

## Setting Up Age Groups

### Overview

- Age groups are an important component within the system. They determine which registration packages players and club registrars see when they register.
- Care should be taken when setting up age groups. We strongly recommend that you follow the age groups setup within your State/Territory Federation's fee structure.

### Tips and Considerations

- When you are a setting up your age groups you should consider the age groups of your Member Federation.
- You should choose age group labels which will make sense to your players and Club Registrars
- More care should be taken with the age groups if your club intends to promote self registration as players will view the age groups when registering with your club. In this case we would advise you to create less age groups, which will minimize the chance of the club to choose the wrong package.
- Use age groups that works for your club's fee structure, however we would advise you to create less age groups, as this is easier for your club to manage.
- Once you have created your age groups, we advise you to communicate these to your Players and Club Registrars so they are clear on the packages they should be selecting.
- Please consider whether you have players that are playing outside of their age group, either playing up or down. Remember that they won't be able to register outside the age range set-up in the system.
- Have your age groups ready prior to creating them on the system.
- If you set up age groups last year, you can use these to create packages in your this year in your packages.
- Age groups will restrict which packages and fees players can select when registering but will not restrict you from allocating players to a team outside the players age group.

## Step by Step Guide to Setting Up Age Groups

**Step 1:** Select Age Group from the Main menu



**Step 2:** Age Group Home page

- If your club has created age groups in the system previously, they will be presented in the table below.
- You will be able to use these age groups to create your registration packages this year, you can also create a new age group.



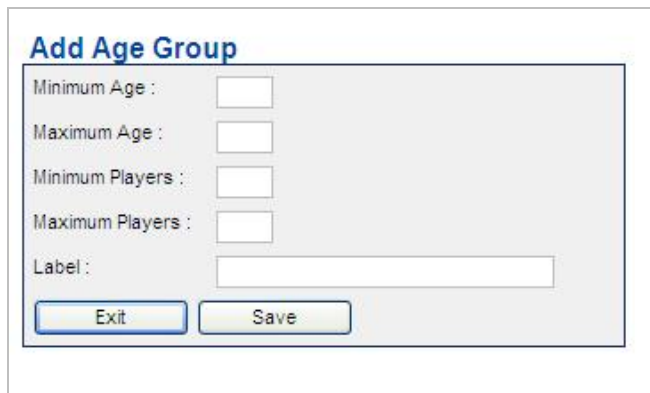
	MinAge	MaxAge	MinPlayers	MaxPlayers	Label
<input type="button" value="Edit"/>	15	115	0	0	Seniors
<input type="button" value="Edit"/>	4	105	0	0	All Players
<input type="button" value="Edit"/>	10	105	0	0	Seniors Only

Page 1 of 1    < Prev > < Next >    Total Records: 3

**Step 3:** Adding a New Age group:

- Click on **Add New** button and a window will popup.
- Enter the information to setup this age group. Minimum requirements are **Minimum Age**, **Maximum Age** and **Label**.
- Click on the **Save** button.



**Add Age Group**

Minimum Age :


Maximum Age :

Minimum Players :

Maximum Players :

Label :

The table below provides guidance to assist you to complete the age group fields:

Field	Description
<b>Minimum Age</b>	Enter the minimum age that can register for this age group.   <b>TIP - if the age group is for an U15-U18 age group then the minimum age would be 14 (as the player may not have turned 15 at time of registration).</b>
<b>Maximum Age</b>	The oldest age a player can register for this age group – i.e. the age they turn this year.
<b>Minimum Players</b>	The minimum number of players you want for this age group. We recommend this is left blank.
<b>Maximum Players</b>	The maximum number of players you want for this age group. We recommend this is left blank.
<b>Label</b>	The name of this age group.

#### Step 4: Reviewing your age groups

- Your age groups will now appear in the table and can be reviewed at any time.
- Click the **Exit** button, which is located at bottom of the page on the right. This will return you to the Club Homepage.