



## How do I assign my Current and New Registration Seasons?

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An Association can configure their database to automatically add a season record for each new member registration. This applies to both methods of registering a member:

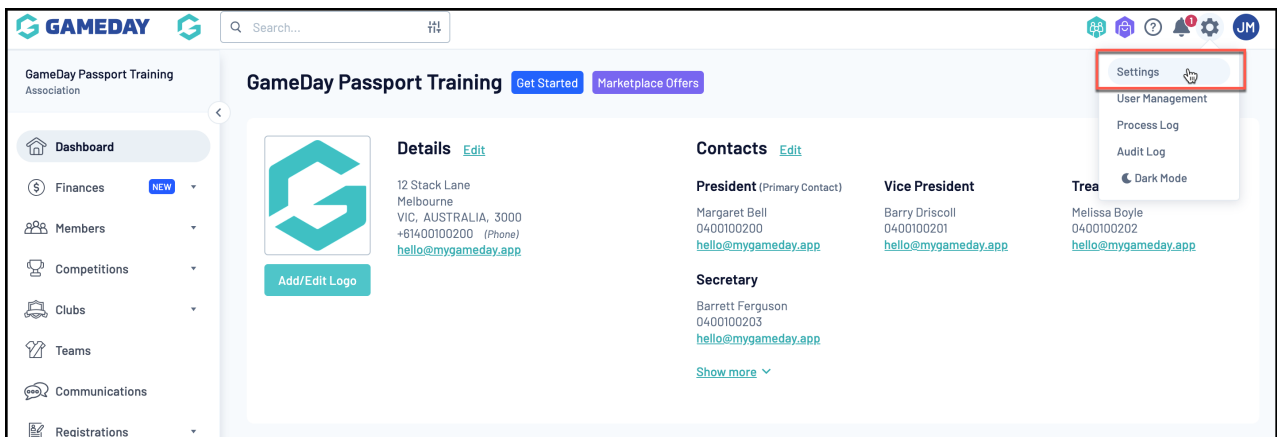
- Self-registration by the member through the online registration form
- By the administrator through the database

It is strongly recommended that you set a **New Registration Season** to assist in your member registration process.

**Note:** This is available at **Association** level only. If you are unable to change the season you will need to contact your National Body or Association

To automatically assign a season for all new member registrations:

1. From your database dashboard, click on the **Settings Cog** icon and select **SETTINGS**



2. Under the **Setup Registrations** menu click **SEASONS**.

## Configuration

These configuration options allow you to modify the data and behaviour of the system.

### Manage Users and Security

[Password Management](#)  
[Permissions](#)

### Configure Database Fields

[Custom Fields](#)  
[Field Configuration](#)  
[Manage Lookup Information](#)  
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### Setup Registrations

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### Manage Competitions

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[Finals Eligibility Settings](#)  
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### Other

[Fitness Tests](#)

3. At the top of the screen are the **Default Season Settings** which give you the option of selecting a **CURRENT Season** and a **NEW REGISTRATION Season**.

**Note:** You will need at least one season set up in the database. For help with adding a season click [here](#).

- **CURRENT Season:** When viewing members, competitions, teams, etc. throughout the database, all season filters will be set to the default **CURRENT Season**
- **NEW REGISTRATION Season:** All new members will be registered to the **New Registration Season**

4. Select a season from the drop-down menu under the applicable season setting

GameDay Passport Training Association

Dashboard

Finances **NEW**

Members

Competitions

Clubs

Teams

Communications

Registrations

Courses

Reports

Seasons

2017

2020

2021

2022

2022 Assoc

2022 Winter

2022/2023 Summer

2023

2023 Season

2023 Winter

2024

✓ 2024 Season

Default

Choose your default NEW REGISTRATION Season for the Association. Press the 'Update' button to save your selection.

2024 Season

Update

Season	Date Added	Added By	Archived
1995	09/09/2008	National Body	No
1996	09/09/2008	National Body	No
1997	09/09/2008	National Body	No
1998	09/09/2008	National Body	No
1999	09/09/2008	National Body	No
2000	09/09/2008	National Body	No
2001	09/09/2008	National Body	No

5. Click **UPDATE**.

The screenshot displays the 'Seasons' configuration page for the 'GameDay Passport Training Association'. On the left is a sidebar menu with options: Dashboard, Finances (marked NEW), Members, Competitions, Clubs, Teams, Communications, Registrations, Courses, and Reports. The main area has a header 'Seasons' and an 'ADD' button. Below this is the 'Default Season Settings' section, which includes two dropdown menus set to '2024 Season': one for the 'CURRENT Season' and another for the 'NEW REGISTRATION Season'. An 'Update' button is highlighted with a red rectangle below the second dropdown. At the bottom is a table listing historical seasons from 1995 to 2001.

Season	Date Added	Added By	Archived
1995	09/09/2008	National Body	No
1996	09/09/2008	National Body	No
1997	09/09/2008	National Body	No
1998	09/09/2008	National Body	No
1999	09/09/2008	National Body	No
2000	09/09/2008	National Body	No
2001	09/09/2008	National Body	No

The season selected as the **NEW REGISTRATION Season** will be automatically assigned to each member added or registered to the database.

The season selected as the **CURRENT Season** will be applied as the default filter when viewing members, competitions, products or any other lists across the database.