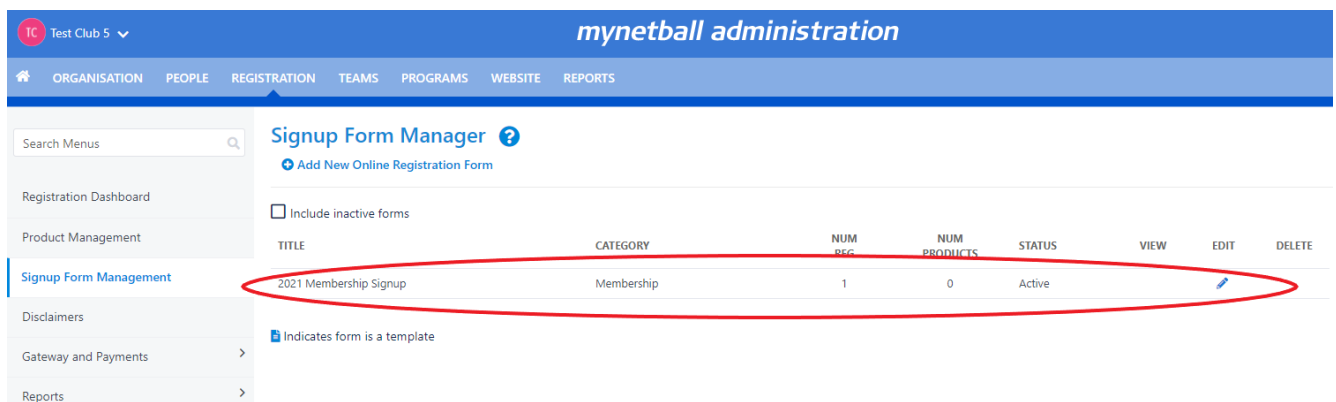
The screenshot shows the 'mynetball administration' interface. At the top, there's a navigation bar with 'TA Test Association (Jude)' and 'Default eid:38919'. Below this is a menu with 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'COMPETITIONS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'REGISTRATION' tab is active. On the left, there's a sidebar with 'Search Menus', 'Registration Types', and 'Registration Periods'. The main content area is titled 'Edit Online Registration Form' and includes a 'Back to Management Screen' link. A green checkmark icon and the text 'Item(s) updated successfully' are displayed, indicating a successful update. This message is circled in red.

You can click **Back to Management Screen** to go back to your list.




The screenshot shows the 'mynetball administration' interface. The user is logged in as 'Test Association (Jude)'. The navigation menu includes ORGANISATION, PEOPLE, REGISTRATION, COMPETITIONS, PROGRAMS, WEBSITE, and REPORTS. The 'REGISTRATION' tab is active. On the left sidebar, there is a search menu and links for 'Registration Types' and 'Registration Periods'. The main content area is titled 'Edit Online Registration Form'. A red circle highlights a link labeled 'Back to Management Screen' with a left-pointing arrow icon. Below this link, a green checkmark icon and the text 'Item(s) updated successfully' are visible.

This will bring you back to the Signup Form Manager page where you will see your active sign up form(s).



The screenshot shows the 'mynetball administration' interface. The user is logged in as 'Test Club 5'. The navigation menu includes ORGANISATION, PEOPLE, REGISTRATION, TEAMS, PROGRAMS, WEBSITE, and REPORTS. The 'REGISTRATION' tab is active. On the left sidebar, there is a search menu and links for 'Registration Dashboard', 'Product Management', 'Signup Form Management', 'Disclaimers', 'Gateway and Payments', and 'Reports'. The main content area is titled 'Signup Form Manager'. A red circle highlights the table containing the active sign up form.

TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE
2021 Membership Signup	Membership	1	0	Active			

Below the table, there is a checkbox labeled 'Include inactive forms' and a note: 'Indicates form is a template'.