

# Online Registration B.A.N.S.W.

## Overview:

The Registration Status Page will allow band secretaries to indicate to the BANSW registrar, which players from the previous year will be continuing registration with BANSW.

At the beginning of each registration cycle, the players list will show the previous years registered member as Red writing on a White background. See below.

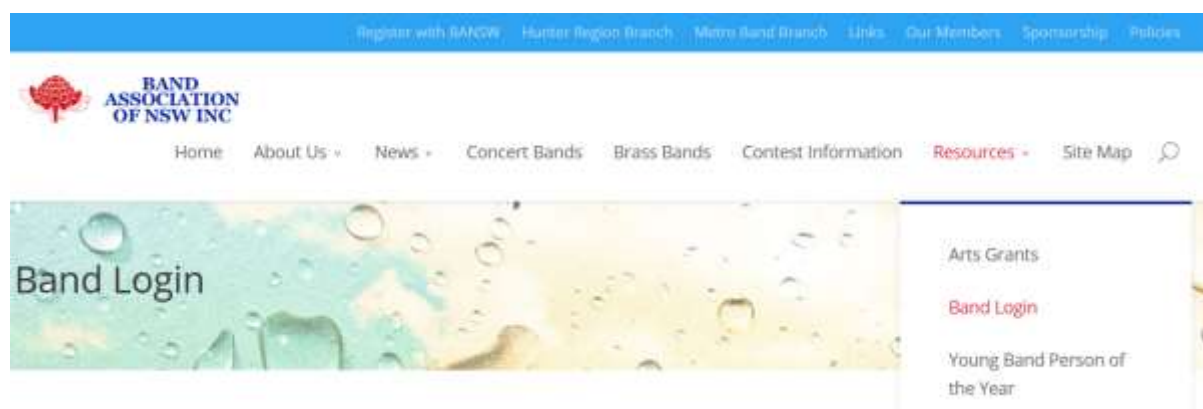
NOTE: The number in the Request Renewal button is a unique key that ties members to a particular band.

Registration Status 2017							
Count	Firstname	Surname	Type	Registered	Memb No	Request Renewal	Undo
	Ms Jean	Cartledge	Play	No	2381	<input type="button" value="2719"/>	
	Ian	Madden	Play	No	5919	<input type="button" value="18392"/>	
	Helen	Madden	Play	No	18296	<input type="button" value="23334"/>	
	Mrs Elaine	Markham	Play	No	788	<input type="button" value="10316"/>	
	David	Mead	Play	No	5309	<input type="button" value="11039"/>	
	Keiley	Mead	Play	No	28018	<input type="button" value="22475"/>	
	Mrs Mary	Mead	Play	No	3670	<input type="button" value="11044"/>	
	Mr Phillip	Mead	Play	No	1574	<input type="button" value="11046"/>	
	Ryan	Mead	Play	No	17318	<input type="button" value="1513"/>	

In order to proceed with registering your band, follow the instructions below.

## Registration Process:

1/. [www.bandnsw.com](http://www.bandnsw.com)



2/. Go to “Band Login”

3/. Click on the “Band Login” link

# Band Secretaries Information Logon

User Name

Password

**Submit**

4/. Enter your bands User name and Password into the form above, then press “Submit”.



Select from the available links

**Yagoona\_District\_Band - Please Select**

[B.A.N.S.W. Registration Status Page](#)

[Secretary Contact Details](#)

[Band Registration Sign-on Sheet 2017](#)

5/. Select “B.A.N.S.W. Registration Status Page”

Registration Status 2017							
Count	Firstname	Surname	Type	Registered	Memb No	Request Renewal	Undo
	Ms Jean	Cartledge	Play	No	2381	2719	
	Ian	Madden	Play	No	5919	18392	
	Helen	Madden	Play	No	18296	23334	
	Mrs Elaine	Markham	Play	No	788	10316	
	David	Mead	Play	No	5309	11039	
	Keiley	Mead	Play	No	28018	22475	
	Mrs Mary	Mead	Play	No	3670	11044	
	Mr Phillip	Mead	Play	No	1574	11046	
	Ryan	Mead	Play	No	17318	1513	

6/. For members you wish to renew for the current registration year i.e. 1<sup>st</sup> October 2016 to 1<sup>st</sup> October 2017, press the numbered button in the Request Renewal column. This will change the member's status to Renewal Pending ( Purple on a Pink background ).

Note: You can "Undo" your selection and they will return to Red writing on a White Background

Registration Status 2017							
Count	Firstname	Surname	Type	Registered	Memb No	Request Renewal	Undo
	Ms Jean	Cartledge	Play	No	2381	2719	
1	Ian	Madden	Play	No	5919		18392
2	Helen	Madden	Play	No	18296		23334
	Mrs Elaine	Markham	Play	No	788	10316	
3	David	Mead	Play	No	5309		11039
4	Keiley	Mead	Play	No	28018		22475
5	Mrs Mary	Mead	Play	No	3670		11044
6	Mr Phillip	Mead	Play	No	1574		11046
7	Ryan	Mead	Play	No	17318		1513

7/.When you have finished selecting the players to be registered for the following year, Click the Finish button at the bottom of the list to let the registrar know to expect the Summary and Payment details.



8/. Once the Secretary has submitted a Registration Summary and payment of fees has been received, the Registrar will update the database at the office and the registered players record will change to Black writing on a Green background as shown below.

Registration Status 2017							
Count	Firstname	Surname	Type	Registered	Memb No	Request Renewal	Undo
1	Ian	Madden	Play	Yes	5919		
2	Helen	Madden	Play	Yes	18296		
3	Mr Phillip	Mead	Play	Yes	1574		
4	Keiley	Mead	Play	Yes	28018		
5	David	Mead	Play	Yes	5309		
6	Ryan	Mead	Play	Yes	17318		