



FOOTBALL NETBALL LEAGUE

REGISTRATION AND COMPETITION CHECK LIST

This checklist provides the steps required to set up registrations and create the fixture for the 2022 Season.
 Before you begin, set up your stripe account, make sure all clubs are listed as affiliates and check your club venues.

TASK	ADMINISTERING LEAGUE
1. SET UP REGISTRATION FORM	Registration > +New Competition Registration > Details Complete competition details. <i>Registration invitees: select 2nd level affiliates to allow clubs to set up their registration form and under Any organisation invite your League to allow direct registrations.</i>
	> Membership Select membership products. All League selections will filter to Clubs, including membership products, membership types and payment methods.
	> Divisions Name competition divisions
	> Fees Activate membership types and add League fees
	> Payment Select payment methods. <i>Consult with clubs regarding their required payment methods as only selections made by the league will be available to the clubs.</i>
	> Discounts Create discounts relevant to League fees.
	Registration > Competition > Registration Form Add membership products and open registration form <i>*You can then access your registration link on this page</i>



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The Club registration forms must be activated before teams can be created. The League may choose to activate the club registration forms and create teams on behalf of each club. This should be done in consultation with clubs. If the League does complete this step, clubs will still be able to set their registration open date and add club fees.

Note: The League must Impersonate each club to complete the registration form and create teams.

TASK	IMPERSONATING CLUBS
2. ACTIVATE REGISTRATION FORM	Registration > Participating-In Competition Registrations
	> Fees Add club fees.
	> Discounts Create discounts relevant to Club fees.
3. CREATE TEAMS	Registration > Competition > Registration Form Add membership products and open registration form. <i>*When complete, find the registration link here.</i>
	Competition > Participating-In Competition > Player Grading +Create team Create teams under each division. Include club name and grade name. <i>If your clubs are completing this step, confirm your preferred team labelling requirements.</i>
4. PROPOSE A GRADE FOR TEAMS	Competition > Participating-In Competitions > Team Grading Propose a grade for each team. Repeat for all divisions and submit . <i>If your clubs are completing this step, confirm proposed grade requirements.</i>



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League fixtures will be imported. There is no need to complete timeslot or venue preferences or create a draft draw in the competition module..

TASK	ADMINISTERING LEAGUE
5. FINALISE GRADING	Competitions > Owned Competitions > Team Grading Click numbered box to finalise grades for each division and submit .
	Competitions > Owned Competitions > Team Grading Click on the grade name to label each grade.
	*Publish to Match Day This step must be completed before you import your fixture.
6. SET COMPETITION FORMAT	Competitions > Own Competition > Competition Format Set match type and match duration.
7. ADD VENUES	Match Day > Settings > Settings Add all competition venues.
8. LADDER POINTS	Match Day > Settings > Ladder/Draw Set ladder points and ladder calculation for competition. <i>*Find the public link for draws and ladders here.</i>
9. IMPORT FIXTURE	Match Day > Competition Details > Matches Click Import to download import template. All details must accurately match Competition Format information.