Setting up your NetSetGO Centre on MyNetball:

1. Login to MyNetball as an administrator **>** http://my.netball.com.au
2. Most NetSetGO MyNetball related actions are under:
   - **Programs > NetSetGO Centre Registration**

3. From here please complete all the details required in the **Programs Settings > Coordinator Details**
   - The Coordinator contact is the primary contact for all NetSetGO enquiries as well as the main contact from Netball WA regarding all NetSetGO communication and opportunities.
   - A name **must** be entered- "NetSetGO Coordinator" will not be accepted.
   - Accurate and regularly checked phone and email must be entered for Netball WA and Association communication.

4. Complete the **Program Details**

- Entering a venue is not compulsory, however it may be useful information for parents to have if you have a different training/ club ground than the competition grounds.
- To Manage/ Add a venue, please see **FAQ 1**.

Program Details

Select Venue
Please add a new venue if the required one is not listed. If no venue is entered then you organisation location will be used for the location search.

| State Netball Centre (200 Selby Street) | ∨ | **Manage Venues** | **Edit Org Details** |

5. Complete the **Registration Day Details**
- Again, entering these details is not compulsory, however the more information you provide to parents on the form, the easier of an experience they will have.
- Relevant information can include uniform days, contact point for registration help, club welcome days etc.

Registration Day Details

Registration Day Date	1/01/2019 📅
Registration Venue	State Netball Centre
Registration Instructions	Please come along to our Uniform Day! KidSport & those

6. Add your **NetSetGO Programs**
- This is where you add the 'registration products' that your participants register too.
- It is important to add programs that align with the teams/ programs you are entering your NetSetGO Competition. Most clubs will have both a Set (7-8yrs) and a GO (9-10yrs) program and may also run a Net (5-6yrs) program. In this case, most clubs will need to enter 3 Programs.

Add/edit your programs below:

Add new Program

CATEGORY #	DAY	START DATE	END DATE	TYPE	COST	ACTIVE	REGO FORM

No records to display.

7. Enter the details of your **Program**

MyNetball Administration

NetSetGo Program Details

Program Type	*	Net - Activity/Skills ⌄
Start Time	*	3:00 PM 🕐
Activity Start Date	*	29/01/2019 📅
Day of the week		Tuesday ⌄
Activity End Date	*	26/03/2019 📅
Cost	*	$130.00

Select program type, Net, Set or GO. These have age ranges linked and reflect the level of modification within the wider NetSetGO Program.

When the NetSetGO Season/ Program starts.

When the NetSetGO Season/ Program ends.

- The cost should reflect the total cost of the program for each individual participant, including Club, Association and Netball WA fee components.
- Should the participant be a returning participant, the system will automatically discount their fees.
- If your association fee is a per team fee, please enter the price as the maximum price a parent/ guardian may have to pay (i.e., a team of 7 vs a team of 10).

When you would like registrations to open. Parents/ guardians will *not* be able to register before this date.

When you would like registrations to close. Parents / guardians will *not* be able to register after this date.
The earliest you can close registrations is the 'Activity Start Date'.
The latest you can close registrations is the 'Activity End Date'.

The registration limit is how you can control the number of participants who register to your program. E.g., If you only have capacity in your club for two Set teams you may set the limit at 20.

The season year they are registering to. If your association has not yet updated their registration period from their end, this may appear as the previous year. In these instances, please contact them.

MyNetball is set up as a hierarchy, so when John Doe registers to *Example Netball Club*, he is also registered to the clubs Parent Organisation, *Example Netball Association*. Please ensure your correct Association is listed.

Online Registration open date		1/01/2019 📅
Online Registration close date		29/01/2019 📅
Registration Limit		25
Registration Period	*	2019 ⌄
Register participants to	*	Example Netball Association ⌄

If there is no registration type setup for the selected parent entity,
then the system will default to both the original entity and original registration type.

Quick Tip: As the system does not let you close registrations before the activity start date. You can use the registration limit regulate the flow of registrations. Coordinators will still need to monitor *who* is registering, as until the limit the program is open to anyone.
Coordinators can set-up email notifications for when participants register to NetSetGO, details on how to set this up can be found in **FAQ 2.**

Active
When active, this program will appear be searchable on the NetSetGo website

☑

Description

Optional

Your program should be ticked 'Active', this will ensure your program is visible on your Registration Link.

Quick Tip: Once your program has completed, and you are setting up secondary programs; you can make original programs 'Inactive', this will make the original program hidden.

Coaches assigned to this program with a Netball Australia Accreditation

Coach 1	*	Joe Doe ⌄
Coach 2		Jess Doe ⌄
Coach 3		⌄
Coach 4		⌄

Cancel   **Update**

The description box is a great tool to communicate registration information and instructions to your parents/ guardians. At a minimum, please enter the age ranges registering within the program (i.e., "Set is for Year 2 and Year 3 Participations"; "GO is for DOB 2010 and 2009"; "Net is an introductory program on skills and activities, no Saturday games" etc.). The description box is also a great way to let parents know about training days and where they can get further information.
The more information you provide, the less anguished enquiries you will receive.

Quick Tip: Remember to *always* click update within the pop-up and at the bottom of the main page to save your work.

You must enter at least 1 coach to your program. To add a coach to your drop-down list they person must have a *TEAM OFFICIAL: Junior Coach* role on MyNetball. Further details on this can be found in **FAQ 3.**

8. Complete the **Centre address** details.
   - These details are used to send any NetSetGO Equipment Kits the Centre may be eligible for.
   - These details will also act as a "return to sender" address in the case of a pack being undeliverable to one of your participants.

Centre address details (used if delivery of items required)

Firstname	*	John
Lastname	*	Doe
Delivery Contact Phone Number	*	0400000000

We CANNOT deliver to PO/Locked Bag addresses, please enter a physical address.

Business Name (if delivery to commercial property)	*	State Netballl Centre
Delivery Instructions		Please Deliver between the hours of 9.00 and 17.00
Address*		Start typing address

My address cannot be found

9. Agree to the Terms and Conditions and **Update Changes**
   - This will save all the work you have done so far!

10. From here we will now edit our registration page and payments in the **Registration Setup** tab.
  - The title is what will show on your registration page header, you can edit this to also include your club name.
  - The top description is a standard template from Netball Australia, you can add additional information to this description and add your club logo. These changes are not compulsory.
  - The GLOBAL DISCLAIMER is the Netball Australia Terms and Conditions. Clubs can also add their own Entity Disclaimers (i.e., Codes of Conducts etc.). For information on how to add your disclaimer please see **FAQ 4.**
  - Contact details here are the *Primary Contact* details for your organisation (i.e., Club President)

11. Payment Settings allows you as a club to collect your participant fees online or provide information on offline payments.
  - For **online** payments please select the *MYNETBALL PAYMENT SERVICE* as this is the preferred payment gateway for MyNetball.
  - For **offline** payments please select *NO GATEWAY*

12. Next customise your payment options to your clubs specific needs.
  - Select the payment option most suitable to your club
  - If you would like to allow both Online and Offline Payment options (shown here) you must tick the **Allow Offline Payment** option

Payment Settings	
Payment Gateway (Online Payments) ⓘ	MYNETBALL PAYMENT SERVICE ∨ InteractSport transaction fees* - Fixed charge: AUD nil.
Allow Offline Payment	☑ Note - you will need to manually accept and reconcile offline payments if payment is made offline.

  - The ability to offer Part-Payments is now an option, to learn more please see https://wa.netball.com.au/mynetball/
  - Please enter the processing fees for your online payments the processing fees are: **0.31 Fixed Charge** and **1.78 % Variable Charge.**
  - It is highly recommended to add detailed information Offline Description Box, including payment dates, KidSport Vouchers, etc.

Automatically add processing fee	☑ Apply to online payments ☐ Apply to offline payments Fixed Charge: AUD 0.31 plus Variable Charge: 1.78 % of transaction amount
Offline Payment Description	Please enter your KidSport Voucher Code into the the field below at time of registration, if you have yet to get your code, please do so
Currency format	$
Tax Description	GST
Tax rate (%)	10.0

NOTE: if you *do not* have an online gateway for your club and wish to apply for a gateway, please contact Netball WA (netsetgo@netballwa.com.au)

13. The **Form Fields** Tab is all the questions asked of your NetSetGO Participants. Many of these fields are mandatory.
  - If you wish to add additional fields/ questions to your registration form that are specific to your club you can do so via **People > Custom Person Fields > Custom Fields Management**

14. Lastly, you can add **Saleable items** to your registration page (i.e., Playing dress, Fundraising Levy etc.) . For information on how to complete this please see **FAQ 5.**

Registration Type/Products

Saleable items	
Displayed as check boxes: customer will be able to choose multiple items.	
Available Saleable items NetSetGO Dess	Selected Saleable items

15. Remember: Update Changes at the bottom of the page and toggle back to **Program Settings** and **Submit** your application!

Frequently Asked Questions:

FAQ 1 – How to Manage / Add a venue to a signup form
1. In your NetSetGO Program Settings tab, select *Manage Venues.* A new tab will appear
2. Select *Add New Venue*
3. Enter the Name and details. Click Save!
4. In your original tab, the venue will appear

FAQ 2 – Setting up email Notifications for when participants register
1. Select the *Organisation Tab* on MyNetball > *Notification Subscribers List*
2. Click the + on *NetSetGO online registrations*
3. Select from your user list the NetSetGO Coordinator

FAQ 3 – Adding a coach role to your NetSetGO Coach for the signup form
1. Search for your coach via *People > Person Search*
2. Select *Edit > Activity > Roles > TEAM OFFICIAL > Junior Coach*
3. If your coach is not under your current organization, please Transfer/ Add Person as necessary

FAQ 4 – Adding an Entity Disclaimer to your sign-up form
1. Select the *Registration Tab > Disclaimers > Add New Disclaimer*
2. Enter the text of your disclaimer/ Terms and Conditions/ Codes of Conduct

FAQ 5 – Adding Saleable items
1. Select the *Registration Tab > Product Management > Add Member Subscription Product*
2. Enter the details of your Saleable Item
3. Ensure the category you have selected is *Event/ Program Registration*
4. Ensure the *class* is ticked as a **Saleable Item**