




Registration Periods - National

A Registration Period is used to define both the duration of a player's registration and the window of time in which administrators will be able to register players.

To create a new Registration Period, click the **Add New Registration Period** button on top of the Registration Periods table:

Registration Period Management ?




ADD NEW REGISTRATION PERIOD

PERIOD	DATE FROM	DATE TO	OPEN DATE	CLOSE DATE	STATUS	DEFAULT	EDIT
2018	01/01/2018	31/12/2018	01/10/2017	31/12/2018	Active	<input checked="" type="checkbox"/>	
2017	01/01/2017	01/03/2018	01/07/2016	01/05/2018	Active	<input type="checkbox"/>	
2016	01/01/2016	31/01/2017	01/09/2015	31/12/2016	Not Active	<input type="checkbox"/>	

This will open up the **Add New Registration Period** dialogue box:

Registration Period Management ?

ADD NEW REGISTRATION PERIOD

PERIOD	DATE FROM	DATE TO	OPEN DATE	CLOSE DATE	STATUS	DEFAULT	EDIT
2018	01/01/2018	31/12/2018	01/10/2017	31/12/2018	Active	<input checked="" type="checkbox"/>	
2017	01/01/2017	01/03/2018	01/07/2016	01/05/2018	Active	<input type="checkbox"/>	
2016	01/01/2016	31/01/2017	01/09/2015	31/12/2016	Not Active	<input type="checkbox"/>	

To save the Registration Period, fill in the form and click **Insert** to add new period or **Update** button to edit an existing period.

The following table describes each of the fields on the **Registration Period Edit** screen:

Field	Description
Name	The name of the registration period.
Fee Percentage	Allows the user to set the percentage of a registration fee (as set in the Registration Type) required for part season registration, if applicable.
Description	A description of the Registration Period.
Date From	The start date of the registration duration.
Date To	The end date of the registration duration.
Open Date	The date upon which registration is open for entry. No registration is acceptable before this date.
Lock Date	The date upon which existing registrations are no longer editable/reversible.
Close Date	The date upon which registration is closed for entry. No registration is acceptable after this date.
Age Measurement Date	Validation Criteria: The reference date and month for determining eligibility (against a member's birth date) for a particular Registration Type.
Active	Checking the box means the registration period will appear in the dropdown list for selection. Non-used registration periods should be made inactive.
Allow inherit	Allows child organisations to create derived Period Types.
Default	Sets the Registration Period as the default for child organisations.