

Basketball Australia: Manually Adjust Membership Period

Last Modified on 29/01/2024 3:26 pm AEDT

NOTE: Membership Period can only be manually adjusted by a state level administrator

If a Membership Period is incorrect, please contact your state administrator to manually change it in the member's record.

From the member's record, hover over **Member History** and select **Membership Periods**.



You will see a list of the member's Membership Periods.

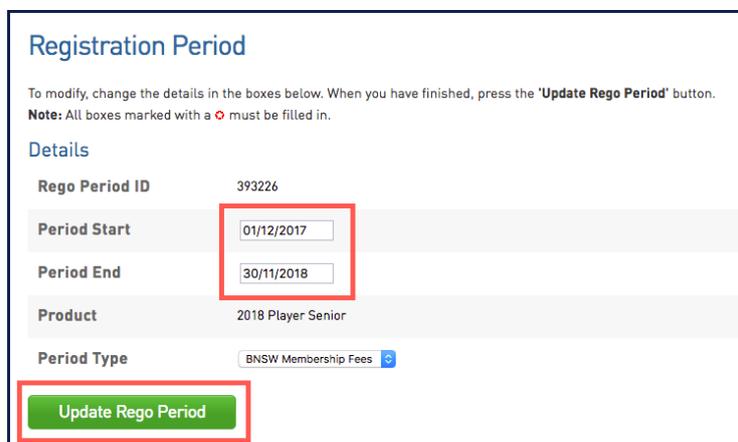
Click on the **edit icon** at the beginning of the row you want to change.



A screenshot of the 'Membership Period History' table. The table has columns for Start, End, Membership Product Group, Primary Association, Membership Product, and Transaction Date. The second row is highlighted, and its edit icon is circled in red.

	Start	End	Membership Product Group	Primary Association	Membership Product	Transaction Date
	2017-11-01	2017-01-15	BNSW Membership Fees	Central Coast Waves	2017 Player Senior	2017-11-17
	2018-12-31	2017-12-01	BNSW Membership Fees	Central Coast Waves	2018 Player Senior	2017-11-17

Enter the correct information and click **Update Rego Period**.



A screenshot of the 'Registration Period' form. It contains fields for Rego Period ID, Period Start, Period End, Product, and Period Type. The 'Update Rego Period' button is highlighted with a red box.

Registration Period

To modify, change the details in the boxes below. When you have finished, press the 'Update Rego Period' button.
Note: All boxes marked with a must be filled in.

Details

Rego Period ID: 393226

Period Start:

Period End:

Product: 2018 Player Senior

Period Type:

When you go back to the Membership History, you will see the corrected dates.

	Start	End	Membership Product Group	Primary Association	Membership Product	Transaction Date
🗑	2017-11-01	2017-01-15	BNSW Membership Fees	Central Coast Waves	2017 Player Senior	2017-11-17
🗑	2017-12-01	2018-11-30	BNSW Membership Fees	Central Coast Waves	2018 Player Senior	2017-11-17

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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