



How do I assign my Current and New Registration Seasons?

Last Modified on 23/05/2024 9:53 am AEST

An Association can configure their database to automatically add a season record for each new member registration. This applies to both methods of registering a member:

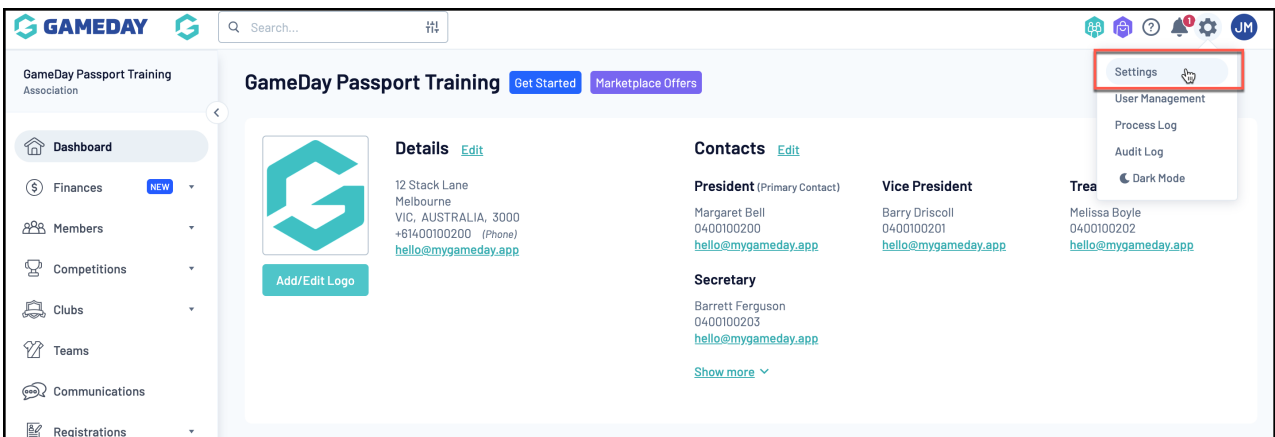
- Self-registration by the member through the online registration form
- Manual registration by an administrator through the database

It is strongly recommended that you set a **New Registration Season** to assist in your member registration process.

Note: This is available at **Association** level only. If you are unable to change the season, you will need to contact your National Body or Association

To automatically assign a season for all new member registrations:

1. From your database dashboard, click on the **Settings Cog** icon and select **SETTINGS**



2. Under the **Setup Registrations** menu, click **SEASONS**.

Configuration

These configuration options allow you to modify the data and behaviour of the system.

Manage Users and Security

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Configure Database Fields

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Other

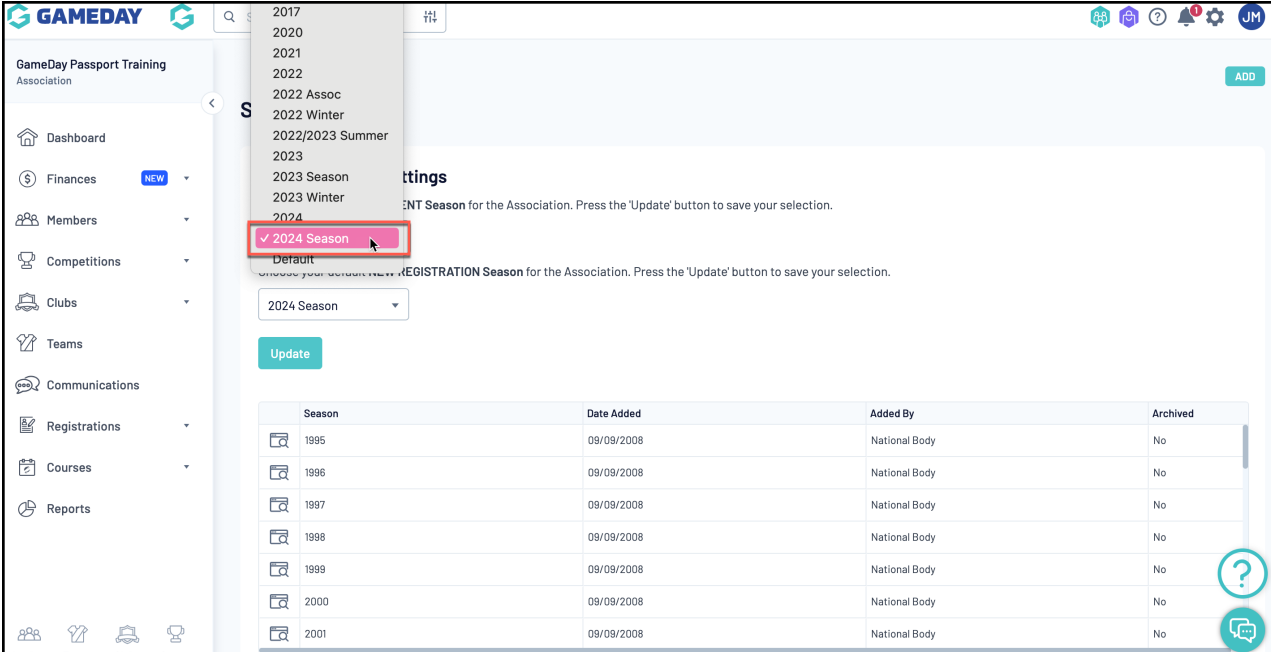
[Fitness Tests](#)

3. At the top of the screen are the **Default Season Settings** which give you the option of selecting a **CURRENT Season** and a **NEW REGISTRATION Season**.

Note: You will need at least one season set up in the database. For help with adding a season, [click here](#).

- **CURRENT Season:** When viewing members, competitions, teams, etc. throughout the database, all season filters will be set to the default **CURRENT Season**
- **NEW REGISTRATION Season:** All new members will be registered to the **New Registration Season**

4. Select a season from the drop-down menu under the applicable season setting



The screenshot shows the 'Default Season' settings for the 'GameDay Passport Training Association'. A dropdown menu is open, listing seasons from 2017 to 2024. The '2024 Season' option is selected and highlighted with a red box. Below the dropdown is an 'Update' button. A table below shows a list of seasons from 1995 to 2001, with columns for Season, Date Added, Added By, and Archived.

Season	Date Added	Added By	Archived
1995	09/09/2008	National Body	No
1996	09/09/2008	National Body	No
1997	09/09/2008	National Body	No
1998	09/09/2008	National Body	No
1999	09/09/2008	National Body	No
2000	09/09/2008	National Body	No
2001	09/09/2008	National Body	No

5. Click **UPDATE**

GameDay Passport Training Association

Seasons

Default Season Settings

Choose your default **CURRENT Season** for the Association. Press the 'Update' button to save your selection.

2024 Season

Choose your default **NEW REGISTRATION Season** for the Association. Press the 'Update' button to save your selection.

2024 Season

Update

Season	Date Added	Added By	Archived
1995	09/09/2008	National Body	No
1996	09/09/2008	National Body	No
1997	09/09/2008	National Body	No
1998	09/09/2008	National Body	No
1999	09/09/2008	National Body	No
2000	09/09/2008	National Body	No
2001	09/09/2008	National Body	No

The season selected as the **NEW REGISTRATION Season** will be automatically assigned to each member added or registered to the database.

The season selected as the **CURRENT Season** will be applied as the default filter when viewing members, competitions, products or any other lists across the database.