

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 (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 February so that we are not flooded in March and May

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

Recalculate Totals

Total Changes = 0, Amount Due = \$0

Finished

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.

BAND LOGIN

3/. Select the top item "Band Login"

Band Login

Summary of Registrations Form

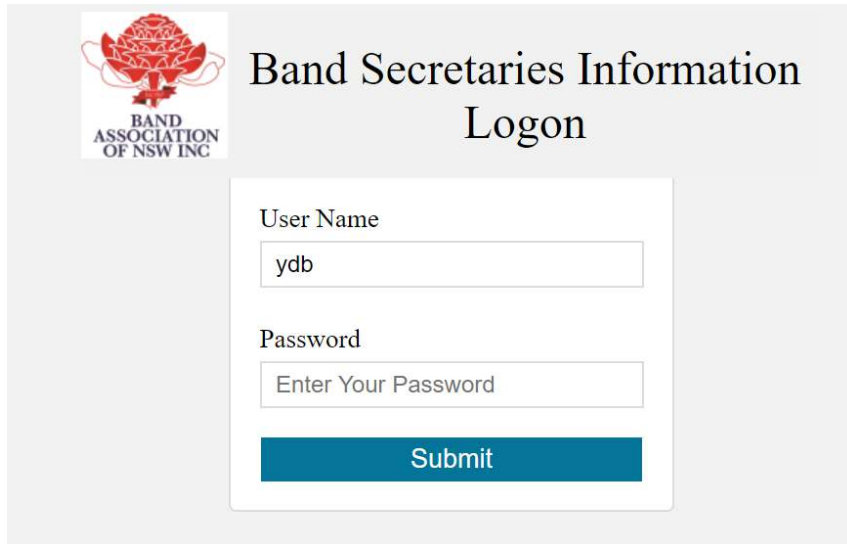
Registration Voucher

Online Registration Renewals Instructions

Submitting Registration Forms Online

4/. Enter your user name and Password. (Available at the bottom of registrar emails or contact the registrar registrar@bandnsw.com) .

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



BAND ASSOCIATION OF NSW INC

Band Secretaries Information Logon

User Name

Password

Submit

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



BAND ASSOCIATION OF N.S.W.

NSW GOVERNMENT Create NSW Arts, Screen & Culture

Yagoona District Band

- [Online Renewal Page](#)
- [Secretary Contact Details](#)
- [Upload Registration Receipt, Vouchers and Summary Forms in PDF/JPG/PNG format.](#)
- [2019 State Solo and Party Contest Entry Form](#)
- [2019 State Band Contest Music Entry Form](#)
- [Contest Database](#)

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



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

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

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

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

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Registration Status 2020

Seen more instructions at the bottom of this page

Count	Firstname	Surname	Instrument	Type	Registered	Memb No	Request	Undo
1	Ian	Madden	Bb Cornet	Play	No	5919		Undo
	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	
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.
 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

NOTE: You can come back and select more members until you forward / upload your vouchers, summary and proof of payment.

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 / uploaded a Registration Summary and proof of 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.

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Yagoona_District_Band
Registration Status 2020


Seen more instructions at the bottom of this page

Count	Firstname	Surname	Instrument	Type	Registered	Memb No	Request	Undo
1	Ian	Madden	Bb Cornet	Play	Yes	5919		
	Helen	Madden	Unknown	Play	No	18296	Renew	
	Mr Phillip	Mead	Percussion	Play	No	1574	Renew	
	Keiley	Mead	Unknown	Play	No	28018	Renew	
	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](#)

If possible, please upload the summary / vouchers and proof of payment using the Upload Receipt (Proof of Payment), Voucher and Summary Forms using the 3rd menu item in the Secretaries Menu as shown below.

BAND ASSOCIATION OF N.S.W.



Yagoona District Band

• Online Renewal Page
• Secretary Contact Details
• Upload Registration Receipt, Vouchers and Summary Forms in PDF/JPG/PNG format.
• 2019 State Solo and Party Contest Entry Form
• 2019 State Band Contest Music Entry Form
• Contest Database

Thanks for completing your registrations online.

Hon Registrar BANSW