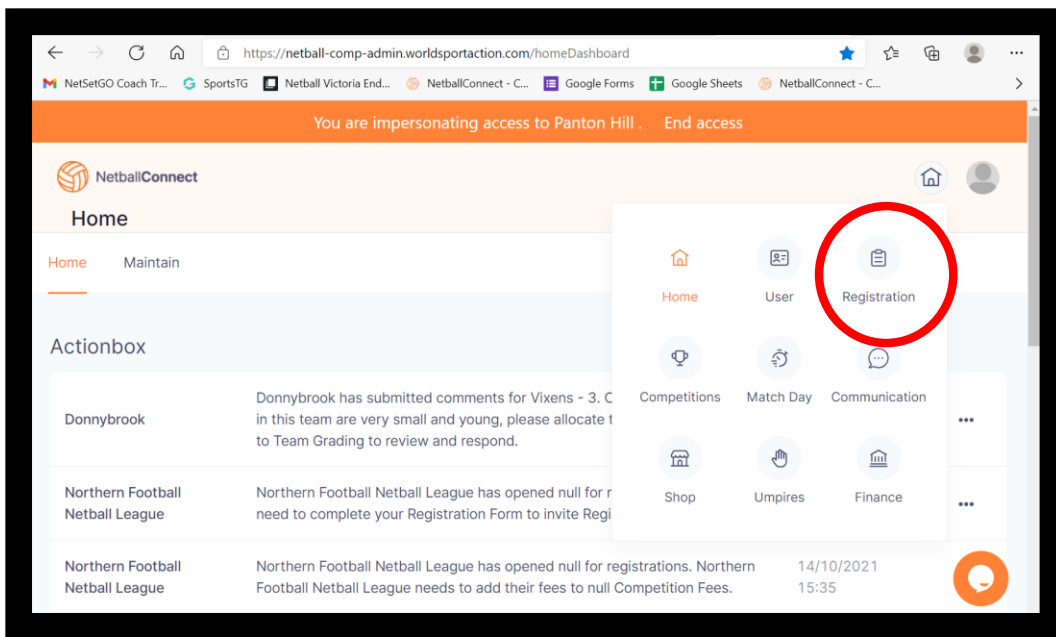


This is a step-by-step guide on how to create a registration form in Netball Connect. Your stripe account must be set up prior to creating the registration form.

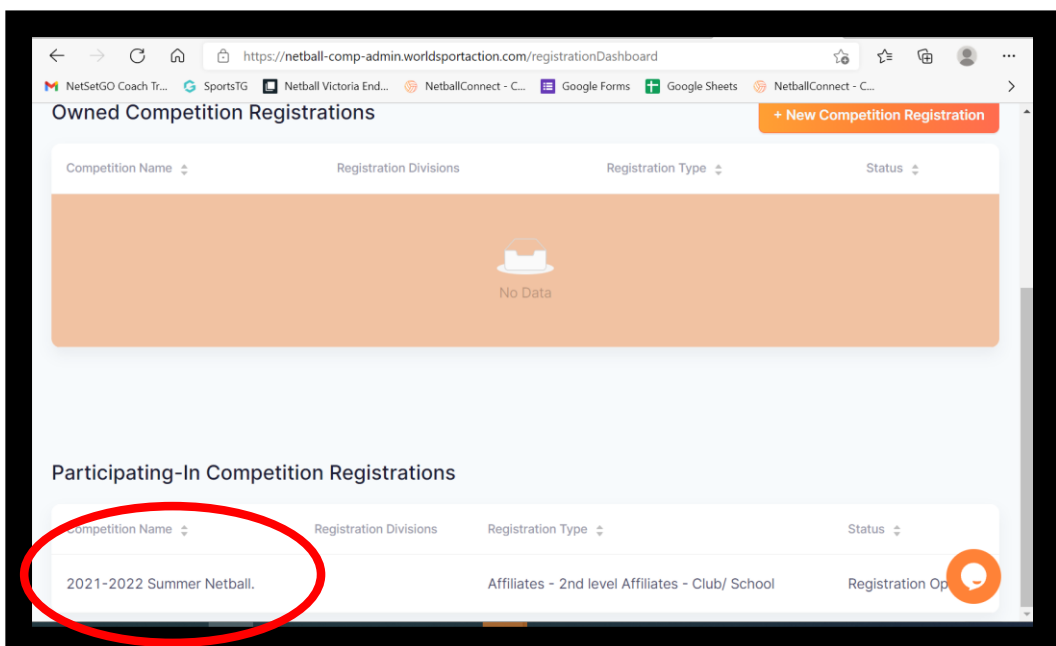
Please connect your Stripe account prior to this – [following this set up guide](#).

### STEP 1: OPEN A REGISTRATION FORM

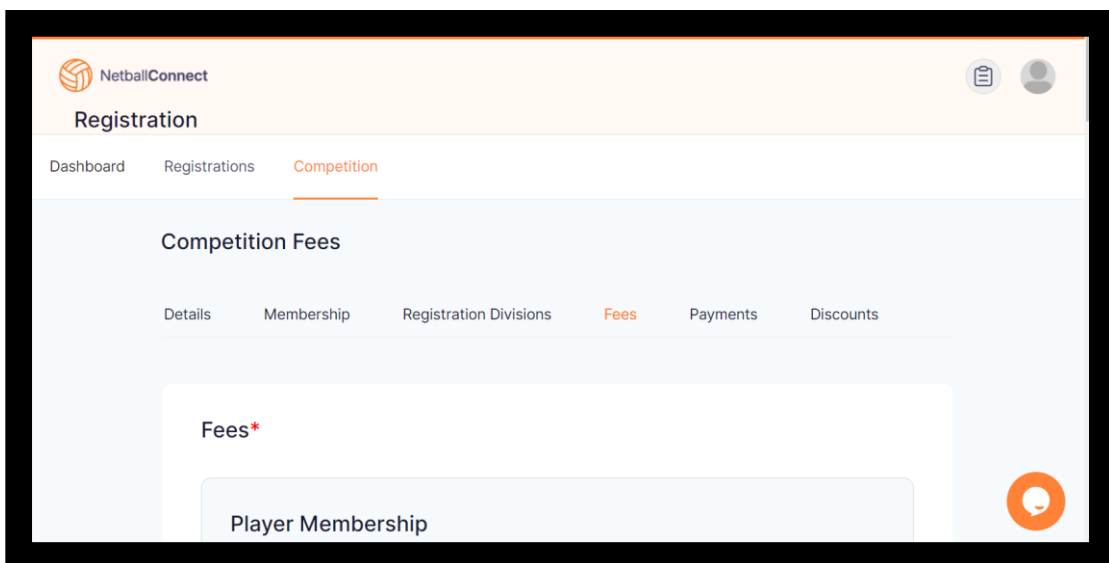
#### 1. Go to the Registration module



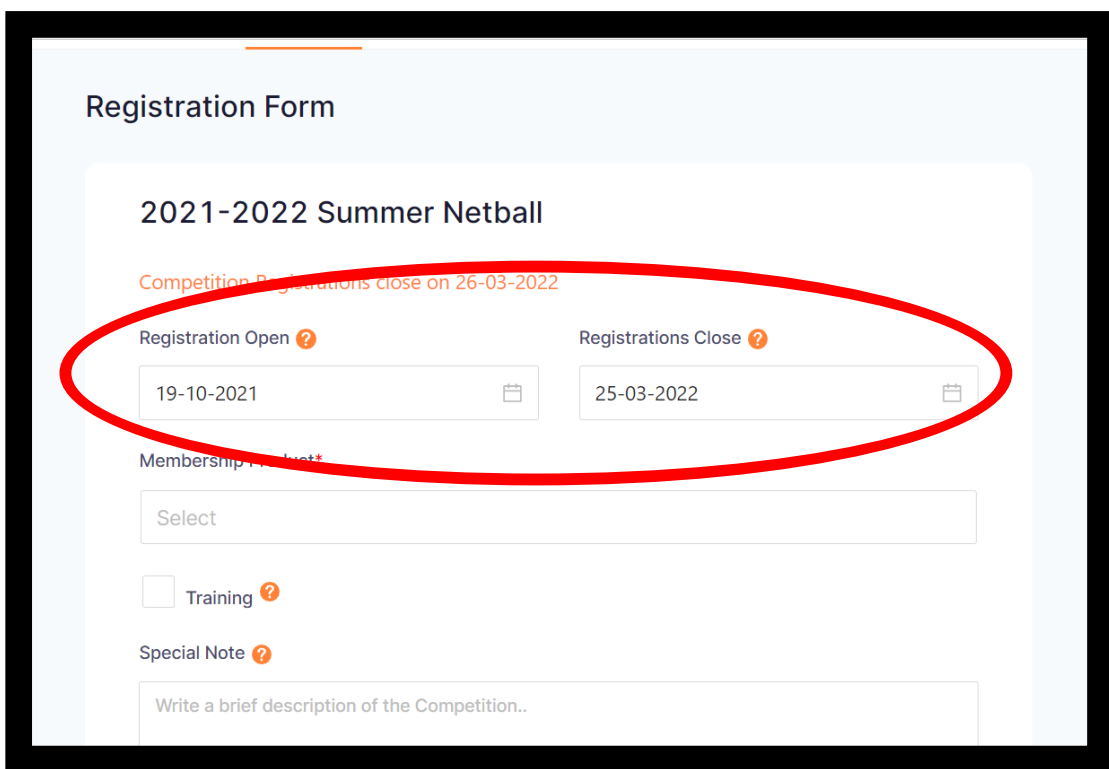
#### 2. Scroll down to 'participating in competitions' and select '2022 NFNL Netball (Winter)'. Make sure the year is set to 2022 to view the competition.



3. Scroll to the top of the page and start adding relevant club fees. Select next at the end of the page, and create any relevant discounts. Select next.



4. Add the dates you want your registration form to open and close. We recommend making the close date the last day of competition (this is will the last date the program allows you select on the calendar).



5. Add Player membership, and Senior Official membership to your registration form. Tick Junior and Senior under Player membership type. Tick Coach under senior official membership type.

Membership Product\*

Player Membership x Senior Official Membership x

### Player Membership

Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately	Registration Cap
<input checked="" type="checkbox"/> Junior Player	Individual	Senior - Female	<input type="checkbox"/>	<input type="text"/>
<input checked="" type="checkbox"/> Senior Player	Individual	Senior - Female	<input type="checkbox"/>	<input type="text"/>

### Senior Official Membership

Membership Type	Registration Type	Registration Divisions	Lock Registrations Immediately	Registration Cap
<input checked="" type="checkbox"/> Coach	Individual		<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/> Umpire	Individual		<input type="checkbox"/>	<input type="text"/>

6. Add any training details and special notes

Training ?

Training days and Times

Training Venue

Special Note ?

Training 5.00pm Monday nights

LaTrobe University Sports Stadium

Please make sure you check in using the QR code

**7. Turn on reply to contact details for your contact information to appear on the form.**

Reply to contact details ?

<input checked="" type="checkbox"/> Name	<input type="text" value="Name"/>
<input checked="" type="checkbox"/> Role	<input type="text" value="Role"/>
<input checked="" type="checkbox"/> Email	<input type="text" value="Email"/>
<input checked="" type="checkbox"/> Phone	<input type="text" value="Phone"/>

**8. Turn on any additional questions you would like (please note we cannot add our own to this), and turn on the shop if you have listed items for sale.**

**Additional Questions** ?

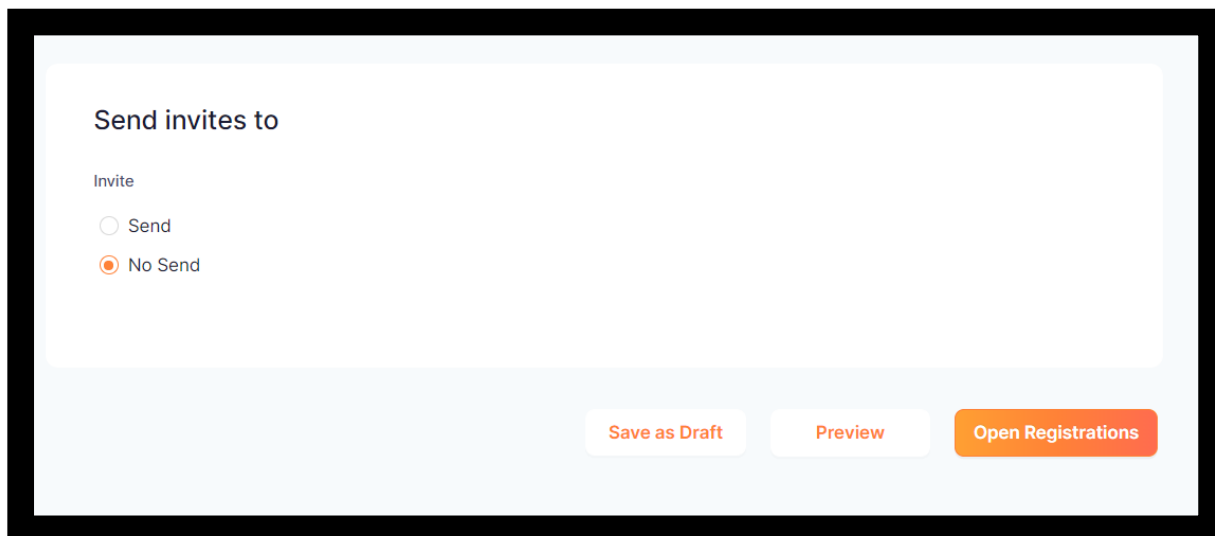
**Netball Questions**

- Indicate two preferred playing positions
- Refer a friend
- Play with a friend
- Your Support is important for the continued success of our organisation. Are you interested?
- Is this your first year playing netball? How many years have you played Netball?
- Which School do you/does your child attend?
- What school grade are you/is your child in?
- Have you participated in the Sporting School Program?

**Advanced Settings**

Shop

9. Select no send, if there are no current members in your database to send an invitation to. Select send if you would like to send an email notification to previously registered players. Next select open registrations.



Send invites to

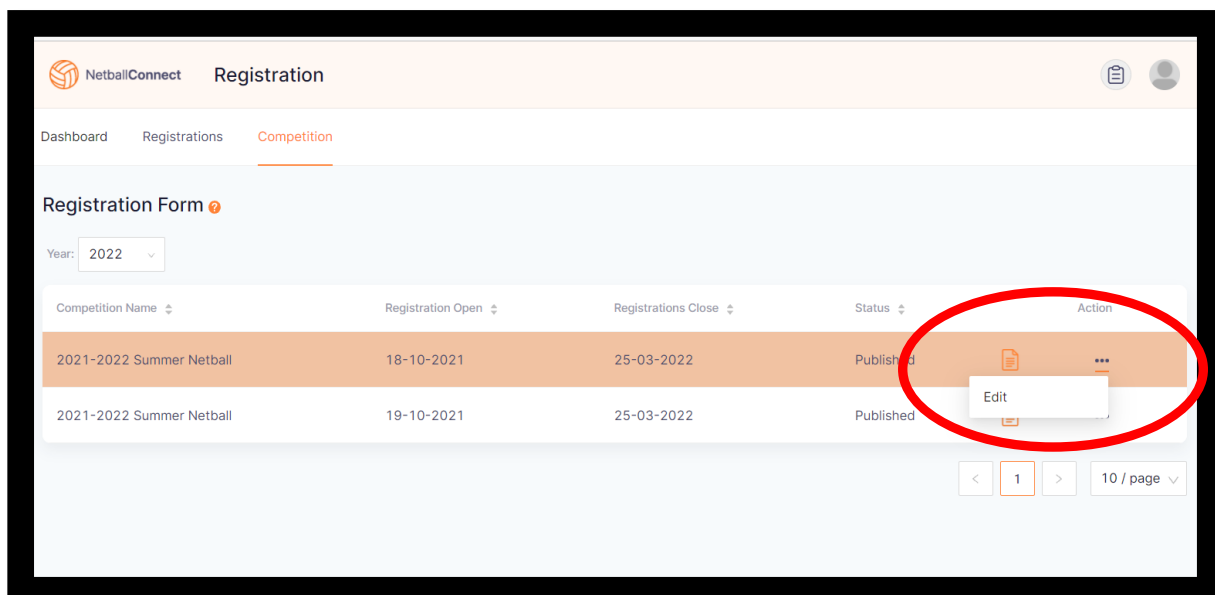
Invite

Send

No Send

Save as Draft Preview Open Registrations

10. Click the 3 dots that appear next to your registration form, and press edit.



NetballConnect Registration

Dashboard Registrations Competition

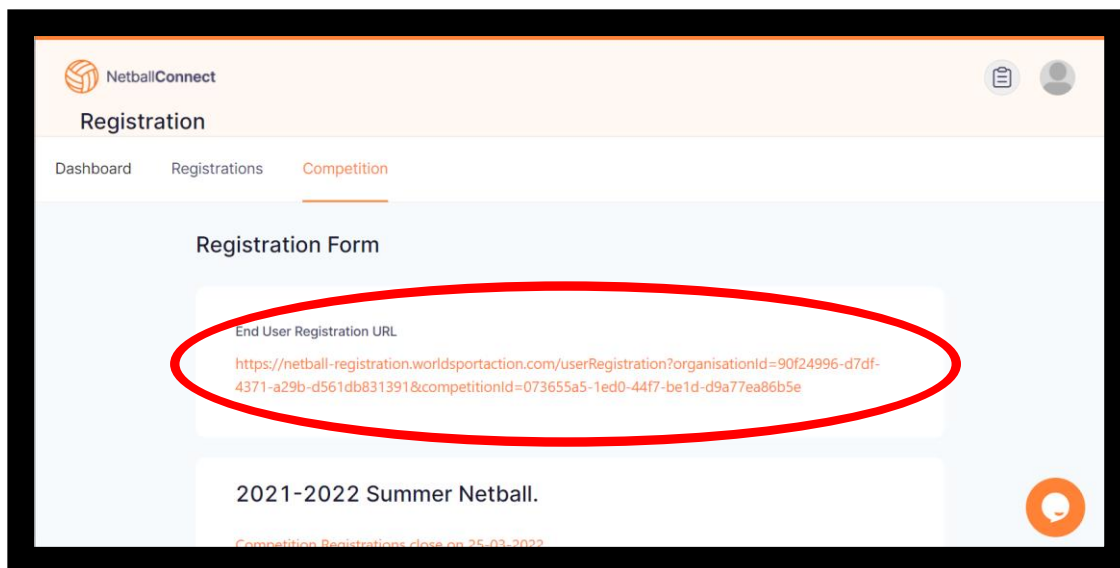
Registration Form

Year: 2022

Competition Name	Registration Open	Registrations Close	Status	Action
2021-2022 Summer Netball	18-10-2021	25-03-2022	Published	...
2021-2022 Summer Netball	19-10-2021	25-03-2022	Published	...

1 10 / page

11. The link that appears at the top of the page can be published to your players to start registering through.



**Your registration form is now open.**