Create Membership Form

Sign up forms provide organisations with the ability to receive payments and process registrations online.

Signup Form Manager ?

➕ Add New Online Registration Form

| Home | Reports | Configuration | Approve Members |

☐ Include inactive forms

TITLE	CATEGORY	NUM REG	NUM PRODUCTS	STATUS	VIEW	EDIT	DELETE
📄 Course Registration Template	Course Registration	0	0	Active		✏️	🗑️
📄 Event Registration Template	Event/Program Registration	0	0	Active		✏️	🗑️

Click the **Add New Online Registration Form** link to create a new form or the **Edit** icon to make changes to an existing form.

Some governing bodies have provided templates to assist their members in setting up forms and to ensure that the relevant data is captured. If no templates are available, blank forms can be created.

Form set up can be broken down into the following 5 components:

General Settings

General Settings

Form Type	Membership ⌄
Title *	
Welcome Page Top Description	(Not entered) ✏️
Status	TEST MODE ACCESS, TEST MODE GATEWAY ⌄
Sort order	
Disclaimer	No Disclaimer ⌄
Entity Disclaimer	No Disclaimer ⌄
Contact Name *	Default eid:38925
Contact Email *	pcassidy.netball@gⁱ

Form Type	The form type determines some overall purpose of the form. Different types will be available for different organisations and each type may have different behaviour: **Standard Registration Form:** Used for the purpose of registering a member to an organisation or event. **Team Lodgement:** This option is available for any organisation with COMPETITION MANAGEMENT enabled. Allows for new teams (entity teams) to be lodged with an organisation which can optionally be integrated into a Team Nomination process. **Team Renewal:** This option is available for any organisation with COMPETITION MANAGEMENT enabled. Allows for existing teams (entity teams) to be renewed for a new season.

Title	This displays at the top of the Sign up form.
Welcome Page Top Description	Text entered here will display at the top on the Welcome Page. Click on Edit to open the HTML editor that can be used to add style to the text.
Status	**ACTIVE** - the form is publicly available and may be accessed via the **Public Access URLs** or via the club finder in the public portal. **INACTIVE** - the form is not publicly available and can only be previewed with the provided links. **TEST MODES** - the form is only available by clicking the **Public Access URLs**. When in test mode, the public form displays a red label indicating that it is in test mode. Forms that are being set up should be set to test mode and only switched to ACTIVE when they have been finalised. Anyone trying to access a form when in TEST MODE, without the correct access URL, will be denied access. **TEST MODE ACCESS, TEST MODE GATEWAY** - When both the form and payment gateway are set to test mode (if the gateway supports it) then transactions made through the form will establish a connection to your gateway but no funds will be processed. All gateways have different ways of operating under test mode. **Contact support** for more information. **TEST MODE ACCESS, PROD MODE GATEWAY** - When the form is in test mode and the payment gateway is set to production mode, a real card must be supplied for live gateway testing. ⚠ If the **SIMULATED** gateway is selected (see below) funds are never processed regardless of the TEST MODE selected above.
Disclaimer	Governing bodies may have a predefined disclaimer that must be used. Some organisations will be able to create their own disclaimers. A disclaimer will contain the terms of use for your sign up form and must be agreed to before the sign up process can be completed.
Contact Name	Enter the name of the person or organisation that should be contacted with any queries relating to this form. Also, any confirmation emails sent to customers are sent from this name.
Contact Email	Enter the email address that queries will be sent to. Also, any confirmation emails sent to customers are sent from this address, and their replies will come back to this address.

Payment Settings

Payment Settings

Payment Gateway (Online Payments)	SIMULATED CC GATEWAY 1111 ⌄ ⓘ
Allow Offline Payment	☐ Note - you will need to manually accept and reconcile offline payments if payment is made offline.
Allow Part Payment	☐
Automatically add processing fee	☐ Apply to online payments ☐ Apply to offline payments Fixed Charge: AUD [ ] plus Variable Charge: [ ] % of transaction amount
Offline Payment Description	(Not entered) ✏
Currency format	$
Tax Description	GST
Tax rate (%)	10.0

Payment Gateway	The payment gateway is displayed here. This can only be setup by **contacting support**.
Allow Offline Payment	Check the box if you also wish to enable 'offline' payment (i.e. where a customer needs to pay after the signup via a manual method such as mailing a cheque). If offline payment is selected, the customer will have access to print a form, complete it and send it in.
Offline Payment Description	Text entered here will display on the payment page. Editing this text will open our HTML editor that can be used to add style to the text. This text should briefly describe the process for making offline payments (i.e. instructions for direct deposits, details for paying by cheque etc.)
Currency format	Enter the currency symbol - e.g. $.
Tax Description	Enter a tax description if applicable - e.g. GST.
Tax rate (%)	Enter a tax rate if applicable. ⚠ All product prices specified must be inclusive of any tax (i.e the system does not add tax on to these prices). The tax collected is calculated in other reports.

Form fields

Form Fields

Personal Fields

Personal fields are fixed in the order they appear on the form. Some fields (which are disabled) must appear on all forms.

*If selected, Parent/Guardian fields will only display on the form if the person being registered is under 18. The fields are in a fixed order - First Name, Last Name, Email, Mobile, Address.

Select Field	Mand. Field
☐ Title	☐
🔒 ☑ First Name	☑
☐ Middle Name	☐
🔒 ☑ Last Name	☑
☐ Gender	☐
🔒 ☑ Date of Birth	☑
🔒 ☑ Email Address	☑
☐ Home Phone	☐
☐ Mobile Phone	☐
☐ Address	☐
☐ School	☐
☐ Next of Kin / Emergency Contact - Name	☐
☐ Next of Kin / Emergency Contact - Number	☐
☐ Parent/Guardian fields*	☑

Other Fields

Available Fields

Custom Fields [NA]

3rd language spoken
Ambulance Member
Are there any languages other than English spoken at home?
Date of Expiry
Do you have a disability?
Do you identify as Aboriginal and/or Torres Strait Islander?
Do you play netball at school
Existing Medical Conditions / Injuries / Allergies
Have you participated in NSG this year?
How did you find out about NSG
If other please let us know
If Yes, then what other languages are spoken?
In which country were you born?
Medicare Number
National Team
NMAS ID

Selected Fields

Field	Mand. Field	Display Name	Group Name

Personal fields	These are fixed in the order they appear on the form. You will not be able to make changes to these fields. Some fields are locked and mandatory by default and must appear on all forms.
Other fields	You can add additional standard fields or your own custom fields to sign up forms. Optionally enter a display name for the field. If you don't enter a display name, the field label will be that of the field itself. You can change the order of appearance of the fields by using the *Move Up* and *Move Down* buttons.

Registration Type/Products

Registration Type/Products

Displayed as radio buttons: customer will be able to choose one item only.

Available Registration Type/Products

MyNetball Participant	
WWCC Registration Item	
Coaching Our Way	
Expect Respect - Community	
Expect respect - Young adult	
Expect respect - Youth	

Selected Registration Type/Products

Saleable items

Displayed as check boxes: customer will be able to choose multiple items.

Available Saleable items

MyNetball Participant	
WWCC Registration Item	
Coaching Our Way	
Expect Respect - Community	
Expect respect - Young adult	
Expect respect - Youth	

Selected Saleable items

Products can be added to forms as either a radio button or checkbox option.

Radio Button	When using the form, users will only be able to select one radio button item at a time. Products that are linked with a registration type can only be added in the radio button format.
Check box	When using the form, users can select multiple checkbox options. Saleable items can only be added as checkbox options.

Products can only be selected in one of the sections - i.e it is not possible to select as both a 'radio' and 'checkbox' item.

Advanced settings

Advanced Settings

Behaviour Options

- ☐ Manually approve all new registrants
- ☑ Create logins for new registrants
- ☐ Omit pay by credit card information from offline payment form
- ☐ Display payment split information if possible
- ☐ Allow signups on behalf of family members
- ☐ Allow no team preference

Syndication Options

- ☐ Syndicate to Entity Teams
- ☐ Syndicate to affiliated CLUBS
- ☐ Syndicate to affiliated ASSOCIATIONS
- ☐ Syndicate to affiliated ZONES
- ☐ Syndicate to affiliated REGIONS
- ☐ Syndicate to affiliated STATES
- ☐ Syndicate only to direct affiliates

Save

Behaviour options

Manually approve all new registrants	Players that did not exist in the database prior to registering will need to be manually approved in order to activate their records,
Create Logins for new registrants	An invitation will be sent to new participants to allow them to create a participant login. It is recommended that this option be checked, as having a login makes future online purchases easier.
Use Simple Mode Process	The aim of simple mode is to streamline the information gathering process. It should only be used on forms that have a single product which does not require an online payment. Simple Mode: • Removes Product selection from the sign up process, the first listed product is automatically selected. • Removes the Disclaimer section from the sign up process. • Removes the participant Detail review section from the sign up process. • Removes the Payment Screen from the sign up process, payments are automatically accepted.
Omit pay by credit card information from offline payment form	This removes the section for credit card details from the offline payment printout.
Display payment split information if possible	Includes a breakdown of the distribution of the payment within the organisation hierarchy in the registration detail section of a participant's record.
Allow sign ups on behalf of family members	This activates family discount options for participants that have logged in to register.
Allow no team preference	When signing up for a team, players can choose to not select an existing team. Players that choose to do this will need to be assigned to a team by administrators.

Syndication options

Syndicate to Entity Teams	When registering, participants will be able to select an entity team.
Syndicate to affiliated CLUBS	When registering, participants will be able to select from a list of affiliated clubs.
Syndicate to affiliated ASSOCIATIONS	When registering, participants will be able to select from a list of affiliated associations.
Syndicate to affiliated ZONES	When registering, participants will be able to select from a list of affiliated zones.
Syndicate to affiliated REGIONS	When registering, participants will be able to select from a list of affiliated regions.
Syndicate to affiliated STATES	When registering, participants will be able to select from a list of affiliated states.
Syndicate only to direct affiliates	Only organisations with a direct connection to your organisation (i.e. Parent / Child) will be displayed.

To save your changes, click the **Update** button.

To get the Form links, click on the Edit icon for an existing form.

Form Links

Public Link
https://uat-netball.resultsvault.com/common/pages/reg/welcome.aspx?fi=1&type=5&id=34303&entityid=38925

Admin Preview
Preview
Note - this link can access inactive forms - do not publicise.

Social Media Share f �
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Public Links	This displays the URL for the form which can be published on a website or shared via email and social media.

Admin Preview	Membership signup forms can be accessed either via the ResultsVault public site, or via a SportzVault web site. The links have an embedded parameter which allows the forms to be displayed, even if they are not in the ACTIVE status (i.e. TEST MODE).
Social Media Share	Share buttons are provided to directly share to the most common social media platforms.

What is membership signup?