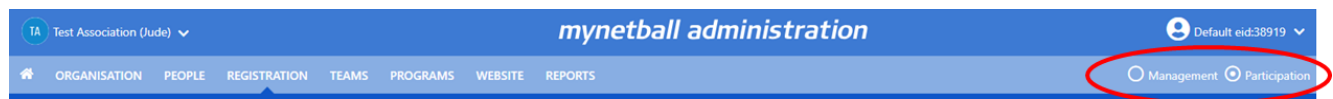


## Quick Reference Guide: Adding a NetSetGO Venue

All NetSetGO Centre Applications require a Venue to be listed in **Program Details**. If a Venue does not appear, please complete the following steps before completing your application.

**This process is the same whether you are an Association, League or Club. You would just be in different modes.**

Associations & Leagues can manage their NetSetGO Venues under **Management** or **Participation**.

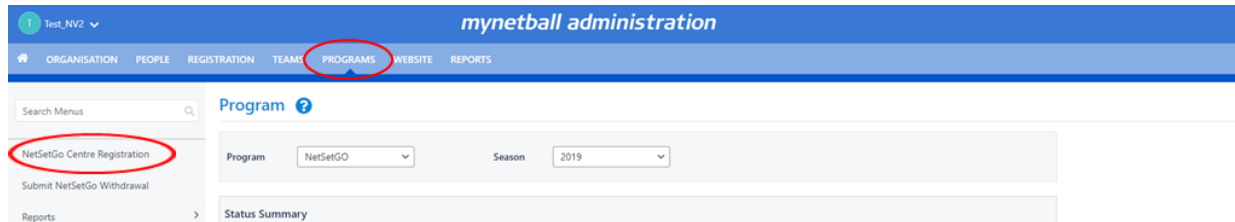


Clubs will not have the option to choose between management or participation, they will just be in participation.



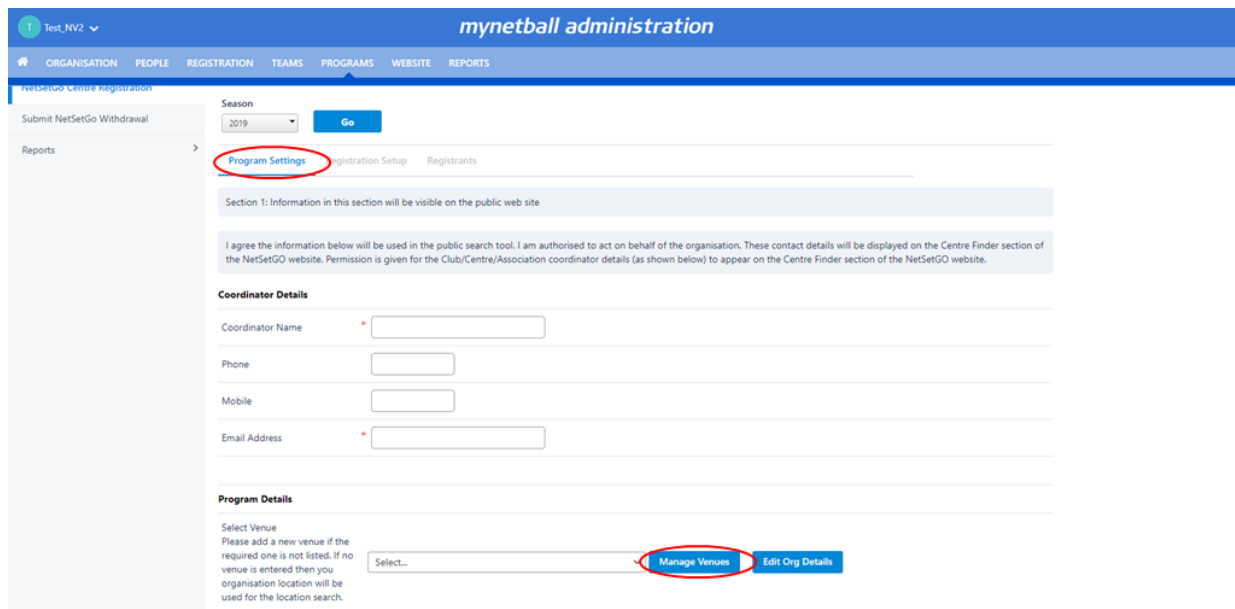
## ➤ Adding a NetSetGO Venue

### Programs >> NetSetGO Centre Registration



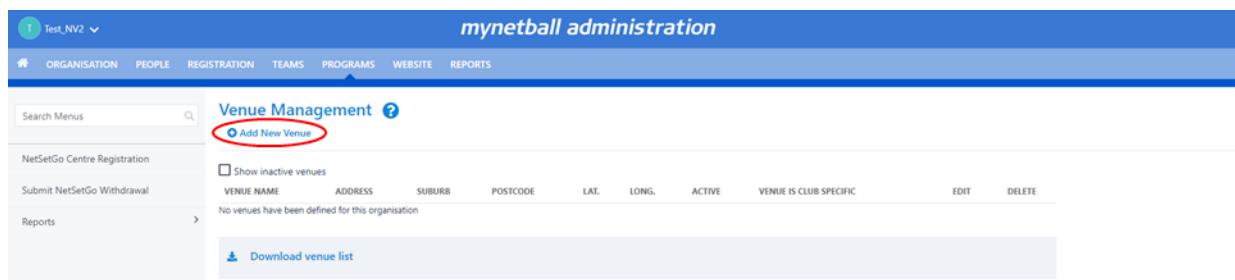
The screenshot shows the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'PROGRAMS' menu is highlighted with a red circle. Below the navigation bar, there is a search menu and a 'Program' section. The 'Program' dropdown is set to 'NetSetGO' and the 'Season' dropdown is set to '2019'. On the left sidebar, 'NetSetGO Centre Registration' is highlighted with a red circle.

### Program Details >> Select Manage Venues



The screenshot shows the 'Program Details' page for 'NetSetGO Centre Registration'. The 'PROGRAMS' menu is highlighted. The 'Program Settings' tab is selected and highlighted with a red circle. Below the navigation bar, there is a 'Season' dropdown set to '2019' and a 'Go' button. The 'Program Settings' section includes a 'Section 1' header and a consent statement. Below this, there are 'Coordinator Details' and 'Program Details' sections. The 'Program Details' section includes a 'Select Venue' dropdown menu with a 'Manage Venues' button highlighted with a red circle.

### Select Add New Venue



The screenshot shows the 'Venue Management' page. The 'PROGRAMS' menu is highlighted. The 'Add New Venue' button is highlighted with a red circle. Below the navigation bar, there is a search menu and a 'Venue Management' section. The 'Venue Management' section includes a 'Show inactive venues' checkbox and a table with columns: VENUE NAME, ADDRESS, SUBURB, POSTCODE, LAT., LONG., ACTIVE, VENUE IS CLUB SPECIFIC, EDIT, and DELETE. Below the table, there is a message: 'No venues have been defined for this organisation'. At the bottom, there is a 'Download venue list' button.

Complete the following information, and then select **Save**.

Test\_NV2 ▼ mynetball administration

ORGANISATION PEOPLE REGISTRATION TEAMS PROGRAMS WEBSITE REPORTS

Search Menus

NetSetGo Centre Registration

Submit NetSetGo Withdrawal

Reports ▶

### Edit Venue ?

[Back to Venue Management](#)

Name \*

Street Address  i

Suburb/City

Postcode

State  ▼

Country


Number of courts at this venue (LOCKED)  (Please enter a separate venue for each court)

Comments

Active

Street Directory Map Reference

or development purposes only. For development purposes only.



or development purposes only. For development purposes only.

Enter the address then click the map or drag and drop the marker pin to the exact location of the venue.  
**Could not locate the venue. Please make sure the address is correct.**

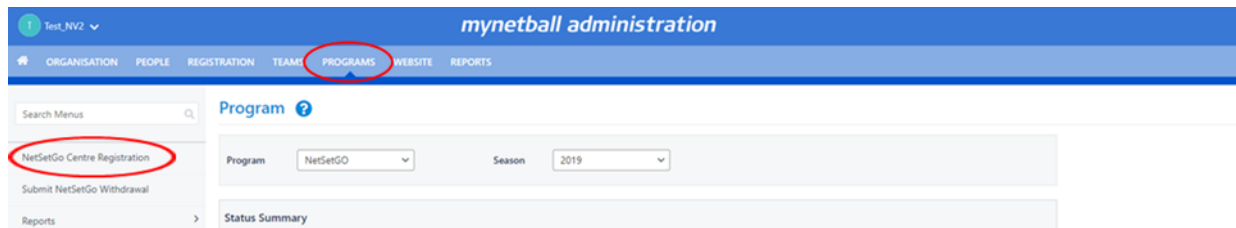
Latitude

Longitude

**Save**

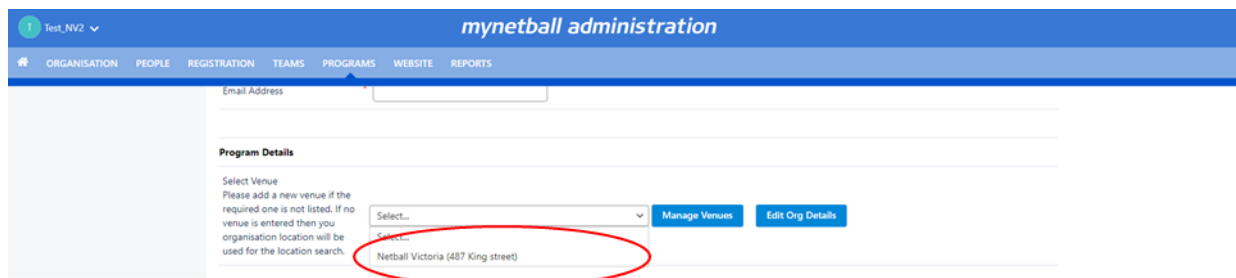
\*Denotes a mandatory field.

## Return to Programs >> NetSetGO Centre Registration



The screenshot shows the 'mynetball administration' interface. The top navigation bar includes 'ORGANISATION', 'PEOPLE', 'REGISTRATION', 'TEAMS', 'PROGRAMS', 'WEBSITE', and 'REPORTS'. The 'PROGRAMS' menu item is circled in red. Below the navigation bar, there is a search menu and a 'Program' section with dropdowns for 'Program' (set to 'NetSetGO') and 'Season' (set to '2019'). A 'Status Summary' section is also visible. On the left sidebar, the 'NetSetGo Centre Registration' option is circled in red.

Select Venue from **Program Details** drop down box.



The screenshot shows the 'Program Details' section of the 'mynetball administration' interface. It includes an 'Email Address' field and a 'Program Details' section. The 'Program Details' section contains instructions: 'Select Venue. Please add a new venue if the required one is not listed. If no venue is entered then you organisation location will be used for the location search.' Below this text is a dropdown menu with 'Select...' and 'Netball Victoria (487 King street)' options. The dropdown menu is circled in red. There are also 'Manage Venues' and 'Edit Org Details' buttons.