

STEP 4 - Set up registrations

Navigate to the Registraton module.

- Home
- User
- Registration**
- Competitions
- Match Day
- Communication
- Shop
- Officials
- Finance
- Advertising
- Websites

Actions Required

Actions	De-Registration	Transfer	90 Day + Offline	Government Vouchers	Restri
78	0	0	0	0	
	Awaiting Approval	Awaiting Approval	Awaiting Refund	Pending	

Overview

Revenue: Last 7 days		Users: 2023	
2 days ago	Yesterday	Registered	Non-Registered
Registration	Last 7 days	Shop Purchases	Last 7 days
\$1,271.37		\$0.00	

STEP 4 - Set up registrations

Year: 2023

Owned Competition Registrations

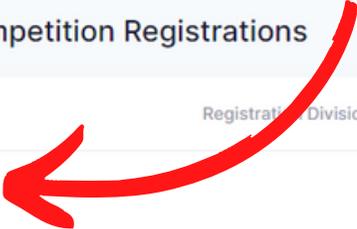
+ New Competition Registration

Competition Name	Registration Divisions	Registration Type	Status	Action
 No Data				

Click on the orange Competition name to complete the club component of the registration form.

Participating-In Competition Registrations

Competition Name	Registration Divisions	Registration Type	Status	Action
Registration Example		Any organisation - Association/Leagues	Complete Registration Form	...



STEP 4 - Set up registrations

Competition Fees

Details Membership Registration Divisions **Fees** Payments Discounts

Fees [?]*

SA Country Levy

All Divisions [?] Per Division [?]

Individual User Registrations

Individual User Seasonal Fee [?]

Charged for Full Season Charged Per Game Played

Membership Type	Division	Membership Fees (excl. GST)	GST	Nomination Fees (excl. GST)	GST	Affiliate Nomination Fees (excl. GST)	GST	Competition Fees (excl. GST)	GST	Affiliate Competition Fees (excl. GST)	GST	Total
12 and Under	N/A	\$ 35.44	\$ 3.54	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 38.98
13+	N/A	\$ 49.99	\$ 5	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 54.99

Individual User Single Game Fee

Team Registration

Add any club fees into the Affiliate Nomination Fees box. **1**
If GST is included in your fees, you will need to calculate the GST amount and enter in the separate GST box.



STEP 4 - Set up registrations

Team Mana	N/A	\$ 0	\$ 0	N/A	N/A	N/A	N/A	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0.00
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Individual User Single Game Fee

SAC Temporary Fill-in Player

All Divisions ? Per Division ?

Individual User Registrations

Individual User Seasonal Fee ?

Charged for Full Season Charged Per Game Played

Membership Type	Division	Membership Fees (excl. GST)	GST	Nomination Fees (excl. GST)	GST	Affiliate Nomination Fees (excl. GST)	GST	Competition Fees (excl. GST)	GST	Affiliate Competition Fees (excl. GST)	GST	Total
12 and Und	N/A	\$ 5.45	\$ 0.55	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 6.00
13+	N/A	\$ 5.45	\$ 0.55	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 6.00

Individual User Single Game Fee

21
If your club charges a fee on top of SA Country's \$6.00, enter your club's Temporary Fill-in Player fee in the Affiliate Nomination Fee box.

Click Next



STEP 4 - Set up registrations

- Direct Debit (not applicable for team registrations with at match fees enabled)
- Credit / Debit Card
- Cash (only applicable for per match competition fees)

Payment Options

Nomination Fee

At point of Registration

Individual User Seasonal Fee ?

- Pay Full Amount
- Instalments
- Offline Payment
- Single Use Discount - No Fee Charged
- Payment Plan - For Specific Users [Manage Payment Plan](#)

Click Next

Save **Next**



STEP 4 - Set up registrations

Discount Codes - Optional

Discounts ⓘ
Note: Discounts will only apply to individual season registrations.

1 Select Discount Code for Discount Type.

2 Select SA Country Levy for Membership Product.

3 Select Membership Type.

4 Select Discount Type.

5 Create Discount Code.

5 Enter Percentage off or Discount Amount

OPTIONAL
Add description and dates code is available.

Separate Discount Codes need to be made for the 13+ and 12- Memberships.

Percentage off (this ONLY applies to your organisation's fees)

Fixed \$ amount (applies to ALL fees charged to the end user)

Percentage off (this ONLY applies to your organisation's fees)

Code

Code

Percentage off or Fixed Amount

Percentage off or Fixed Amount %

Description

General Discount

Available From

dd-mm-yyyy

Available To

dd-mm-yyyy

Discount Type*

Discount Code

Membership Product*

SA Country Levy

Membership Types*

13+

STEP 4 - Set up registrations

Competition Fees

Details

Membership

Registration Divisions

Fees

Payments

Discounts

Discounts

Note: Discounts will only apply to individual season registrations.

[+ Add Discount](#)

Government Vouchers

Note: Government Vouchers apply to individual season registrations only.

- NSW Active Kids
- NT Sports Voucher Scheme
- Queensland Fair Play
- SA Sports Voucher
- Victoria Get Active

Click Next

Save

Next

