

SBA QUICK GUIDE TO School League Registrations



STEP 1 REGISTER FOR A PASSPORT & GAIN ACCESS TO CLUB DATABASE

**Sign up for a
SportingPulse
Passport**

**Advise SBA of
Email Used &
School**

**Access given to
database area for
school**

STEP 2 REGISTER YOUR TEAM INTO THE CORRECT GRADE

**Log into SP
Passport**

Click Membership
Database >
Click on School

**Select Teams
from Top Menu**

On team list screen click
small blue ADD button on
right

Enter Teams

Choose Competition
from drop down list & fill
out the form for
each team

STEP 3 COMPLETE & EMAIL THE COMPULSORY OVERVIEW FORM TO SBA

STEP 4 REGISTER PLAYERS INTO EACH TEAM

**'Teams in
Club' Screen**

Click magnifying glass
to left of a team
in the list

**Select 'Members'
from Top Menu**

Select 'List Members'
to View player list

Modify or Add

Click blue 'Modify
Member List' button first for
existing players. Click
'Add' for new.

IMPORTANT NOTES

- Give all your teams **unique** names (e.g. SBA Blues or SBA Senior A Girls)
- When entering players always start with "**Modify Member List**" to check for players already registered to your school – this will save you from entering duplicate players and information
- When a possible duplicate is noted by the system you will be notified in red and the player may not show in the player list – SBA will check the database regularly and merge duplicate players in the system
- Once entered you cannot change your team name or grade – so please double check before submitting. If you have made an error please contact michelle@basketballsouthland.co.nz to alter.

STEP 1

SportsTG Passport

1A: Go to the below link and register for a new account (free).

Sign Up Link: <https://passport.sportstg.com/login/>

Follow the prompts given and enter all details to register. You will receive a confirmation email asking you to confirm your email address is correct. Click the link in that email to confirm your account and you're done!

You must have confirmed your Passport via the email link in order to be added as your school admin.

1B: Email Michelle and advise the email address you used to register

Once you have taken the above steps SBA will add you as an administrator for your school in the online system and you will be able to register teams into any SBA competition.

If you have any issues or need some help please contact Michelle at the SBA office
michelle@basketballsouthland.co.nz

NOTE:

YOU ONLY HAVE TO DO THIS STEP ONCE & YOU WILL

HAVE ACCESS TO THE SCHOOL DATABASE FOR ALL LEAGUES

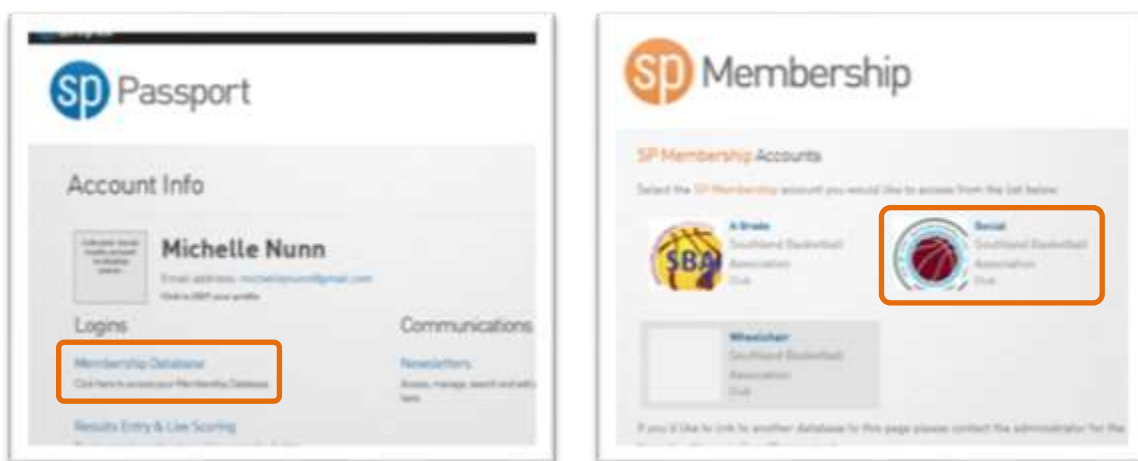
STEP 2

Team Registration

Once SBA has given your Passport admin access to your club / school, you can log into your main dashboard. From here you can access any database linked to your passport, view and add teams and members, check draws and results, as well as print off reports. **Please note that screen shots may show SP Passport / Membership – this has since been rebranded to SportsTG.**

2A: Navigate to your school / club database

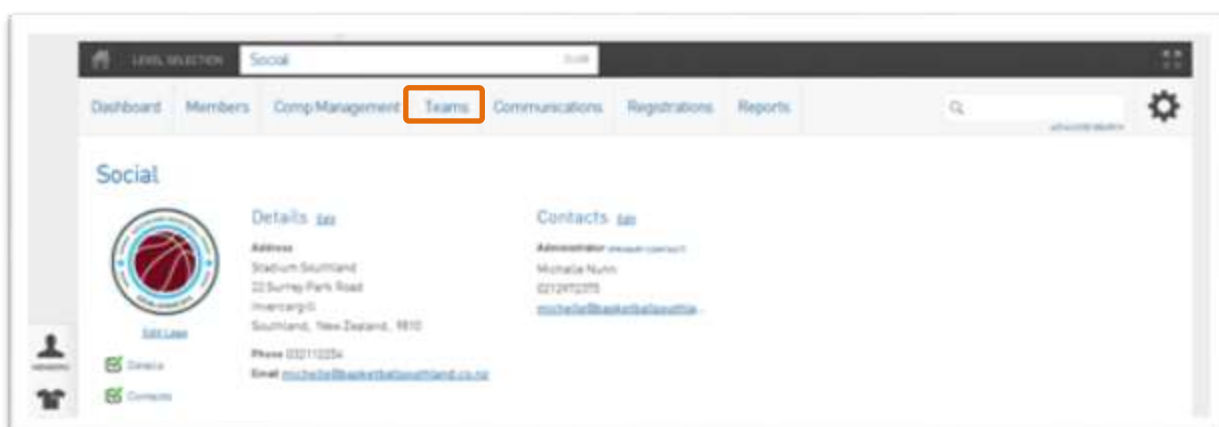
Log into your Passport and click on **MEMBERSHIP DATABASE**. This screen will show all the clubs and teams you have administration access to.



Click on your school and this will then take you to the main “dashboard” / administration page.

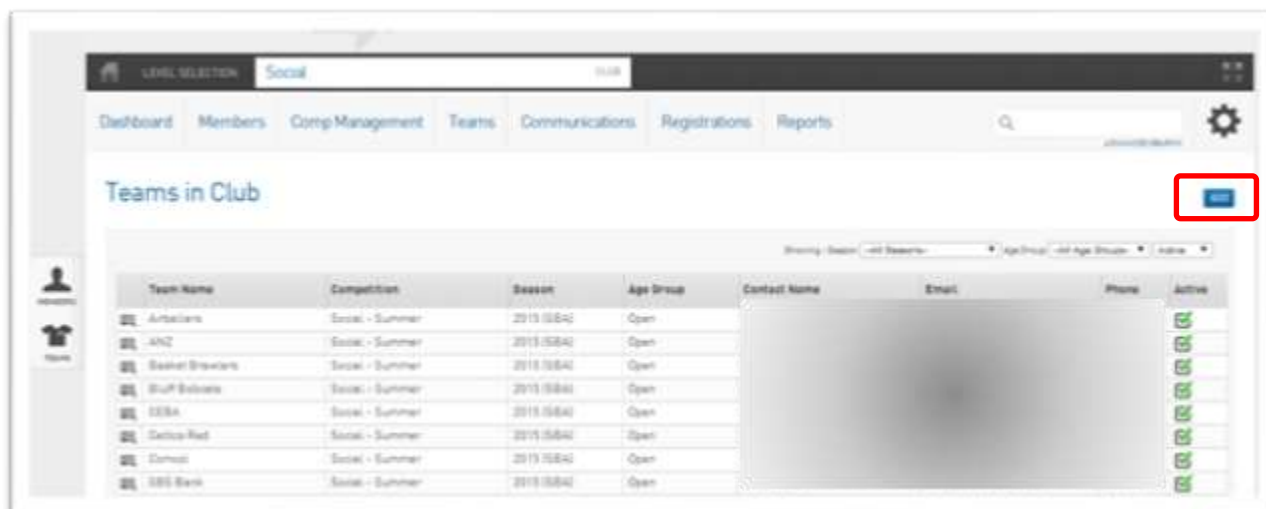
2B: Navigate to your ‘Teams’ screen

Now that you are at the “dashboard” for your club or school, click on **TEAMS** in the menu bar. Here any existing teams will be listed and you will be able to click on the magnifier icon beside the team name to edit any details, contacts, members etc. for that particular team.



2C: Add each team of your teams into the competition

Click on the blue **ADD** button on the right.



You will now be in the **ADD NEW TEAM** screen.

Under competition choose the correct grade / league you are entering your team into. Fill in the rest of the form with the appropriate details. When you are done press the green **UPDATE TEAM** button. **Please give all teams a unique name (e.g. SBA Blues or SBA Senior A Girls).**

NOTE: Once you have entered the team you will not have access to change the name or change the grade they are entered into – please double check details are correct before clicking **UPDATE TEAM**.

Add New Team

To modify this information change the information on the boxes below and when you have finished press the **Update Team** button.

Note: All boxes marked with a ***** are compulsory and must be filled in.

Details

Competition:

Club Name:

Team Name:

Contact Name:

Address Line 1:

Contact Email:

Contact Phone:

Contact Phone 2:

Website:

Additional Contacts

Contact 2 Title:

Contact 2 Name:

Contact 2 Email:

Contact 2 Phone:

Uniform Colours:

Uniform Number Colour:

Update Team

And that is it! You have now entered your team into the grade / league you chose in that first drop down box.

SBA will be notified that you have entered a team into the competition and will add you to the mailing list.

Helpful Tips:

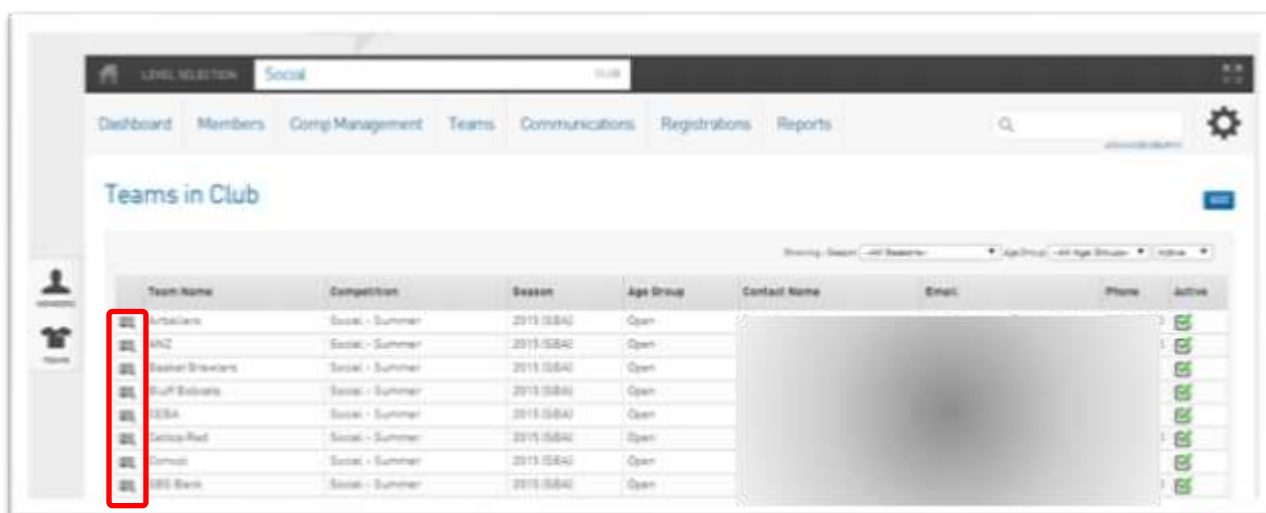
- Any boxes with a red star are compulsory and you will not be able to move forward without entering information.
- Please give each of your teams a unique name so that they are easily identifiable on a draw / lists. *(Examples: Southland College Senior Boys A, SC Pearls are great – please try avoid calling all teams by the school name only)*
- Double check your entries – you will not be able to change the grade or the team name once they are entered (contact SBA asap if you need to make changes).
- You can navigate back to your **TEAMS IN CLUB** page to check that all of your teams are entered and they are assigned to the correct competition.
- You must register teams before the due registration date in order for them to be included in the competition draw.
- If you have any requests for preferred game times, possible clashes, dates your teams will be unable to play etc. please email michelle@basketballsouthland.co.nz with all the details.

STEP 3

Player Registration

3A: Navigate to your team dashboard & member list

As per team registration in step 2, log into your school / club database and navigate to your **TEAMS** screen. Then click on the magnifier icon beside the team you wish to register players to.

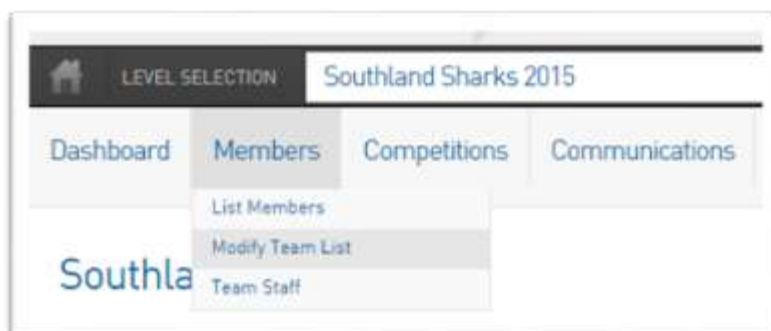


You will now be on the 'dashboard' of your team.

3B: Your team's member list

From the team dashboard you can move your mouse pointer over **MEMBERS** and you will be given three options:

- **List Members:** Will list members currently registered in your team
- **Modify Team List:** Always go here first when registering – any members previously registered to your school will be available to choose for registration
- **Team Staff:** Not needed for our registration process



3C: Registering & adding team members

MODIFY TEAM LIST

To avoid creating duplicate players in the Southland Basketball database, please first click on **Modify Team List**. This will give you a list of available players (*players existing in our database that have previously been registered to your club/school this season*).

Modify Southland Sharks 2015 Member List

You are modifying the members in the team Southland Sharks 2015

Season: 2015 (SBA) | Gender: None Specified | Available Competitions: No Competition

Available Players

Name	DOB	Action
BELL, Mark	01/01/1915	+
MAJSTROVIC, Adrian	09/02/1980	+
MURPHY, Jordan	02/03/1995	+
Newton, Michel	23/08/1999	+
Paringatai, James	07/01/1986	+
PAULIN, Troy	01/01/1915	+

Selected Players

Name	No.	Action
Bailey, Duane		-
Blanchfield, Todd		-
Brownell, Kevin		-
EVERITT, Sam		-
G. Shea		-
SMOLENSKI, Rhyt		-
Wesley, Tai		-
Wheeler, Andrew		-

Save

- Left click on available on players in the Available Players list to add them to Selected Players. Note: You must click the green **SAVE** button to update your member list.
- In the **Season** drop down box you can choose a different season to list players that have played for your club/school in the past.
- If you accidentally click on a player just click the red minus button in the Selected Players box then click save to update the list.

Once you have selected and saved any existing players, click on 'List Members' (under Members) to go back and check your registered players list.

Members in Team

Showing: Competitions: All Competitions | Season: All Seasons | Age Group: All Age Groups | Status: All

Active in List	Team #	Legal First	Family name	Date of Birth	Gender	Phone (Dom)	Phone (Mob)	Email	Date Register	FIBA ID Num	Competition	Active in Team
<input checked="" type="checkbox"/>	7	Duane	Bailey	28/10/1991	M	07 8246241	021 0407899	anonymous...	31/10/2015	00029033		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	10	Todd	Blanchfield	07/11/1991	M		0438723862	todd_blanch...	31/10/2015	00146745		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	12	Kevin	Brownell	23/01/1979	M			kevin.brown...	31/10/2015	00495298		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	10	Sam	EVERITT	15/12/1991	M				31/10/2015	00064202		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	8	Shea	G.	04/10/1992	M				31/10/2015	00019293		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	10	Adrian	MAJSTROVIC	09/02/1980	M				31/10/2015	00274545		<input checked="" type="checkbox"/>

ADD NEW MEMBERS

Any players that have not previously played for your club/school must be added, along with their DOB and contact details.

- From the List members screen click on the blue **ADD** button to the right.
- Fill out the Add New Member form with all available details (boxes with a red star are compulsory)
- The player box will automatically be ticked
- Repeat this for each new member of your team (scroll down to the green **ADD MEMBER** box to register each player)

Add New Member

Add information in the boxes below. When you have finished, press the 'Add Member' button.

Add Member for 2015 (SBA) Season as

Player?

Coach?

Match Official?

Official?

Misc?

Volunteer?

Personal Details

Legal Firstname

Preferred name

Middle name

Family name

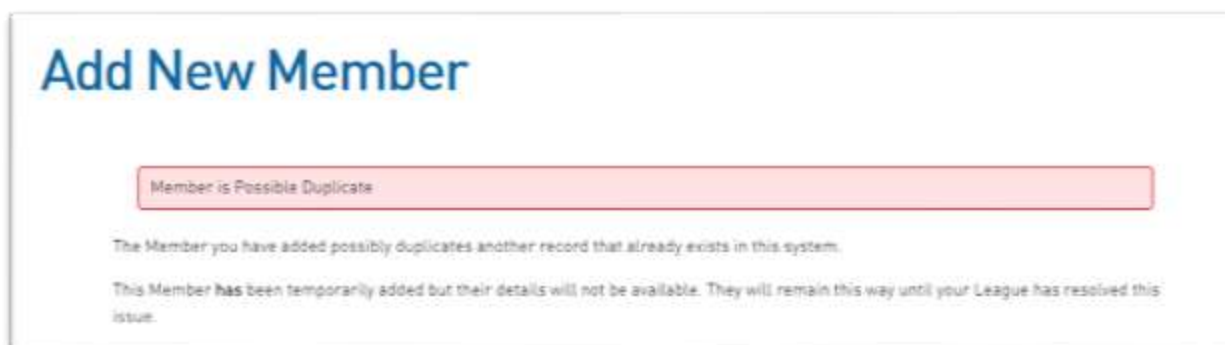
Date of Birth Day Month Year

Once you have added all new players, click on 'List Members' (under Members) to go back and check your registered players list.

DUPLICATE MEMBERS

When players are new to your club/school but have played previously for other schools, they will already be in our database – but will not show up under your member list.

In this case, you will see the below screen after adding the player's details.



The Southland Basketball office will check for duplicate members during the registration phase and ensure these players are added to your team list. Until we have done this, the player may or may not be listed under your "Members in Team" page – they may have a 'D' beside their name (to indicate a duplicate entry).

**Your players will now be registered to your team,
as well as being 'Active' in the current basketball season.**

PLAYER REGISTRATION COMPLETE!

IF YOU HAVE ANY QUERIES PLEASE CONTACT MICHELLE

AT THE SBA OFFICE: michelle@basketballsouthland.co.nz