

Quick Reference Guide: Fortis

Your organisation will have received communication from Netball Victoria advising of the new customer relationship management (CRM) system. Netball Victoria now use the CRM to collect and maintain up-to-date affiliate contact and competition information. The CRM also enables us to and communicate with our affiliates more effectively and efficiently.

This CRM system is called Fortis and will be linked to the Affiliation agreement process each year.

Netball Victoria have added all our affiliated Associations and Leagues into this system.

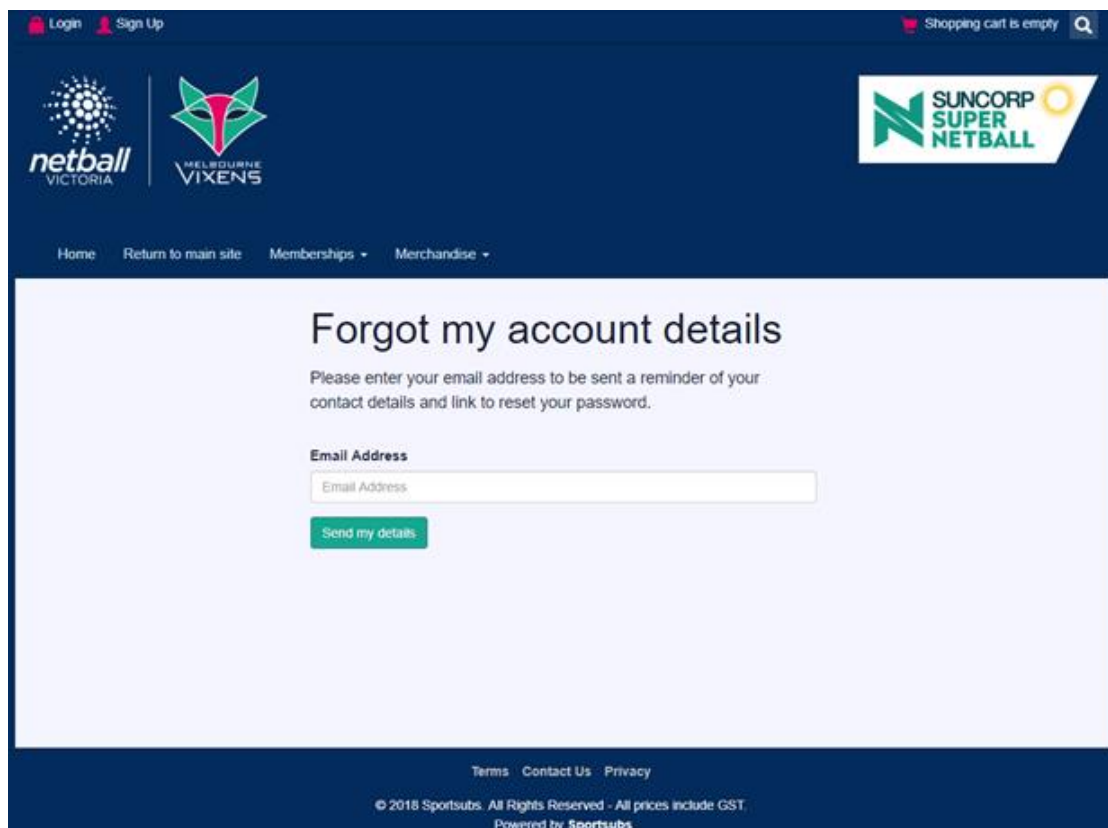
You, as an Association or League, contact will need to “set up” your account, assigning a password so that you can keep all your details as up-to-date as possible. This replaces the old “affiliation on line form” used in 2017 & 2018.

Please follow the steps below to set-up your organisations account in Fortis and complete the 2019 Affiliation process.

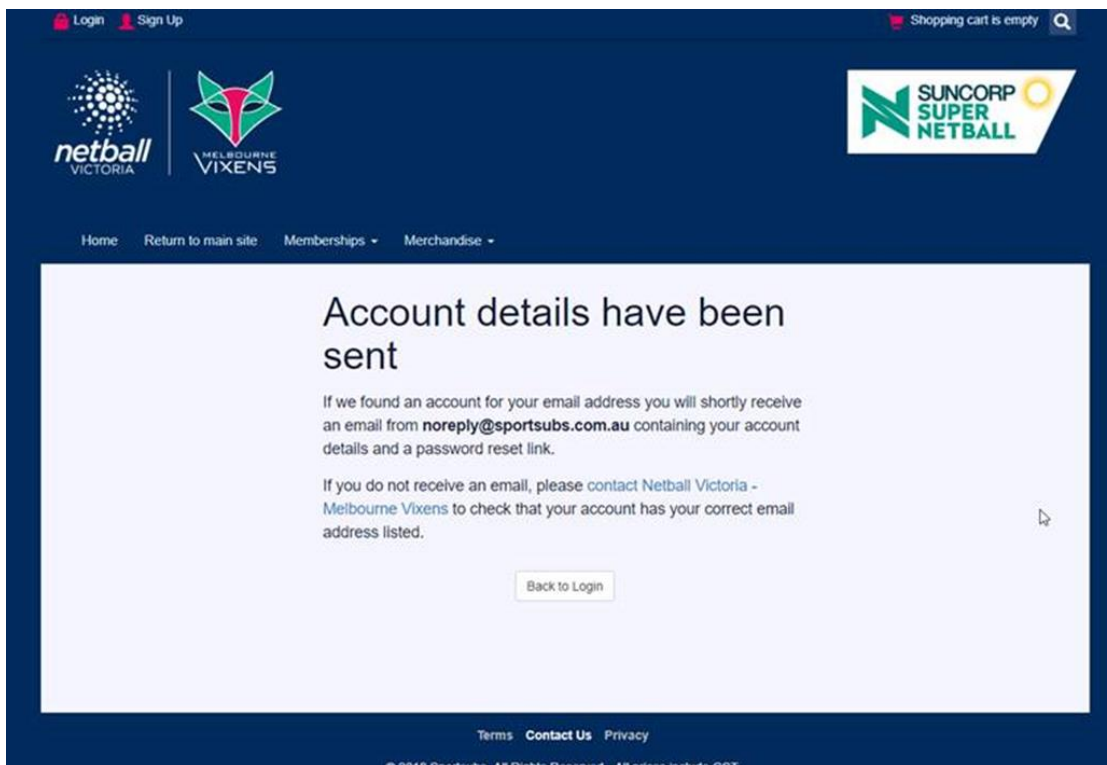
Step 1. **Assign a Password to your account and logging in.**

Click on this link: <https://premier.sportsubs.com.au/nnl/vixens/myaccount/forgotdetails>

This will bring you to the Forgot my account details page

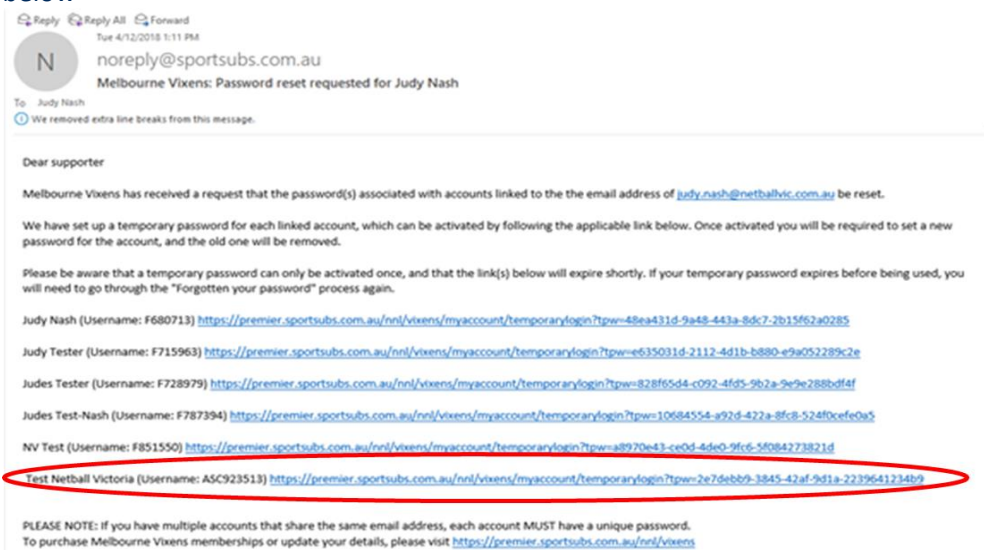


**** Enter the email address you have received this correspondence to****



This will send an email to the email address you entered.

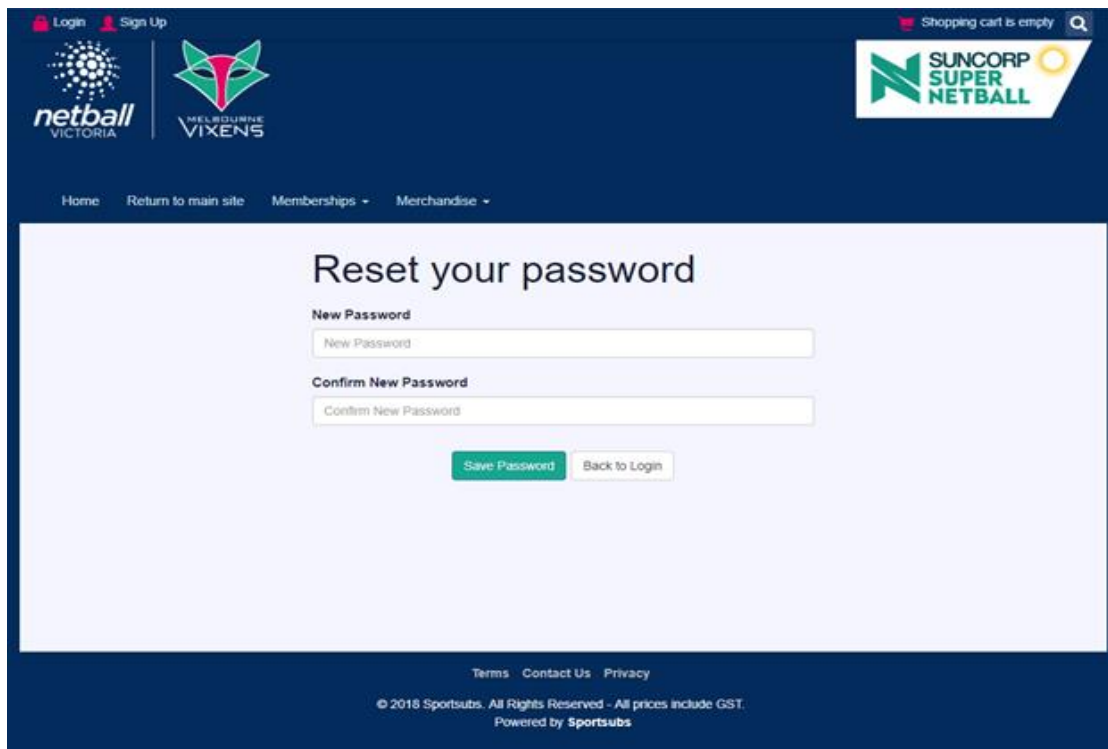
Click on the link next to your Association or League – it will have an ASC prefix: ie see circled below



Please take note of the Username provided in the email link this will be prefixed with the three letters ASC.

This is your unique Association username and should be recorded and used whenever you subsequently login to your account.

Once clicked, this will bring you to the [Reset your password](#) page where you can assign a new password to your organisation's account.



netball VICTORIA MELBOURNE VIXENS SUNCORP SUPER NETBALL

Home Return to main site Memberships Merchandise

Reset your password

New Password

Confirm New Password

[Save Password](#) [Back to Login](#)

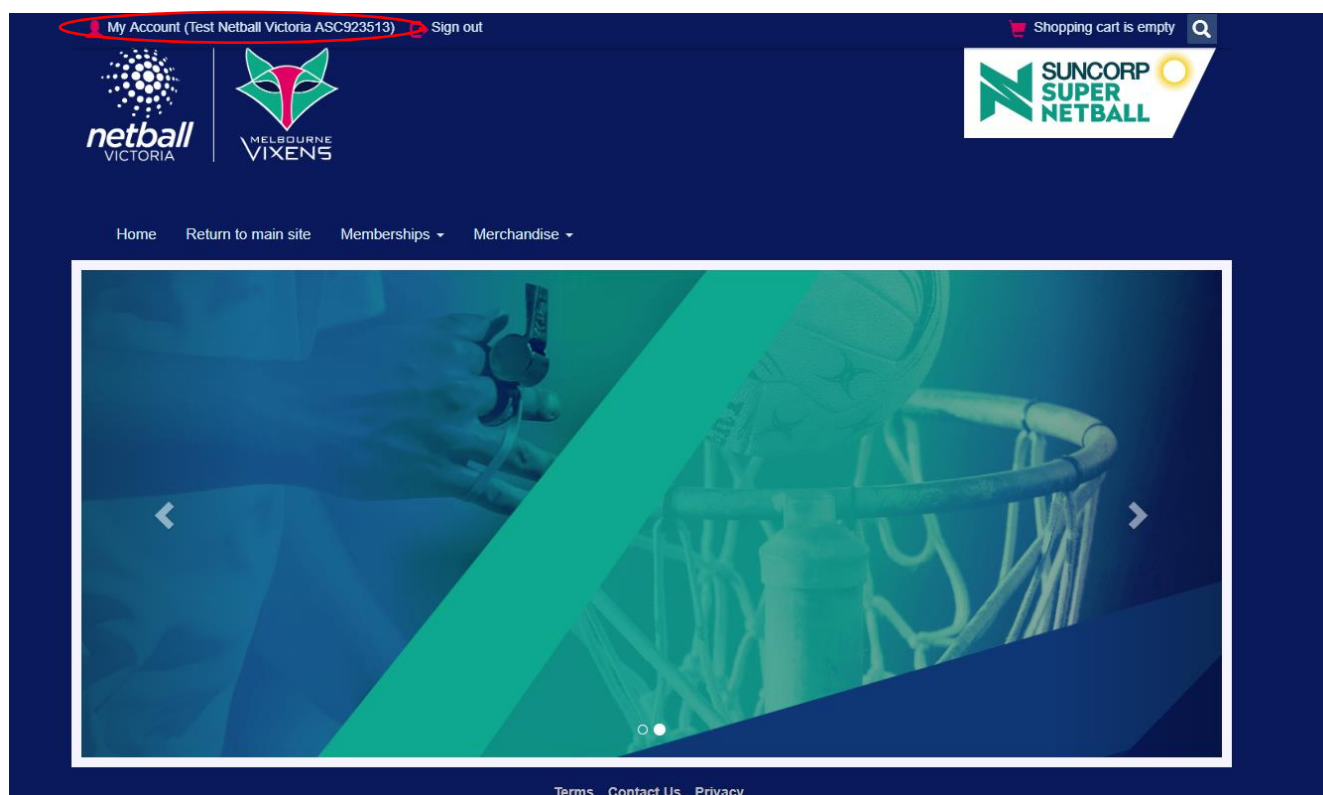
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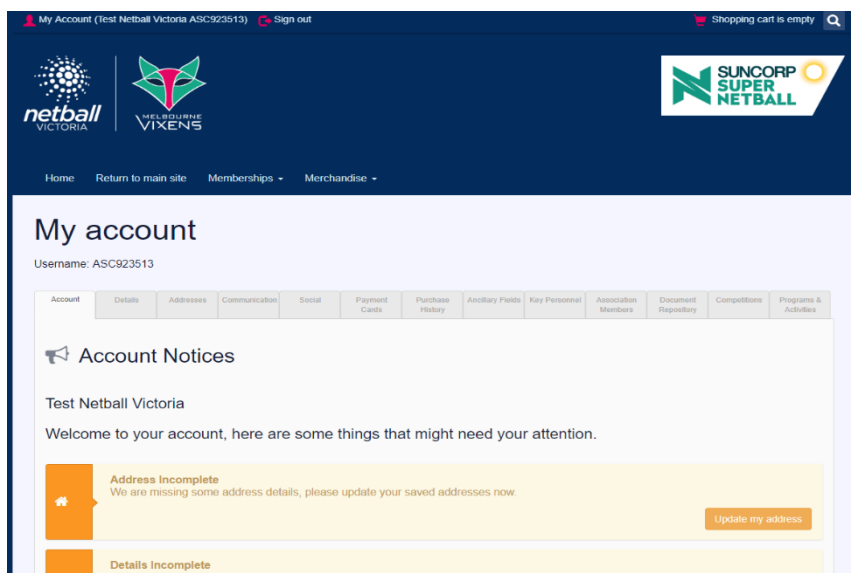
Step 2. **Updating your Organisation's information.**

Once you have completed Step 1 and 'reset your password' you will be logged in.

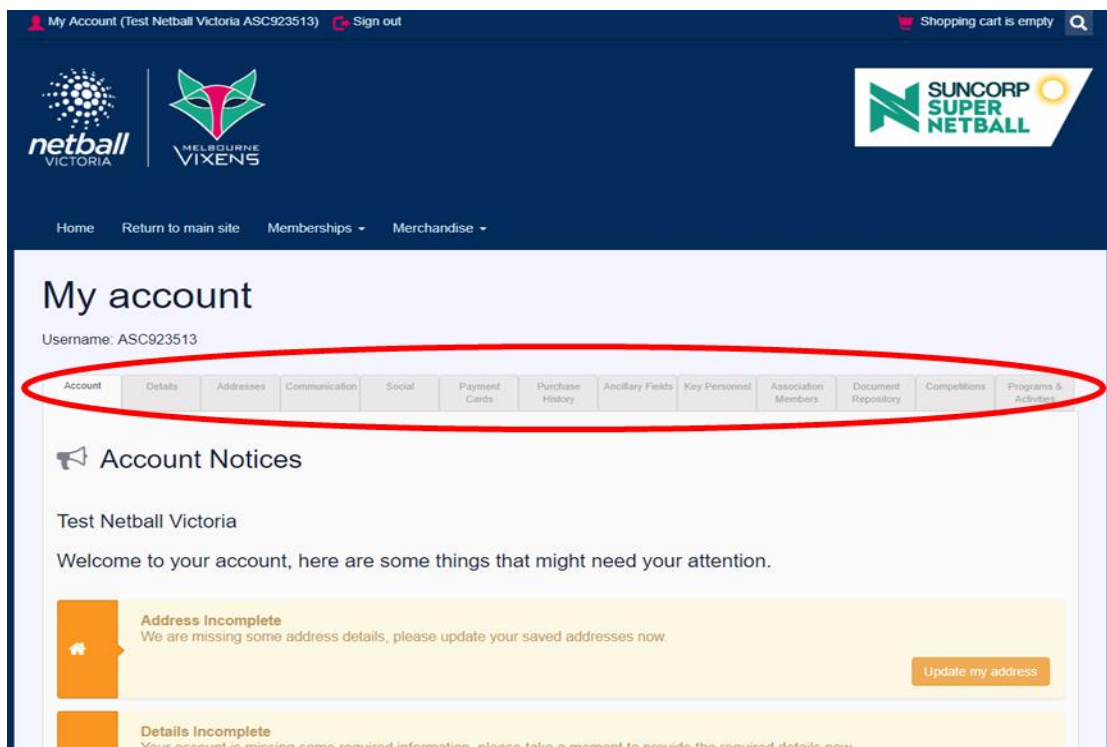
Here you need to click on your name at the top of the page



This will bring up "your account information"



Next you are required to click through the various tabs and update your details accordingly.



Please note that if you are Idle (do not use the program) for a minute or so you will be locked out.

Netball Victoria require the following information (tabs) to be completed or checked if pre-populated as part of the 2019 affiliation process:

1. Details – basic details of organisation *
2. Addresses- address details for your organisation both postal and venue *
3. Key Personnel – key positions holders at your organisation *
4. Communication – how NV can best communicate with you *
5. Ancillary Fields: Governance, Finance & Facility Information *
6. Document Repository – Upload your Bylaws and Constitution
7. Read NV Affiliation and Membership Policy.
8. Tick the box to say this has been read and your organisation agrees to the policy.

As you click through any mandatory fields will be highlighted with an asterisk (*).

Once these steps have been completed and your affiliation invoice paid your 2019 affiliation is approved.

Next the remaining tabs require information to be entered. Please complete this step now or prior to the 31st January 2019.

- Competitions: key information around your competitions which will assist with facility planning
- Programs & Activities: please advise which programs are run at your organisation
- Social: Social Media information
- Payments/Cards: not required
- Association members: add clubs that sit under your organisation

For future usage please use this link: <https://premier.sportsubs.com.au/nnl/vixens>
And use the login and password you set above.