

Season Setup – Quick Guide Associations

Before you begin:

- Ensure club has a Principal User (access granted by Parent Association)
- Ensure Principal User creates User Access to Club Registrar

1. Review the Associations Organisation details.

Menu: Organisation > Organisation Details > Add/Edit details

2. Update Association Bank Details

Menu: Registration> Gateway and Payments> Bank Account Details> Add/Edit details>

Update Account

3. Create Association Disclaimers Under Disclaimers tab

Menu: Registration> Disclaimers> Add new Disclaimer> Add details

4. Create Additional Questions under Custom Fields Management

Menu: People> Custom Person Lists> Custom Fields Management> Add New Custom Fields

5. Create Registration Types

Menu: Registration> Registration Type> Add Registration Type>Select Parent Type> Add Details

6. Edit Registration Periods

Menu: Registration> Registration Periods> Select 'Period'> Edit details

7. Create User Access for Clubs

Menu: 'Filter down to club'> Menu: Organisation > User List> Add New User> Create User

NOTE: Create 1 User for each Club within your association refer to User Access Guide

8. Create Registration Products

Menu: Registration> Product Management> Add Registration Product> Select Parent

Organisation, Registration Period & Registration Type (Details provided by Parent

Organisation) > Add details