How do I assign my Current and New Registration Seasons?

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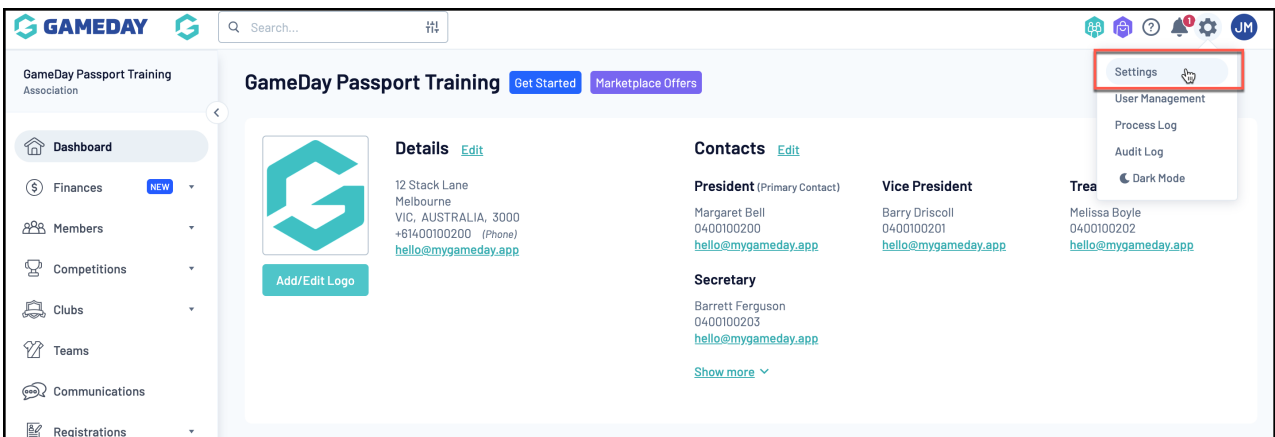
- Self-registration by the member through the online registration form
- Manual registration by an administrator through the database

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 i**con 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

Password Management
Permissions

Configure Database Fields

Custom Fields
Field Configuration
Manage Lookup Information
Member Packages
Member List Display

Setup Registrations

Age Groups
Seasons
Clearance Settings
Opt-Ins

Manage Competitions

Statistics Templates
Ladder Templates
Fixture Templates
Media Outlets
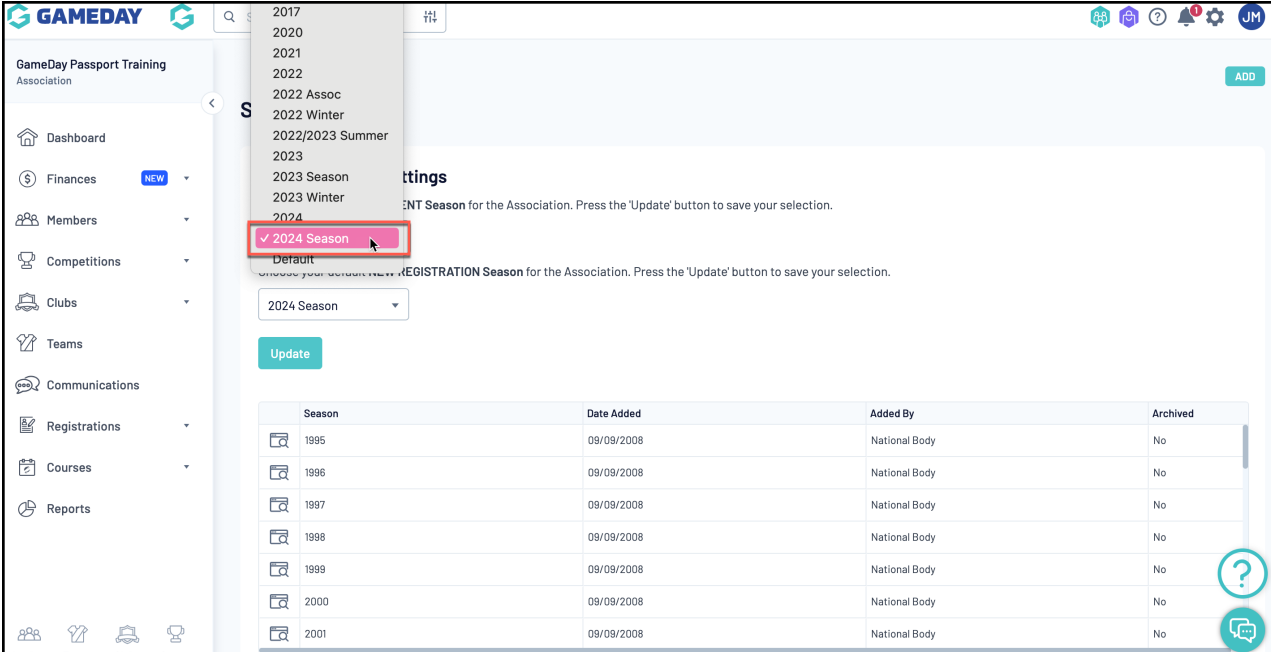Finals Eligibility Settings
Match Day Reports

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

5. Click **UPDATE**

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.