## **SBA QUICK GUIDE TO** School League Registrations



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

Sign up for a Game Day Passport

Advise SBA of Email Used & School Access given to database area for school

#### **STEP2** REGISTER YOUR TEAM INTO THE CORRECT GRADE

## Log into Game Day Passport <sup>Click Membership</sup>

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

#### **STEP4** REGISTER PLAYERS INTO EACH TEAM



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 <u>jill@basketballsouthland.co.nz</u> to alter.

# STEP 1 Game Day Passport

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

#### Sign Up Link: https://mygameday.app/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 Jill 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 jill@basketballsouthland.co.nz

## NOTE:

## YOU ONLY HAVE TO DO THIS STEP ONCE & YOU

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 shot SP Passport / Membership – this has since been rebranded to Game Day.

## 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.

Passport		S Membership
Account Info		SP Membership Accounts Incert its 17 Performance account its to account the tables Account its 17 Performance account its to account the tables Account its intertainty Accounts Accou
Logins	Communications Neutrino	Statistic Schlast Factoria Annual
Results (http://Live.Sciency	-	F you'll like to link to profiler Advances to this page process context the advancements

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

### 2B:

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.

🕂 insurance Scot		
Deuteoant Members Comp.Management	Teams Communications Reports Co	\$
Social		
Details in	Contacts tan	
Attress Frature Instrum	Advantation of second connect Michael Alexan	
225umg first faat Intercarpti	dan personalité musi este directe de la constituire	
Solution Solutions, New Designer, NEW Press (2011)2164		
an E leves find mitsistatettation	mentation	
El Comun		

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

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

l	ff 1	DELIGRATION 5	scal		210					
	Derbo	art Members	Corry Management	Teatra Co	mmunications	Registrations	Reports		9	
	Tear	ms in Club						-	Forther House and	C
		fean Name	Execution		er 44	e Droug Co	ntact Nome	trat	Para	-
	-	Unatan	Intel Lawrence	2913	1845 Qr	an .				E
		442	Salar-Summer	2015	1584C Op	at				B
	- 22		and the second second	2010	1841 0	**				E
	10. I	Lasiet Diseases	Contract of Street and							111117
	-	Lanet Disecters Bull Balance	Basel Summer	201	(584) Pp	an				8
	現代の	Lanet Drawters Ruff Belows LEBA	Base Survey	201	(584) (b) (564) (b)	8 <sup>1</sup>				8
		Lanet Braviers Ruf Belons UEBA Settor Ref	Book - Laronar Book - Laronar Book - Laronar	211	5844 Q. 5644 Q. 5644 Q.	-				0 0 0
		Salut Bracos But Briore Bible Setto Rel Donat	Team - Surrear Team - Surrear Team - Surrear Team - Surrear	201 201 201 201 201	5846 09 5664 09 5664 09 5664 09					0 0 0 0

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**.

			Street Barriel	 Å
	and were a	the second se	and the second second	¥
	Add New Team			
	An example and the second seco	the advantation of the locate lation and stree you have been an array latery and much la black in	and present of Station Traces in street	
	Densets			
	Europeinan.	and desired and the second		
	Diat Rame	200.1.0		
	Tean Name	Terber 4		
1	Comart Rame	instan		
-	Address Loss 7.	Searchiter		
2	Great fruit			
	Carried Press	127.228		
	Datian Press 31			
	Waterlan.			
	Approved Compile			
	Contact 2 Tota-			
	Content (1 Name			
	Detail I free			
	Const 1 Prese			
	Distante Colours			
	Induce Acades Griner			
	Concession of the local division of the loca			

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 <u>jill@basketballsouthland.co.nz</u> 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.

	10403041704	Secal		114					
Dett	board Members	Comp Management	Tears Conv	uncilors	Registrations	Reports		۹	1
Tea	ams in Club								
						Berry See	- fame	Cartral Highbar	
	Team Aame	Competition	Beaser	Age 2	leng G	Intait Nome	Enel	-	-
-	Team Name	Competition Joan - Surrow	844444 2113 58	April G Garri	ina G	entait Norme	Enai		-
-	Teath Name	Competition Trans. Terrore Trans. Terrore	50000 2011 55	Age 8 G Comm	Prag Cr	mait None	Erreil	~~	88
	Team have	Competition Taxat - Survey Scale, Survey Scale, Survey	2+11.55 211.55 211.06		ina ta	erlast Norte	5.00	-	a a a a
	Tean Name Unpellank Unit Easter Dissource East Dissource	Competition Taxas - Sammer Taxas - Sammer Taxas - Sammer Taxas - Sammer	2111 58 2111 58 2111 58 2111 58 2111 58	444 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	irne G	ertait Norte	Enet	~	
	Task Rame Internet Internet Internet Internet Internet	Competition Trans. Transmer Trans. Transmer Trans. Transmer Trans. Transmer Trans. Transmer	2011 00 2011 00 2011 00 2011 00 2011 00 2011 00		ing to	etail Note	Eres	~	
1 2 2 2 2 2	Taun Rame Inspectors Inspectors Inspectors Inspectors Inspectors Inspectors Inspectors Inspectors	Competition Datas - Larrene Datas - Larrene Datas - Larrene Datas - Larrene Datas - Larrene Datas - Larrene	2011 530 2011 530 2011 530 2013 530 2013 530 2013 530 2013 530		ing to	ntait kone	Engli	~	
	Tean Kenne Draw Services Draft Drawys Draft Drawys Draft Drawy Red Drawys	Competition Datas - Lawreer Testas - Lawreer Datas - Lawreer Datas - Lawreer Datas - Lawreer Datas - Lawreer Datas - Lawreer	2011 54 2011 54 2011 55 2011 56 2011 56 2011 56 2011 56			ntaŭ kone	Insi	~	

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

## 3B:

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

LEVEL SE	LECTION	outhland Sharks I	2015
Dashboard	Members	Competitions	Communications
	List Members		
c	Modify Team Lis	st.	
Southla	Team Staff		

- 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*).

the same stand rule to	enders in the team Southlar	td Sharks 2015			
eason 2015 (SBA) ender None Specified 08 From I Show only shaweyne valable Competitions	• • • • ===============================				
Available Players			Selected Players		
Filter	0		Name	No.	
BELL MAR/01/01/1915		0	Balay Duane		
MAJETROVIC Amar IN	6027960	0	Blanchfeld, Todd		
MURPHY Junter (1253	/1995)	0	Brasel Revit		•
Sauto Distal Cliffs			EVERITT Sam		•
represent and other states	and .	~	8.5744		•
Patripatal, James (3761	19966;	0	SMOLENION, RITYR		
PROLEK, Two (210119)	新	0	Reday, Tal		
			thesis: Ardre		

- 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.

e	mbers II	n learn											
Brook (repetite) at the attraction . These (at the proof of the brack . The								tana (m					
	Attre in Las.	Tunt	Lagal Prests	Family name	Date of Both	Senter	Phone Diam.	Phone (Mathi	Enal	Data Registe	PALONIE	Competition	Active in Tes
ī,	S	7	Cuere .	Balay	25/12/1411		29 82M4241	221 0427974	transpignet.	30/12/2018	200204013		B
4	8	10	Trate	Bantilea	121/11/1491	14		1418733442	toni, Sarch	31/12/2015	lot in the		8
ŝ,	5	12	Raum	Statuti .	23-71/1478	-14			Laure braves .	1012/2018	000452468		5
ii.	8	15.	Sam	EVENIT	15/12/1997	. 94				30102215	1004402		8
í,	5	.5	Sies	4	04101942	-10				31/10/2018	000110383		S
ii.	95	16	Adver	NK/STROVC	01/02/1980	38				21/12/2018	10279548		E.

#### **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 Member for	2015 (SBA) Season as	
Player?	*	
Coach?	0	
Match Official?		
Official?		
Misc?		
Volunteer?		
Personal Details		
Legal Firstname		•
Preferred name		
Middle name		
Combs anno 1		

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.

dd	New Member
	Member is Possible Duplicate
Th	e Member you have added possibly duplicates another record that already exists in this system.
Th	is Member has been temporarily added but their details will not be available. They will remain this way until your League has resolved this ue

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 JILL

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