How do I assign my Current and New Registration Seasons?

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Overview

Association administrators can allocate specific seasons in their database as the default selection for season filters (I.e. on member lists) and for the default season on one-click reports.

This is known as the **Current Season**.

They can also configure their database to automatically allocate members into a specific season upon 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

This is known as a **New Registration Season**.

> **Note:** Whilst this functionality is available at **Association** level only, this process can be done for an entire hierarchy upon request. Please contact your governing body if you are unsure if this has been done on your behalf

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Step-by-Step

Step 1: Navigate to the Settings page

From your database dashboard, click on the **Settings Cog** > **SETTINGS**

Step 2: Open the Seasons page

Under the **Setup Registrations** section, click **SEASONS**

Step 3: Update your Current/New Registration Seasons

Make the relevant changes in the **Current Season** and **New Registration Season** drop-down options

> **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 information throughout the database, all season filters will be set to this

season
- **New Registration Season:** Members will be allocated to this season upon registration once updated

Click **UPDATE**

Watch

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