

MEMBER UNION & ASSOCIATION CHECKLIST – REGISTRATION SETUP

In 2018 a NEW process will be implemented with Member Unions and Associations in relation to set up and activation of their registrations for their Clubs. Each Member Union and Competition can tailor their timing of dates to their specific needs.

The checklist actions outlined below are provided to assist the Member Union and Associations meet their obligations and requirements relating to the registration activation and set up for their jurisdiction.

Individual Member Unions and/or Associations are advised to communicate with their Clubs on specific registration activation and fees pertinent to their region.

STEPS	ACTIONS	✓
1	<p>REGISTRATION PERIOD – MEMBER UNION</p> <p>i. Activate the 2018 registration period in Rugby Link, checking the options for active, allow inherit and default.</p> <p>NOTE: Registration period is inherited from the National registration period.</p>	<input type="checkbox"/>
2	<p>REGISTRATION TYPES & FEES – MEMBER UNION</p> <p>i. Review/ edit/update the 2017 registration types and update with 2018 fees. ii. If required, create new 2018 registration types. iii. Deactivate any registration types no longer in use for 2018.</p> <p>NOTE: Registration types can only be created from the active National registration types. Ensure the Member Union fee added is the total of NPRF plus MUPRF.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	<p>REGISTRATION PERIOD & TYPES ACTIVATION – ASSOCIATION</p> <p>i. Activate the 2018 registration period in Rugby Link, checking the options for active, allow inherit and default.</p> <p>NOTE: Registration period is inherited from the Member Union registration period.</p>	<input type="checkbox"/>
4	<p>REGISTRATION TYPES & FEES – ASSOCIATION</p> <p>i. Review/ edit/update the 2017 registration types and update with 2018 fees. ii. If required, create new 2018 registration types. iii. Deactivate any registration types no longer in use for 2018.</p> <p>NOTE: Registration types can only be created from the active Member Union registration types.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Detailed information on how to set up and activate Member Union and Competition registration period and types can be found in the Rugby Link Resource Library:

<http://www.rugbyaustralia.com.au/runningrugby/RugbyLink/RugbyLinkResourceLibrary.aspx>.

*As of 16 November 2017