

SUNCORP



# NETSETGO ON MYNETBALL CENTRE MANUAL



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## INTRODUCTION

### NETSETGO OVERVIEW

NetSetGO is Netball Australia's only junior entry netball program. It has been developed to provide children from 5 to 10 years with the best possible learning and playing experience to develop a positive introduction to netball, ensuring enjoyment and continued participation.

NetSetGO incorporates skill activities, minor games, music, dance and modified competition in a fun and safe environment. The weekly program is coordinated by accredited coaches to ensure a quality experience for all participants.

NetSetGO has been designed as a National Program and is intended to be a product not a Membership type.

### THE TWO TIERS – NET AND SET

Within these two tiers there are four Program Streams:

#### ***NET – 5 TO 7 YEARS***

##### **Activity/Skills**

For accredited centres delivering the weekly NetSetGO skill sessions and activities.

#### ***SET – 8 TO 10 YEARS***

##### **Skills/Competition**

For accredited centres who participate in NetSetGO weekly skills sessions and also participate in a modified competition, in accordance with the NetSetGO rules. This program stream applies to clubs that deliver NetSetGO weekly skills sessions and either participate in a modified competition at an Association or run their weekly sessions with half skills/ half modified competition.

##### **Activity/Skills**

For accredited centres delivering the weekly NetSetGO skill sessions and activities.

##### **Competition Only**

For accredited centres who only participate in a modified competition, in accordance with the NetSetGO rules.

## CENTRES

All Centres must register to be a NetSetGO Centre annually via MyNetball.

## PARTICIPANTS

All NetSetGO participants must be registered on MyNetball through the NetSetGO Registration process outlined in this document.

Registration of participants to NetSetGO through any other means than the NetSetGO programs on MyNetball are not recognised.

Allowing participants to be able to pay their NetSetGO registration fee online at the same time as they are registering reduces the administration for centres. We support online payment processing with the MyNetball Payment Service

\*Please note: the NetSetGO Participant Fee (\$21 in 2017) is non-refundable once the participant pack has been ordered.

## MYNETBALL PAYMENT SERVICE

The MyNetball Payment Service is an option available to all NetSetGO Centres. This enables centres to provide an online credit card payment option, to compliment the online participant registration process.

Features include:

- No setup fee
- No ongoing monthly fees
- Payments are automatically transferred five (5) days following the transaction, to the nominated bank account.
- One off set up

### **IMPORTANT**

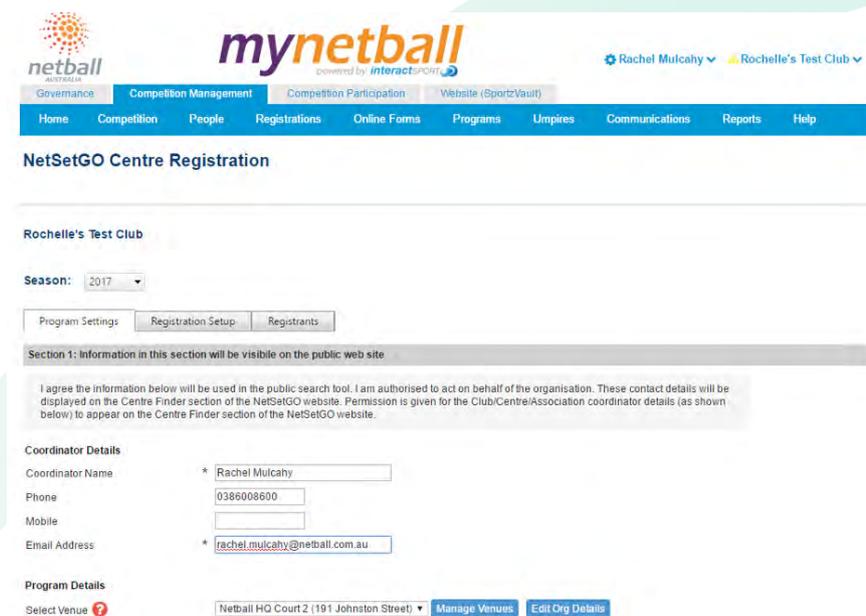
- *The MyNetball Payment Service must be set up prior to allowing online payments with online registration.*
- *Allow two (2) weeks for the service to be set up.*
- *Visit [thecentre.netball.com.au](http://thecentre.netball.com.au)*
- *A transaction fee is applied for each transaction utilising the MyNetball Payment Service. The transaction fee is currently 1.75% plus 30 cents (at December 2016).*
- *It is recommended that centres use the Payment Processing feature of the registration form to add a variable amount of 1.78% and a fixed charge of 31 cents to each transaction to adequately cover the transaction fees.*
- *To set up the MyNetball Payment Service for your NetSetGO Centre, visit the link below and complete the online form [thecentre.netball.com.au](http://thecentre.netball.com.au)*

## SUBMIT CENTRE REGISTRATION FOR APPROVAL

### PREREQUISITE

Your organisation must exist in MyNetball and the Centre Coordinator needs to be an admin user. If your Centre is not on MyNetball please contact your State/Territory Netball Organisation who will set you up with a login.

**Programs > NetSetGO Centre Registration > Programs Setting Tab**



**NetSetGO Centre Registration**

Rochelle's Test Club

Season: 2017

Program Settings | Registration Setup | Registrants

Section 1: Information in this section will be visible on the public web site

I agree the information below will be used in the public search tool. I am authorised to act on behalf of the organisation. These contact details will be displayed on the Centre Finder section of the NetSetGO website. Permission is given for the Club/Centre/Association coordinator details (as shown below) to appear on the Centre Finder section of the NetSetGO website.

**Coordinator Details**

Coordinator Name \* Rachel Mulcahy

Phone 0386008600

Mobile

Email Address \* rachel.mulcahy@netball.com.au

**Program Details**

Select Venue ? Netball HQ Court 2 (191 Johnston Street) | Manage Venues | Edit Org Details

## CENTRE DETAIL INFORMATION

### SEASON

1. Select year Centre is registering for, from season dropdown box.

### COORDINATOR DETAILS

Complete the following details as you would like them to appear on public websites (e.g. netsetgo.asn.au)

1. Add NetSetGO Centre Coordinator Name
2. Add Coordinator Phone and Mobile
3. Add Coordinator Email Address

### PROGRAM DETAILS

1. Select Venue

Venue address postcode is what the NetSetGO Centre Search (netsetgo.asn.au/find-a-club/) uses.

Clubs/Associations should only add in a new venue if their NetSetGO sessions take place across multiple locations. If you only have one venue, your organisation details will be used. Netball Australia recommends checking that these are correct by using the 'Edit Org Details' function.

## REGISTRATION DAY DETAILS

(Optional – only enter if your centre is hosting a Registration Day)

1. Enter Registration Day Date
2. Enter Registration Venue
3. Enter Registration Instructions (include time of registration if applicable)

This information is displayed in the pop up in the NetSetGO Centre Search [netsetgo.asn.au/find-a-club](http://netsetgo.asn.au/find-a-club)

## PROGRAM STREAM DETAILS

This section is required in order to be approved as an NetSetGO Centre, to be viewed in the Centre Search and to accept online registrations. To ensure parents/guardians select the correct program, please ensure the information is as accurate as possible.

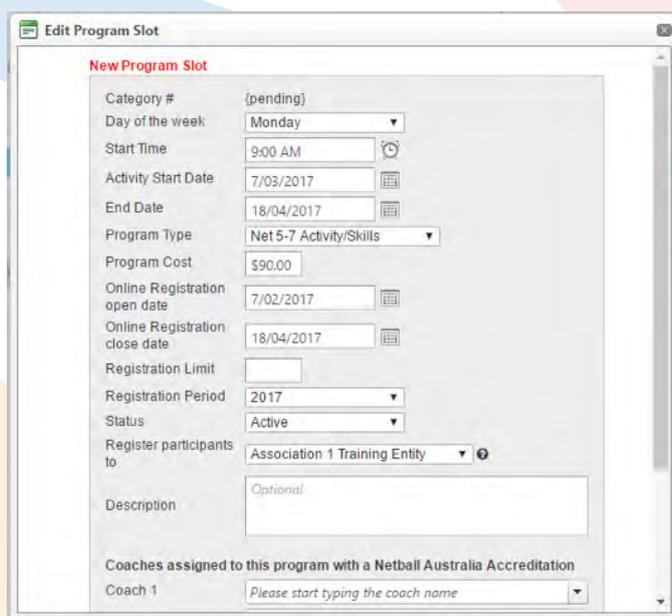
1. Select + Add New Program Slot

(for your Centre to be considered for approval at least one valid NSG program needs to be entered)

Add/edit your program time slots below:

Category #	Day	Start Date	End Date	Reg Close Date	Program Type	Cost	
9780	Saturday	21/05/2016	20/08/2016	14/05/2016	Net 5-7 Activity/Skills	\$70.00	Edit
9781	Saturday	16/04/2016	27/08/2016	19/06/2016	Set 8-10 Skills/Competition	\$110.00	Edit

2. Select Day of the week
3. Enter Start Time
4. Enter Activity Start Date\* (this is the date you begin the program/competition)
5. Enter End Date (this is the last day of your program/competition)



**Edit Program Slot**

**New Program Slot**

Category # (pending)

Day of the week Monday

Start Time 9:00 AM

Activity Start Date 7/03/2017

End Date 18/04/2017

Program Type Net 5-7 Activity/Skills

Program Cost \$90.00

Online Registration open date 7/02/2017

Online Registration close date 18/04/2017

Registration Limit

Registration Period 2017

Status Active

Register participants to Association 1 Training Entity

Description *Optional*

Coaches assigned to this program with a Netball Australia Accreditation

Coach 1 Please start typing the coach name

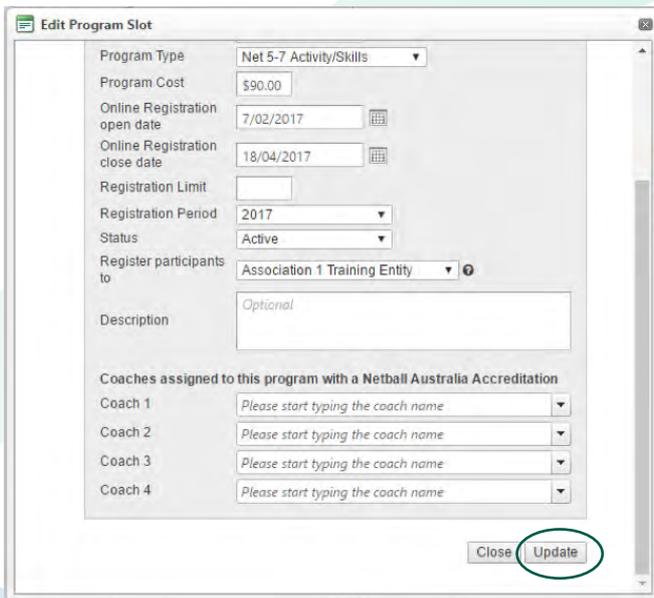
**6. Select Program Type**

- Net 5–7 Activity/Skills
- Set 8–10 Activity/Skills
- Set 8–10 Skills/Competition
- Set 8–10 Competition

**7. Enter Program Cost (this amount is inclusive of GST if applicable)**

**8. Check Registration Open Date\* (this will default to 4 weeks prior to the entered program start date)**

**9. Check Registration Close Date\* (this will default to the program end date)**



**IMPORTANT**

\*The Activity Start Date will be considered when ordering equipment kits and vouchers to ensure they are sent to the Centres in a timely manner.

\*Registration Open Date – This can be changed by the Centre Coordinator however we suggest it not be more than 4 weeks prior to the program start date as packs will be sent to participants following their enrolment.

\*Registration Close Date – This can be changed by the Centre Coordinator however will not be able to be after the program end date. This date no longer dictates pack ordering. Each registered participant, regardless of program dates or registration close dates, will receive a NetSetGO pack posted directly to them once enrolled in the program.

**10. Enter Registration Limit if required (e.g. maximum number of participants).**

**11. Select Registration Period (e.g. 2017 if a 2017 program, if unsure ask Association)**

**12. Enter Description if required**

If you're running the same program type (e.g. Net 5–7 – Activity/Skills) more than once in a year you may like to name the programs as Summer and Winter or Term 1 and Term 4 so a participant can differentiate between the two when registering. If a description is not added then it will default to the Program name e.g. Net 5–7 Activity/Skills.

**13. Select Update**

Continue to add further NetSetGO Program Streams as required, following this process.

## CENTRE DELIVERY DETAIL INFORMATION

This section must be completed. Information in this section will not be visible on the public website. If this information is not entered accurately, additional costs could be incurred by the Centre for delivery retries or lost equipment kits. Please ensure you enter a valid Distribution Address.

### 1. Enter Years Running NetSetGO

Enter Distribution Address\*

*This address is for equipment delivery and as the 'return to sender' address for participant packs.*

### 2. Enter Distribution Suburb

### 3. Enter Distribution State

### 4. Enter Distribution Postcode

### 5. Accept the two terms and conditions boxes.

#### **IMPORTANT**

Equipment kits and vouchers will be ordered 2-3 weeks prior to the first program start date for your Centre. The correct distribution address and email address are required for delivery.

1st year Centres will receive an equipment kit, while 2nd, 3rd and 4th year centres will receive a voucher which can be redeemed for replenishing equipment.

If the participant's pack cannot be delivered to their nominated address or is not collected by the participant within 10 days of delivery of the pack to the post office, the pack will be sent to the Centre Distribution Address (via a return to sender process).

The Centre Coordinator will then be responsible for getting the pack to the participant at their session.

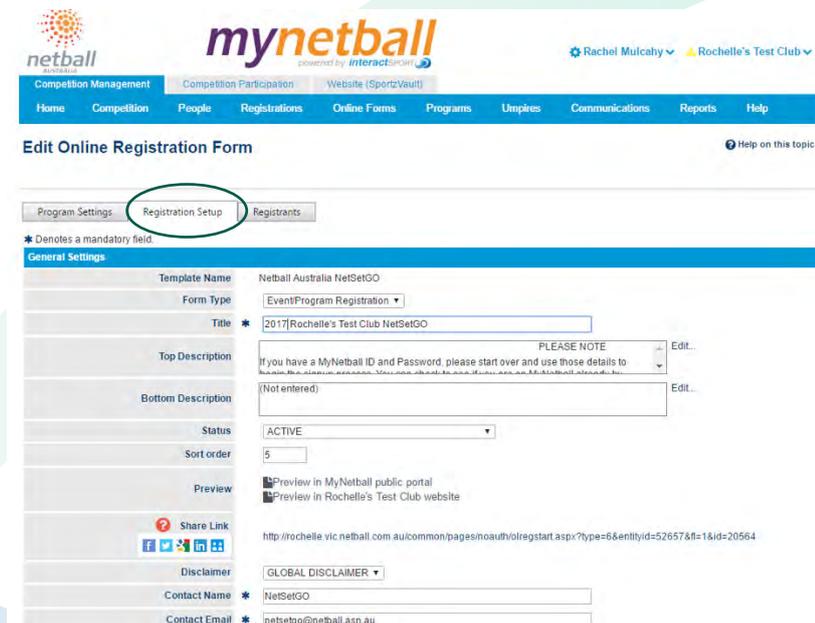
**PLEASE DO NOT SUBMIT AT THIS POINT**

### 6. Select Update Changes

## REGISTRATION SET UP TAB

### GENERAL SETTINGS

The following steps prepare the Online Participation Registration form for participants who are registering to NetSetGO. This is found in the NetSetGO Centre Registration option under Programs.



The screenshot shows the 'Edit Online Registration Form' interface. The 'Registration Setup' tab is highlighted with a red circle. The form includes the following fields and options:

- Program Settings:** Registration Setup (circled), Registrants
- General Settings:**
  - Template Name: Netball Australia NetSetGO
  - Form Type: Event/Program Registration
  - Title: 2017[Rochelle's Test Club NetSetGO]
  - Top Description: If you have a MyNetball ID and Password, please start over and use those details to... (PLEASE NOTE dropdown)
  - Bottom Description: (Not entered)
  - Status: ACTIVE
  - Sort order: 5
  - Preview: Preview in MyNetball public portal, Preview in Rochelle's Test Club website
  - Share Link: http://rochelle.vic.netball.com.au/common/pages/inline/registerstart.aspx?type=6&entityid=52657&f=1&id=20564
  - Disclaimer: GLOBAL DISCLAIMER
  - Contact Name: NetSetGO
  - Contact Email: netsetgo@netball.asn.au

The form type Event/Program Registration is automatically assigned and locked.

The Title e.g. '2017 NSG' is automatically added on to the Centre Name (this can be edited).

- Netball Australia recommends leaving the "SeasonID NSG" portion of the title as it reduces confusion when multiple forms are used.
- Add in a description if applicable.
- The Top Description is already auto filled with information about the NetSetGO program.
- Additional information can be added in both the Top and Bottom Description boxes.
- Status is automatically set and locked to Active.
- Preview – you can preview your online signup form before submitting your form.
- Share Link – you can promote your online signup form for NetSetGO by posting this link to your Centre's Facebook, Twitter, etc. or include it in an email and send it out to parents who have registered their children previously. \*Note: The share link is only applicable for the current season, a new share link is generated each season.
- Disclaimer – The NetSetGO Global Disclaimer is automatically assigned. Centres can add in additional disclaimer information in the Bottom Description box if required (as mentioned above).
- The Contact Name and Contact Email are automatically prefilled from the program settings page and this information will be displayed at the bottom of the NetSetGO Online Signup Form for participants.

## PAYMENT SETTINGS

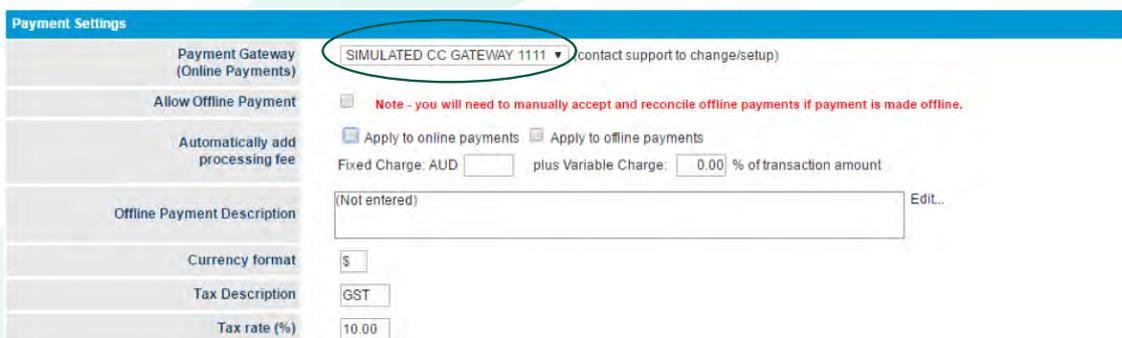
For more information on the MyNetball Payment Service including sign up, please refer to Page 4 and visit thecentre.netball.com.au

### 1. Payment Gateway

- Select MyNetball Payment Service so participants can pay online (after activating the service)

### 2. Enter Automatically Add Processing Fee if applicable (as described above)

- Currency Format is automatically set as \$
- Tax Description is automatically set as GST
- Tax Rate is automatically set at 10%. Prices displayed are always inclusive of GST. If a Centre isn't registered for GST you can enter in 0 (zero) and the reference to GST on the participant signup form will be removed (collecting GST when not registered is an offence).



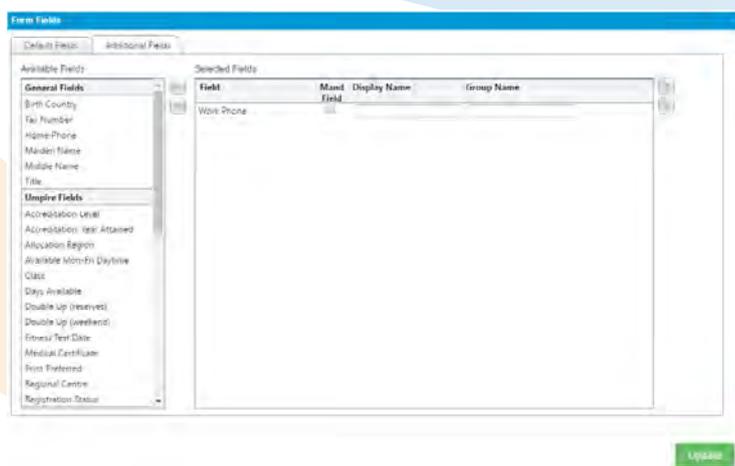
## FORM FIELDS

### Default Fields Tab

The Default Fields are a selection of mandatory fields, which are automatically assigned to the NetSetGO Online Signup Form. Centres can add in additional fields to this form if they wish.

### Additional Fields Tab

- To add in already created additional fields select the Additional Fields tab, select the required field from the Available Fields column on the left and then click >
- Select Refresh List under Advanced Settings. This gives you the opportunity to make your additional fields mandatory and to change their display name etc.
- Once finished select Update
- To customise additional fields please refer to the section below Customise Additional Fields



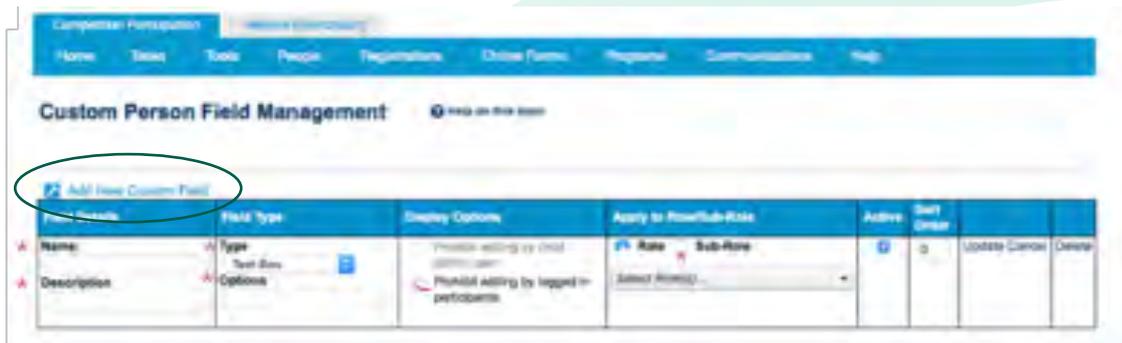
Once you are happy with your NetSetGO Centre Registration application (consisting of program streams and registration form), go back to the Program Settings tab and select submit application.

## CUSTOMISE ADDITIONAL FIELDS

An Organisation may wish to add in Custom Fields to the NetSetGO Online Signup Form. To do this please follow the below instructions:

### People > Custom Person Field

#### 1. Select Add New Custom Field



2. Field Details: Enter in Name e.g. Height

3. Field Details: Enter in Description

4. Field Type: Select Type from Dropdown

5. Field Type: Options - Enter in multiple options with commas between them.

6. Display options: Netball Australia suggests selecting Prohibit editing by logged in participants

7. Apply to Role/Sub Role: Netball Australia suggests Sub-Role – PLAYER: NETSETGO

## APPLICATION

Your NetSetGO Centre Registration application will be automatically sent to your State/Territory Netball Organisation (e.g. Netball NSW, Netball Tasmania) who will review it within 48 hours. They are responsible for Approving your application and if there are issues with it they will contact the Centre Coordinator directly to resolve. Once approved, an email advising of the approval will be automatically generated and sent to the Centre Coordinator’s email address.

\*The Netball Australia NetSetGO Participant Fee (\$21 in 2017) is non-refundable once the pack order has been placed – this should be taken into account when processing any refunds for cancellations.

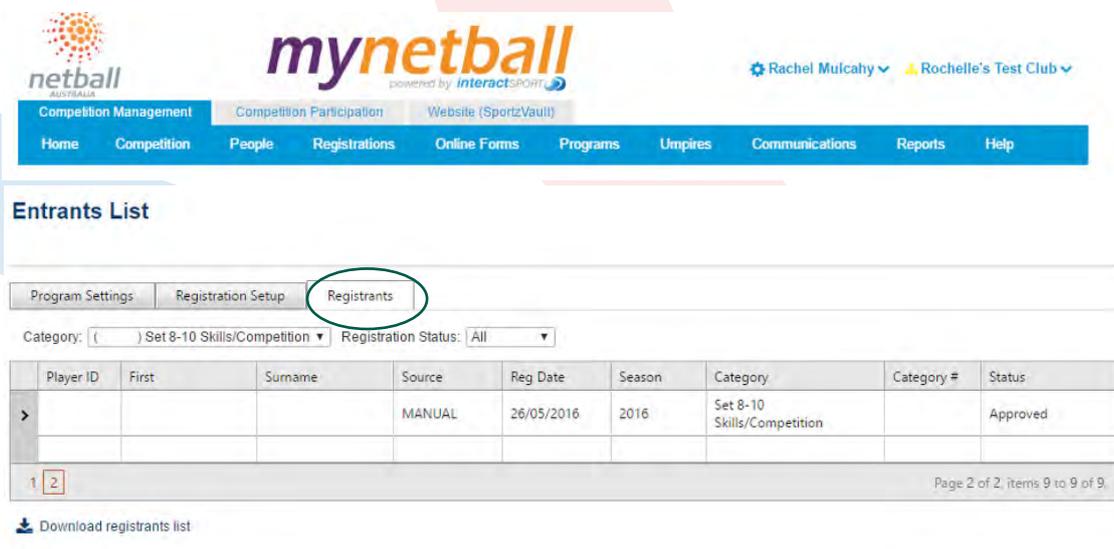
Once approved, the equipment kit will be automatically generated based on the Program Start Date of the FIRST program being run by the Centre. The participant packs will be ordered within 4 days of the participant registering for the program. As per the Terms and Conditions, Centres who choose not to accept online payments at the time of registration will be financially liable for all participant pack orders submitted to the supplier for dispatch, regardless of whether payment has been collected.

Once a Centre is approved, the Register button on the Centre Search is automatically generated and participants can begin registering and paying online for your NetSetGO program.

The online registration forms will display on the Centre Search and participants will only be able to register during the nominated Registration period.

## REGISTRANTS TAB

This tab is used for reporting on those participants registered to your NetSetGO program. This is found in the NetSetGO Centre Registration option under Programs.



The screenshot shows the mynetball website interface. At the top, there are logos for netball AUSTRALIA and mynetball powered by interactSPORT. A navigation bar includes links for Competition Management, Competition Participation, and Website (SportzVault). Below this is a menu with Home, Competition, People, Registrations, Online Forms, Programs, Umpires, Communications, Reports, and Help. The main content area is titled 'Entrants List' and has three tabs: Program Settings, Registration Setup, and Registrants (which is circled in red). Below the tabs are dropdown menus for 'Category' (Set 8-10 Skills/Competition) and 'Registration Status' (All). A table displays registration data with columns for Player ID, First, Surname, Source, Reg Date, Season, Category, Category #, and Status. The first row shows a participant with Source 'MANUAL', Reg Date '26/05/2016', Season '2016', Category 'Set 8-10 Skills/Competition', and Status 'Approved'. At the bottom of the table, there is a 'Download registrants list' link and a page indicator 'Page 2 of 2, items 9 to 9 of 9'.

Player ID	First	Surname	Source	Reg Date	Season	Category	Category #	Status
>			MANUAL	26/05/2016	2016	Set 8-10 Skills/Competition		Approved

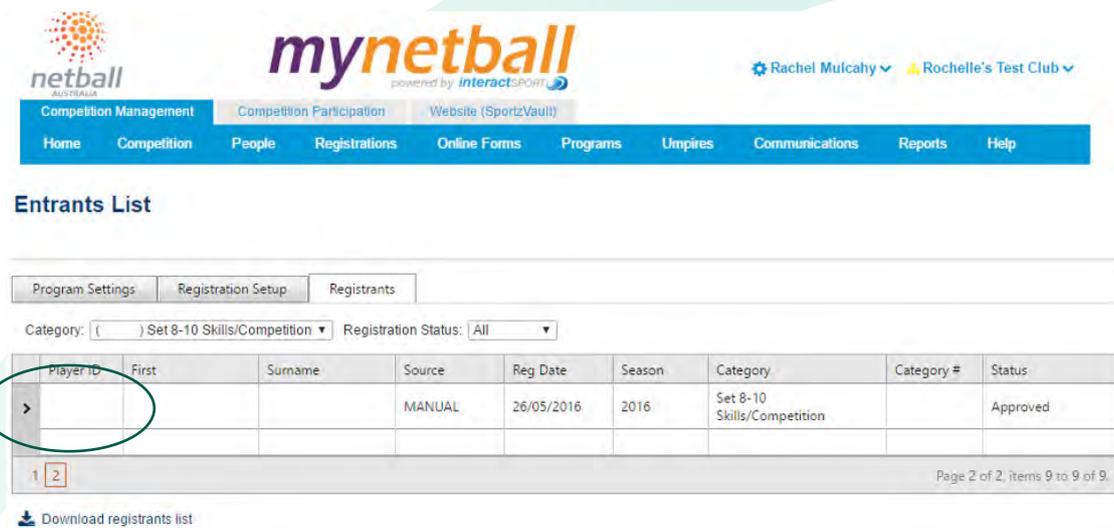
You can select which program stream you’d like to report on from the dropdown menu by clicking on Category (for example Set 8–10 Skills/Competition). You can then download that report as an Excel spreadsheet. The spreadsheet will include all the information that a participant has completed in the online registration form including t-shirt sizes, parent details, medical information (if applicable) and answers to any additional/ custom fields you may have added in.

## MANUALLY UN-ENROLLING A PARTICIPANT

It may be necessary for a registered participant to be un-enrolled. Un-enrolment must be completed by a NetSetGO Centre Coordinator or MO. Netball Australia will also have the ability to un-enroll participants.

Un-enrolments will be able to be performed via the Entrants List (this function is yet to be developed but will be available in 2017).

The status of each participant's pack will also be visible on this screen in 2017.



The screenshot shows the 'myNetball' website interface. At the top, there are logos for 'netball AUSTRALIA' and 'myNetball powered by interactSPORT'. A navigation bar includes links for 'Home', 'Competition', 'People', 'Registrations', 'Online Forms', 'Programs', 'Umpires', 'Communications', 'Reports', and 'Help'. Below this, the 'Entrants List' section is active, showing tabs for 'Program Settings', 'Registration Setup', and 'Registrants'. A dropdown menu for 'Category' is set to 'Set 8-10 Skills/Competition' and 'Registration Status' is set to 'All'. A table displays the following data:

Player ID	First	Surname	Source	Reg Date	Season	Category	Category #	Status
>			MANUAL	26/05/2016	2016	Set 8-10 Skills/Competition		Approved

At the bottom of the table, there is a 'Download registrants list' link and a page indicator 'Page 2 of 2, items 9 to 9 of 9'.

### ***PARTICIPANT UN-ENROLLS PRIOR TO PACK BEING ORDERED (Pack Status – To Order)***

1. Click on the arrow for the person who will be un-enrolled. This will expand the participant's details.
2. Click un-enroll.
3. Advise your MO of the unenrolment so that the participant's pack status can be set to Cancelled. If a pack has not yet been ordered for the participant, it will not be ordered and the participant may be refunded the NA fee.

### ***PARTICIPANT UN-ENROLLS AFTER THE PACK HAS BEEN ORDERED (Pack Status – Ordered or Dispatched)***

1. Click on the arrow for the person who will be un-enrolled. This will expand the participant's details.
2. Click un-enroll.

There is no need to advise your MO of the unenrolment as the participant pack has already been ordered and may be retained by the participant. If the participant chooses to enroll later in 2017 they will already have been issued their pack.

If the participant returns their pack unopened, the Centre Coordinator is to advise the MO that the pack has been returned and the MO will update the pack status to Cancelled.

Participants should be encouraged to keep their pack even if they are not pursuing netball.

### ***PARTICIPANT UN-ENROLLS AFTER THE PACK HAS BEEN ORDERED BUT THERE IS AN ERROR WITH ADDRESS VALIDATION (Pack Status – Error or Fixed)***

1. Click on the arrow for the person who will be un-enrolled. This will expand the participant's details.
2. Click un-enroll.
3. Advise your MO of the unenrolment so that the participant's pack status can be set to Cancelled. This will prevent a pack from being ordered for the participant and the participant can be refunded the NA fee.

## REPORTS

### PROGRAM ENROLMENT SUMMARY

Especially useful for Associations wanting to run a report for participants in their club.

**Programs > Enrolment Summary Report**



Program: NetSetGO Season: 2015 Enrol Date Range:  Generate Report

Enrolments for Rachelle's Test Club for period: 2015

Empty Name	Net_5_7_Activity_Skills	Net_8_10_Activity_Skills	Net_8_10_Competition	Total
Rachelle's Test Club	2	1	3	6
	2	1	3	Total: 6

\*Organisations in **Red** are not direct affiliates

Download enrolment summary  
Download enrolment detail (registrants report)

1. Select the Program, Season (current year) and Enrol Date Range (for example January–June).
2. You will then be able to see the number of participants registered in each of the programs you are running (for example Net\_5\_7\_Activity\_Skill).
3. You can download these reports by selecting
  - Download enrolment summary
  - Download enrolment detail (Registrants Report)
  - These can then be exported to Excel if you want to look into the figures in more detail

### PROGRAM ENQUIRY REPORT

(\*Very important to capture participants interested in signing up for your program)

See details from prospective participants who have sent an enquiry about your NetSetGO Program (i.e. who have clicked Submit Interest on the Centre Finder).

Ensure you get in touch to confirm registration into your program.

**Reports > Program Enquiry Report**



Program: NetSetGO Organisation:  Select

ID	Date	Org ID	Organisation	State	Day	Category	Email	Phone	Participant Name	Age
1312	04/12/2013	52097	Rachelle's Test Club	VIC			alisonhearn@hotmail.com	0448994422	Rachelle Lesh	9

Download

To download the full list of enquiries, click the Download button.

This will give you the contact details and nature of the participant's enquiry (for example, I have a 6 year old who has never played netball before. Can she join your program?)

**Note: we are working to include new reporting options for 2017 and will release details of these once confirmed.**

