

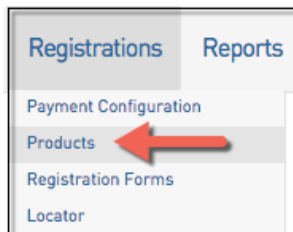
Basketball Australia: How to add a Club product to a National Registration Form

Last Modified on 29/01/2024 3:24 pm AEDT

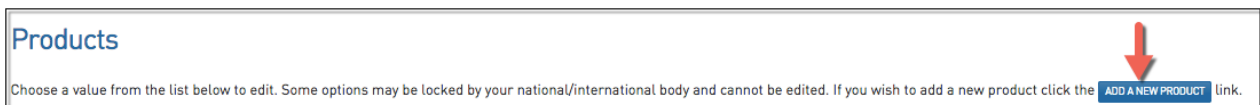
A Club administrator has the option to create and add a Club product to a Member to Club National Registration form.

Login at Club level and follow these simple steps:

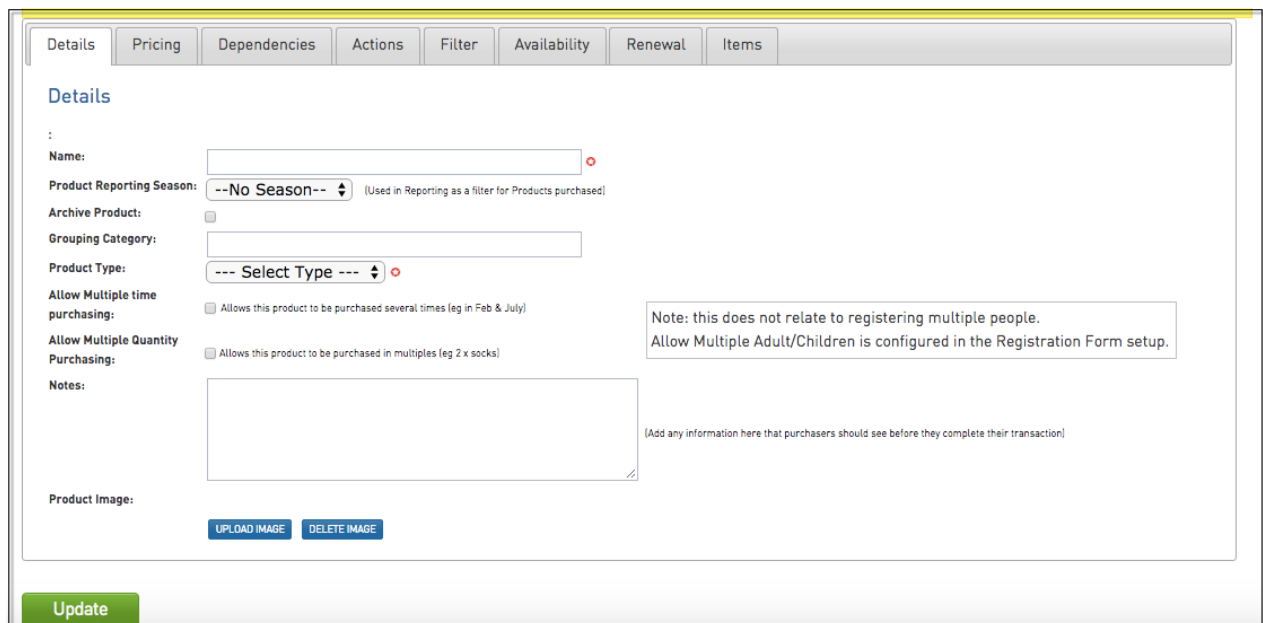
1. Hover over the *Registrations* tab and click **Products**.



2. Click **Add New Product**.



3. Fill in all compulsory details and click **Update**.

A screenshot of the 'Details' form for adding a new product. The form has several tabs: 'Details', 'Pricing', 'Dependencies', 'Actions', 'Filter', 'Availability', 'Renewal', and 'Items'. The 'Details' tab is selected. The form contains the following fields and options:

- Name: [Text input field]
- Product Reporting Season: [Dropdown menu with '--No Season--' selected]
- Archive Product: [Checkbox]
- Grouping Category: [Text input field]
- Product Type: [Dropdown menu with '--- Select Type ---' selected]
- Allow Multiple time purchasing: [Checkbox] with subtext: 'Allows this product to be purchased several times (eg in Feb & July)'
- Allow Multiple Quantity Purchasing: [Checkbox] with subtext: 'Allows this product to be purchased in multiples (eg 2 x socks)'
- Notes: [Text area]
- Product Image: [Section with 'UPLOAD IMAGE' and 'DELETE IMAGE' buttons]

A note box on the right states: 'Note: this does not relate to registering multiple people. Allow Multiple Adult/Children is configured in the Registration Form setup.' Below the form is a green 'Update' button.

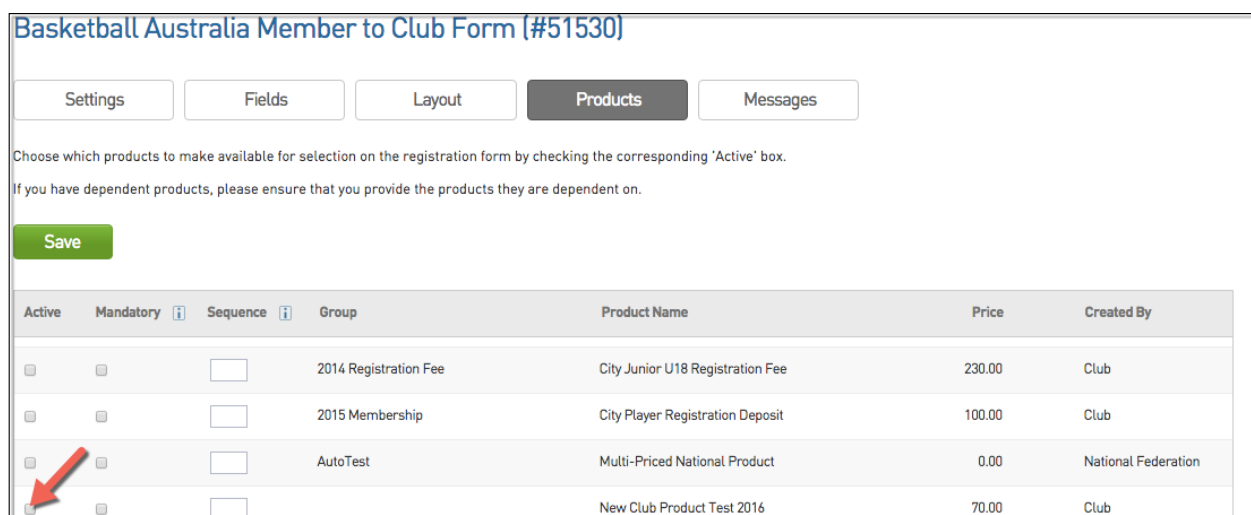
4. Hover over *Registrations* and click **Registration Forms**.



5. Click **Edit** next to the Registration Form you wish to add the new product to.



6. Click on the **Products** Tab along the top and scroll through the list to activate the new club product.



7. Click on **Save**.

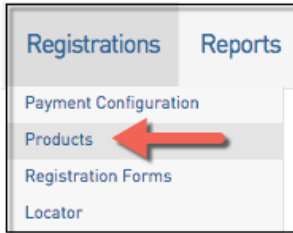
An important note to Association administrators

- If you request your Clubs to create their own products and add their products to the Member to Club National Registration form, please be aware, if you are editing the same form at Association level, you will not see the Club product selections as ticked checkboxes.
- However, if you drill down to Club level and edit the National Registration form you will see all selected Club products marked as a ticked check box.
- Our recommendation to you is its important you do sufficient testing of your forms prior to their public release.

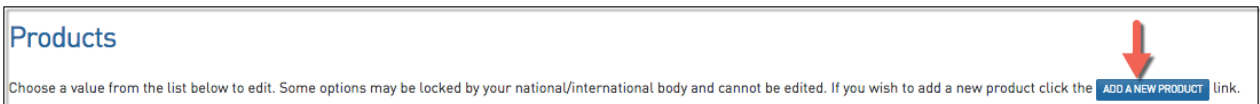
An Association Administrator also has the option to add Club created products to the Member to Club National Registration form at Association level once the Club has created their products.

You can do this by logging in at Association level and following these simple steps:

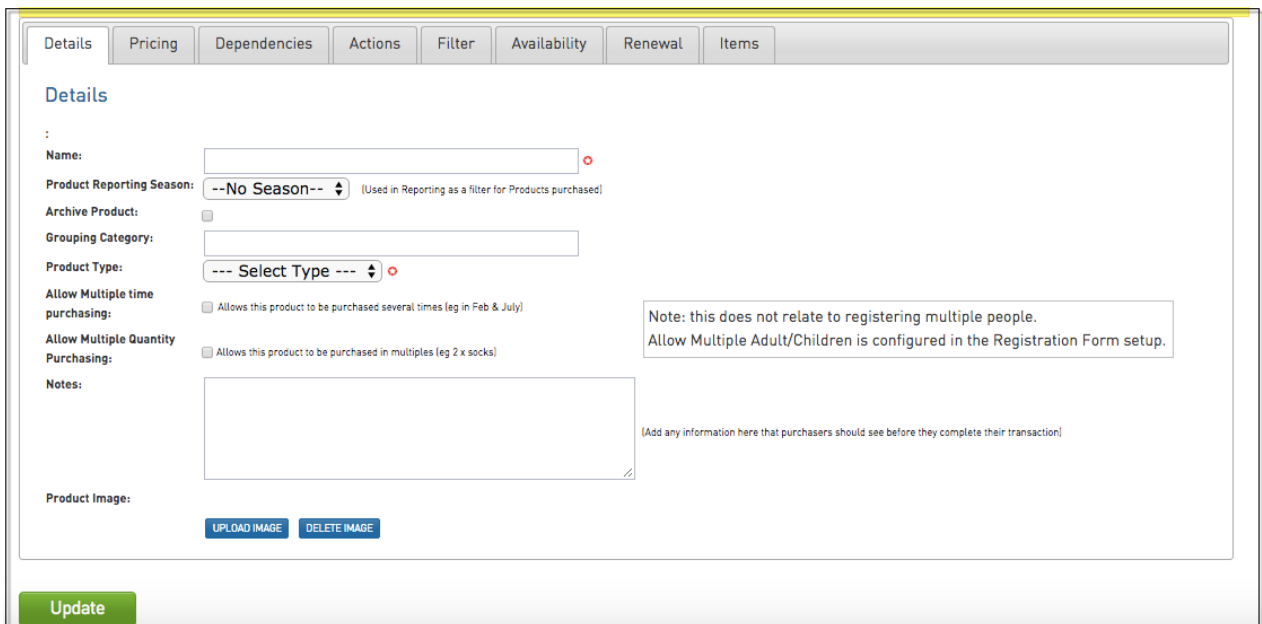
1. Hover over the *Registrations* tab and click **Products**.



2. Click **Add New Product**.



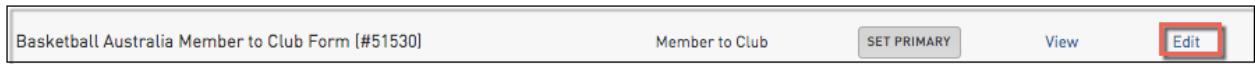
3. Fill in all compulsory details and click **Update**.

A screenshot of the "Product Details" form. The form has a tabbed interface with "Details" selected. The fields include: "Name" (text input), "Product Reporting Season" (dropdown menu with "--No Season--"), "Archive Product" (checkbox), "Grouping Category" (text input), "Product Type" (dropdown menu with "--- Select Type ---"), "Allow Multiple time purchasing" (checkbox with subtext "Allows this product to be purchased several times (eg in Feb & July)"), "Allow Multiple Quantity Purchasing" (checkbox with subtext "Allows this product to be purchased in multiples (eg 2 x socks)"), "Notes" (text area), and "Product Image" (with "UPLOAD IMAGE" and "DELETE IMAGE" buttons). A note box on the right states: "Note: this does not relate to registering multiple people. Allow Multiple Adult/Children is configured in the Registration Form setup." At the bottom left, there is a green "Update" button.

4. Hover over *Registrations* and click **Registration Forms**.



5. Click **Edit** next to the Registration Form you wish to add the new product to.



6. Click on the **Products** Tab along the top and scroll through the list to find all relevant Club products as indicated by your clubs as needing to be available.

-At Association level, all selected products will display with a tick in the check box making it easy to decipher what has and hasn't been added.

Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box.
If you have dependent products, please ensure that you provide the products they are dependent on.

Save

Active	Mandatory	Sequence	Group	Product Name	Price	Created By
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2014 Registration Fee	City Junior U18 Registration Fee	230.00	Club
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2015 Membership	City Player Registration Deposit	100.00	Club
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	AutoTest	Multi-Priced National Product	0.00	National Federation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>		New Club Product Test 2016	70.00	Club

7. Click on Save in order to Save the additional club product selection.

Promoting the Member to Club National Registration form to participants

There are two options available to the Administrator.

1. Promote the Member to Club form at Association level

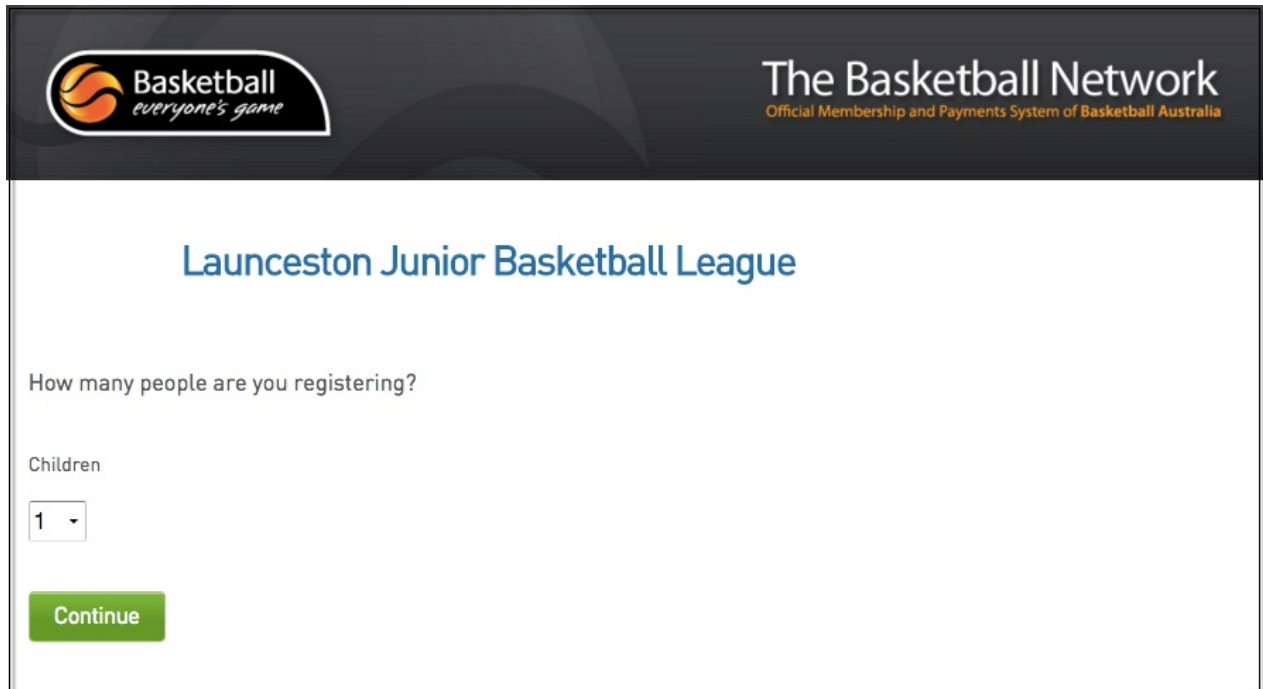
Navigate to Association level-

a. Hover over *Registrations* and click on **Registrations Tab**.

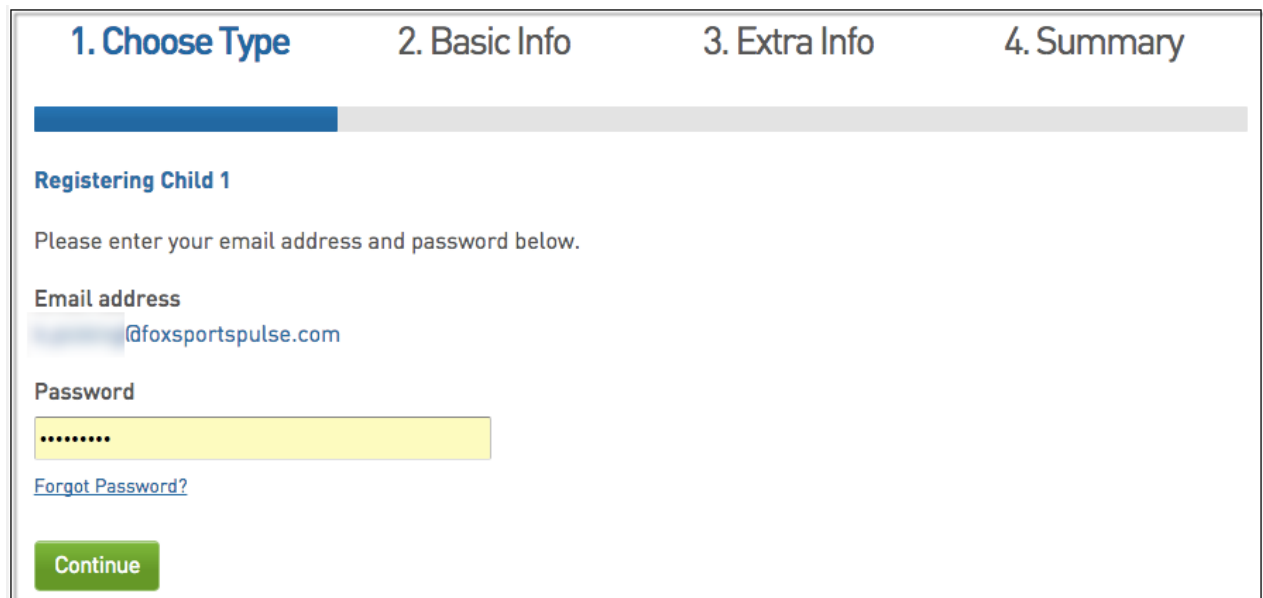


b. Click on **View** - This URL should be used and promoted through whichever medium the league feels appropriate (email, facebook, website).

c. By clicking **View**, a new window will open showing the Registration Form. Follow the prompts to move through the form.



The screenshot shows the top of the registration form. At the top left is the Basketball Australia logo with the tagline "everyone's game". At the top right is "The Basketball Network" logo with the tagline "Official Membership and Payments System of Basketball Australia". The main heading is "Launceston Junior Basketball League". Below this is the question "How many people are you registering?". Underneath is a label "Children" and a dropdown menu showing the number "1". At the bottom of this section is a green "Continue" button.



The screenshot shows the progress bar at the top with four steps: "1. Choose Type", "2. Basic Info", "3. Extra Info", and "4. Summary". The first step, "1. Choose Type", is highlighted with a blue bar. Below the progress bar is the section "Registering Child 1". The text says "Please enter your email address and password below." There are two input fields: "Email address" with the text "@foxsportspulse.com" and "Password" with a masked field of seven dots. Below the password field is a blue link "Forgot Password?". At the bottom of this section is a green "Continue" button.

d. Please note: The participant will have the option to select their Club before completing the rest of the form.



Launceston Junior Basketball League

1. Choose Type

2. Basic Info

3. Extra Info

4. Summary

Registering Child 1

If the person you are registering has never been registered select the club you wish to join below.

City

✔ Choose Type

2. Basic Info

3. Extra Info

4. Summary

Registering Child 1

Legal first name : *

Family name : *

Date of Birth : / / *

DAY MONTH YEAR

Gender : *

Registering As :


Continue

e. Once necessary information is filled out, you will taken to the Extra Info area. The Club selection will filter to display only relevant State, League and Club selected products.

Eg. If the Devils Club and the City Club had created their own Club products and added them to the form and the participant had entered the form and chosen Devils Club as their Club selection then only the State, League and Devils products would display.

Items

Check the box against the items you would like to select

Select	Name	Cost
<input type="checkbox"/>	AA City Test Product	\$100.00
2016 Basketball Tasmania Registration		
Yes	 Player - U/10 & U/12	\$30.00

This product will register you from today and will expire on the 31 December 2016.

You are eligible for this product if you are born later than 2005.

I opt in to basketball information

2. Promote the Member to Club form at Club level.

Navigate to Club level-

a. Hover over Registrations and click on Registrations Tab.



b. Click on View - This URL should be used and promoted through whichever medium the league feels appropriate (email, facebook, website).

Basketball Australia Member to Club Form [#51530]	Member to Club	SET PRIMARY	View	Edit
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c. The participant will not be presented with the choice to choose which Club they select when the form is entered at this level.

1. Choose Type 2. Basic Info 3. Extra Info 4. Summary

If the person you are registering has never been registered select New Member below.

New Member >

✔ Choose Type 2. Basic Info 3. Extra Info 4. Summary

Registering Child 1

Legal first name : *

Family name : *

Date of Birth : / / *

DAY MONTH YEAR

Gender : *

Registering As :

1. If you are a club, please contact your association administrator directly. In most cases, they will be able to quickly assist you with your enquiry
 2. If you are an association, please contact The Basketball Network Support Team at basketball.net.au/tbnsupport.
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