

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 (1st October), the players list will show the previous years registered member as Red writing on a White background. See below. The Button on the right will say Renew. NOTE: The bulk of Registrations should be completed by early-February for the Nationals, March for the Metropolitan and Hunter region events and May for the State Contests. The deadline is 6 weeks before any contest you are entered in.

BAND ASSOCIATION OF N.S.W.

Yagoona_District_Band
Registration Status 2020

Seen more instructions at the bottom of this page

Count	Firstname	Surname	Instrument	Type	Registered	Memb No	Renewal Request	Undo
	Ian	Madden	Bb Cornet	Play	No	5919	Renew	
	Helen	Madden	Unknown	Play	No	18296	Renew	
	Mr Phillip	Mead	Percussion	Play	No	1574	Renew	
	Keiley	Mead	Unknown	Play	No	28018	Renew	
	David	Mead	Unknown	Play	No	5309	Renew	
	Ryan	Mead	Unknown	Play	No	17318	Renew	
	Ian	Stenning	Band Master MD	No		1283	Renew	

Number of Vouchers: 0 Total Changes = 0, Amount Due = \$0

Instructions
Select the Renew button in the "Request Renewal" column to indicate that the player is renewing with your band.
Select the Undo button in the "Undo" column to cancel the selection:
Once you have finished selecting the renewals, enter the number of vouchers and press the Recalculate button
When you are ready to send to the Registrar, press the "Finished" button then please upload a proof/receipt of payment and any vouchers using the "Upload Registration Forms" menu option.
If you have not finished yet, you can come back at any time. I do nothing until you send/upload the payment proof

Glossary:
Red = Registration has Lapsed
Pink = Registration Pending
Green = Registered

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

Registration Process:

1/. www.bandnsw.com

2/. Select "Band Login" from the home page.

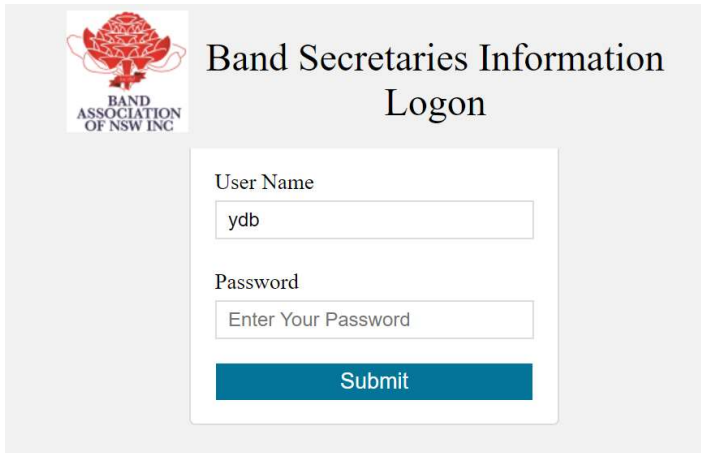
HOME ABOUT US OUR MEMBERS EVENTS SERVICES NEWS SHOP **BAND LOGIN**

3/. Select the top item "Band Login (Secretaries login)"

- **Band Login** (Secretaries login)
- **Registration Voucher** (please use the online voucher through the Band-Login).
- **Application to join the Association**
- **Online Registration Renewals Instructions** (updated November 2019).
- Pay your Registration Fees anytime online at our **Online Shop**.

4/. Enter your user name and Password. (Available from the Secretary or Registrar)

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



The image shows a login form for the Band Secretaries Information system. It features the Band Association of NSW Inc. logo on the left. The form has two input fields: 'User Name' with the text 'ydb' and 'Password' with the placeholder 'Enter Your Password'. A blue 'Submit' button is at the bottom.

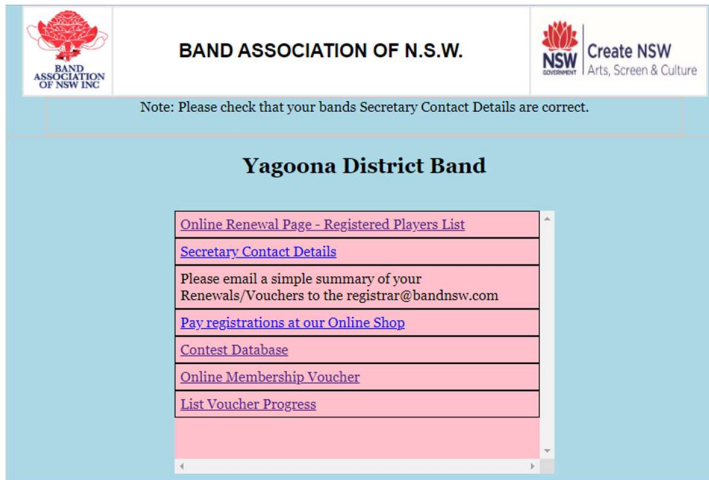
**BAND SECRETARIES INFORMATION
Logon**

User Name
ydb

Password
Enter Your Password

Submit

5/. Choose Online Renewal Page option from the menu below.



The image shows a menu for the Yagoona District Band. It includes the Band Association of N.S.W. logo and the NSW Government logo. A note at the top says 'Note: Please check that your bands Secretary Contact Details are correct.' The menu items are: 'Online Renewal Page - Registered Players List', 'Secretary Contact Details', 'Please email a simple summary of your Renewals/Vouchers to the registrar@bandnsw.com', 'Pay registrations at our Online Shop', 'Contest Database', 'Online Membership Voucher', and 'List Voucher Progress'.

BAND ASSOCIATION OF N.S.W.

NSW Create NSW
Government Arts, Screen & Culture

Note: Please check that your bands Secretary Contact Details are correct.

Yagoona District Band

[Online Renewal Page - Registered Players List](#)

[Secretary Contact Details](#)

Please email a simple summary of your Renewals/Vouchers to the registrar@bandnsw.com

[Pay registrations at our Online Shop](#)

[Contest Database](#)

[Online Membership Voucher](#)

[List Voucher Progress](#)

6/. Select the Renew Button at the right of the members you wish to renew.

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

7/. As the page would appear if I wish to renew Ian Madden and Ian Stenning.

BAND ASSOCIATION OF N.S.W. **Create NSW** Arts, Screen & Culture

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	Keiley	Mead	Unknown	Play	No	28018	Renew	
	David	Mead	Unknown	Play	No	5309	Renew	
	Ryan	Mead	Unknown	Play	No	17318	Renew	
2	Ian	Stenning	Band Master	MD	No	1283		Undo

Number of Vouchers: 0 [Recalculate Totals](#) Total Changes = 2, Amount Due = \$125 [Finished](#)

Instructions
Select the Renew button in the "Request Renewal" column to indicate that the player is renewing with your band.
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Once you have finished selecting the renewals, enter the number of vouchers and press the Recalculate button.
When you are ready to send to the Registrar, press the "Finished" button then please upload a proof/receipt of payment and any vouchers using the "Upload Registration Forms" menu option.
If you have not finished yet, you can come back at any time. I do nothing until you send/upload the payment proof.

Glossary:
Red = Registration has Lapsed

NOTE: You can come back later and select more members and add vouchers but please let me know that you have done this to avoid any being missed.

8/. When completed, press finish and the page will send the registrar an email to let him know that you have filled out the form.

9/. Once your Secretary has submitted a proof of payment or the fees have been paid in the online shop, 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.

BAND ASSOCIATION OF N.S.W. **Create NSW** Arts, Screen & Culture

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	David	Mead	Percussion	Play	No	5309	Renew	
	Ryan	Mead	Unknown	Play	No	17318	Renew	
2	Ian	Stenning	Band Master	MD	Yes	1283		

Number of Vouchers: 0 [Recalculate Totals](#) Total Changes = 0, Amount Due = \$0 [Finished](#)

Online Voucher:

Select Online Membership Voucher from the menu.



BAND ASSOCIATION OF N.S.W.



Create NSW
Arts, Screen & Culture

Note: Please check that your bands Secretary Contact Details are correct.

Yagoona District Band

Online Renewal Page - Registered Players List

Secretary Contact Details

Please email a simple summary of your Renewals/Vouchers to the registrar@bandnsw.com

Pay registrations at our Online Shop

Contest Database

Online Membership Voucher

List Voucher Progress

Register new members with the Band Association of N.S.W. inc.

*** Please make sure your Band Name is selected every time ***

Band Name

Family Name

Other Names

Email

Date of Birth

Post Code

- ☒ Player
☐ Musical Director ☐ Non Playing Member

Instrument (Optional)

By completing a voucher you agree abide by the [Constitution & By-Laws](#) of the Band Association of N.S.W.

Clicking on the button below will upload your voucher and send you an email asking you to confirm your acceptance of the registration with Newcastle_PCYC_Band

Fill in the Voucher form taking special note that the Family Name and the players First Name are in the correct order. i.e. Family Name = Madden, Other Names "Ian F".

Also note that you need to check the band name every time as it could to reset to Inactive

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

The player, James Smith will receive an automated email from the Band Associations cloud server which asks them to send an email to the BANSW registrar with just the Name of the Band and the Players name. This replaces the handwritten signature on the old paper voucher.

Thanks for completing your registrations online.

Ian Madden

Hon Registrar B.A.N.S.W.