



GAMEDAY

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

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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