



Becoming a Club Administrator

Step 1. Go to <https://membership.basketballengland.co.uk>.

PLEASE LOG IN TO YOUR ACCOUNT.

LOG IN.

Enter Your Membership Number

Password

LOG IN

[Forgotten these details?](#)

DON'T HAVE AN ACCOUNT?

To become a BE member, you will need to create an account using the link below. As a member, you will get access to our competitions and leagues, club insurance and numerous competition giveaways. This also includes exclusive access to Howden Sport Benefits, which gives our members access to online shopping for a number of key brands.

SIGN UP

Basketball England Data Protection & Privacy Contact Us

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Step 2. Follow the link to 'Sign Up', which will take you to the 'Become a Member' form.

PLEASE LOG IN TO YOUR ACCOUNT.

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Enter Your Membership Number

Password

LOG IN

[Forgotten these details?](#)

DON'T HAVE AN ACCOUNT?

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Step 3: Fill in the 'Become a Member' form.

Twitter Facebook Instagram YouTube

BECOME A MEMBER

[← GO BACK](#)

MEMBER DETAILS

For Under 18's - The Membership and Licence forms/process needs to be completed by a person with parental responsibility on behalf of the child.

Date of Birth *
[Click to add date](#)

Please enter your full name as it appears on your Passport / Birth Certificate:

First Name * Last Name *

Email Address *

Home Phone Mobile Phone *

Gender *
Please select your Gender ...

If you do not identify as one of the above, please contact the Customer Service Team who will be able to support you with your application process.

Nationality * Country of Birth *

British United Kingdom

EMERGENCY CONTACT DETAILS

Their relationship to you * Contact Phone Number *

WHAT ARE YOUR ROLES IN BASKETBALL?

<input type="checkbox"/> Player	<input type="checkbox"/> Coach	<input type="checkbox"/> Referee
<input type="checkbox"/> Table Official	<input type="checkbox"/> S&C Coach	<input type="checkbox"/> Physiotherapist
<input type="checkbox"/> Doctor	<input type="checkbox"/> Interpreter	<input type="checkbox"/> Club Secretary
<input type="checkbox"/> Club Welfare Officer	<input type="checkbox"/> Team Manager	<input type="checkbox"/> DBS Verifier
<input type="checkbox"/> Statistician	<input type="checkbox"/> Volunteer	

ADDRESS

Postcode * [FIND MY ADDRESS](#)

Address Line 1 * Address Line 2

Town / City * County *
ABERDEENSHIRE

CHOOSE YOUR PASSWORD

Password * Retype your Password *

ANONYMOUS INFORMATION

This data will be anonymised for use by our funders, and will not be shared with any third parties.

Ethnicity	Sexual Orientation	Religion
Prefer not to say	Prefer not to say	Prefer not to say

DISABILITY

Disclosure of disability information is optional.
Data will be used to ensure we can effectively support and communicate with members.
Anonymised data may be shared with our funders.

Long term limiting illness
 Prefer not to say No Yes

Disability 1 - Type of Disability	Disability 2 - Type of Disability
None / Prefer not to say	None / Prefer not to say

If you have more than two disabilities to disclose, please contact the Customer Service Team who will be able to support you with your application process.

ACCOUNT CONFIRMATION

I have read and accept the Terms and Conditions. *

I am aged over 18 or am a person with parental responsibility. *

COMMUNICATION PREFERENCES

I would like to receive marketing communications from Basketball England.

I would like to receive communication from partners of Basketball England.

I would like to receive the Basketball England Members Newsletter.

I would like to receive the Basketball England Clubs Newsletter.

I would like to receive the Basketball England Coaches Newsletter.

I would like to receive the Basketball England Officials Newsletter.

* - denotes mandatory field

[+ ADD LICENCE\(S\)](#) [JOIN AND PROCEED TO CHECKOUT](#)

Membership Price List:

BE Membership - Senior	£15.00
BE Membership - Junior (Under 18)	£8.50
LL (Local League) Player Licence	FREE WITH BE MEMBERSHIP

This is renewed annually from date of purchase.

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Step 4. Follow the link at the end of the form to 'Join and Proceed to Checkout'.

ACCOUNT CONFIRMATION

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I am aged over 18 or am a person with parental responsibility. *

COMMUNICATION PREFERENCES

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* - denotes mandatory field

+ ADD LICENCE(S) **JOIN AND PROCEED TO CHECKOUT**

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Step 5. Choose a payment option.

REVIEW AND CHECKOUT

How do you want to pay?

It looks like you currently do not have a basketball membership subscription, for a quicker checkout this has been added to your basket.

Pay Now online

My Club / Organisation Pays

BILLING DETAILS

Use my Membership details for my Billing details

First Name _____

Last Name _____

Total To Pay: £15.00

BE Membership - Senior (Expires 28/06/2020) £15.00

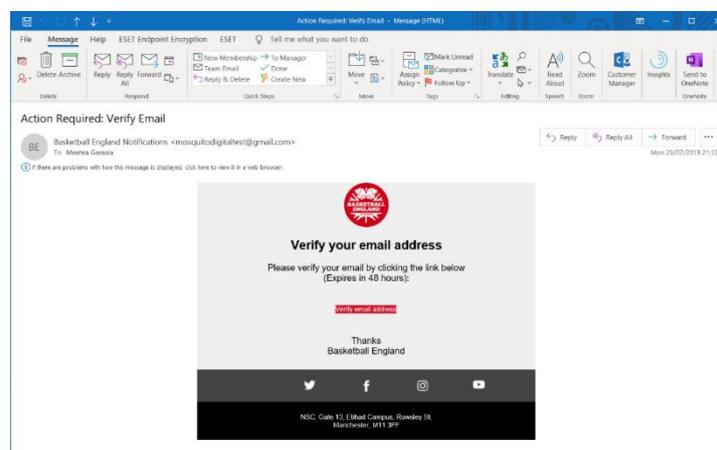
LL Player Licence - Senior (Expires 28/06/2020) FREE

CHECKOUT

You will be redirected to our secure payment provider to complete payment

sage pay

Step 6. Go to your email account to verify your email address. Please note that this is the email address that you used to sign up. (Remember to check the junk folder!)



Step 7. Contact membership@basketballengland.co.uk to assign yourself as a club administrator.



Accessing Your Club Portal

Step 1. 'Log In' with your membership number.

PLEASE LOG IN TO YOUR ACCOUNT.

LOG IN.

Enter Your Membership Number

Password

LOG IN

[Forgotten these details?](#)

DON'T HAVE AN ACCOUNT?

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SIGN UP

Basketball England | Data Protection & Privacy | Contact Us

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Step 2. Go to the dropdown in the top right-hand corner to manage your club.

My Locker - A000014

Welcome to your Basketball England dashboard. Click on the below pods to navigate around your profile.

3 OUTSTANDING ELIGIBILITY REQUIREMENTS

0 ITEMS PENDING PAYMENT

0 CLUBS JOINED

My Profile
This is a summary of your personal details. You will be able to edit parts of your profile here.
[MY PROFILE →](#)

Licences
Apply for and view licences here. Licences include Local League, BUCS, National League, BBL and WBBL.
[LICENCES →](#)

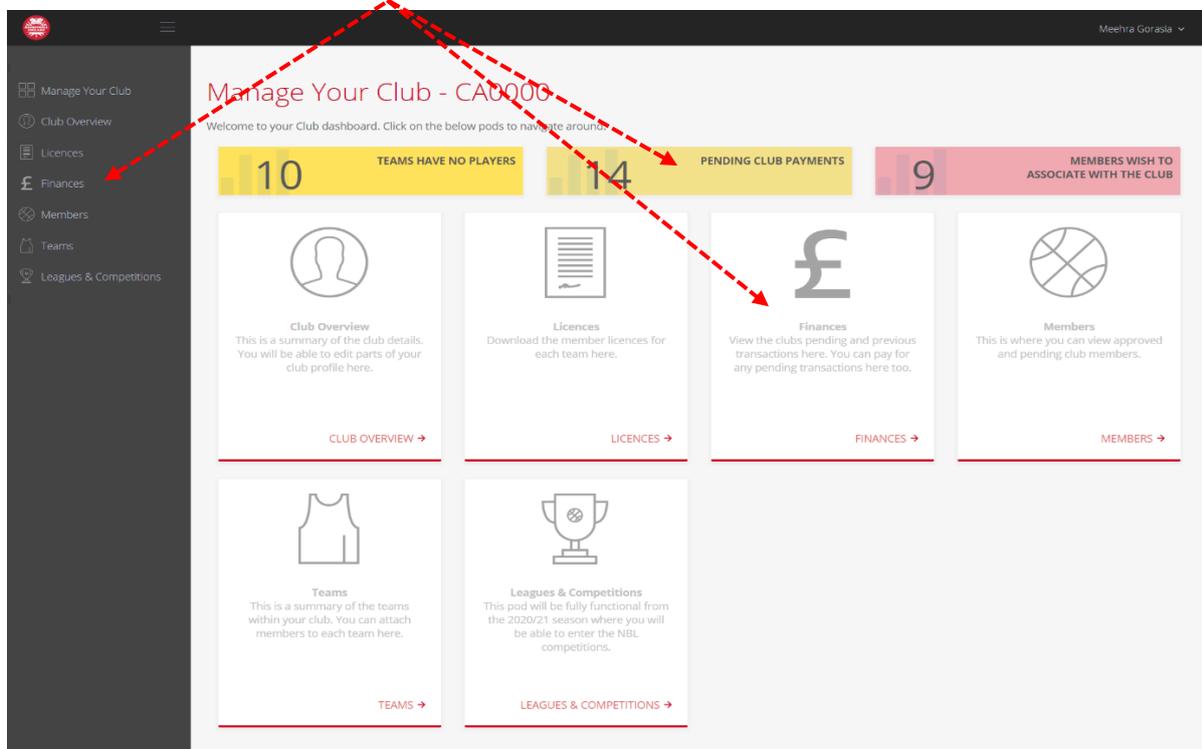
Eligibility
Upload your required documents here. These will vary dependent on the licence you are applying for.
[ELIGIBILITY →](#)

Clubs and Teams
Attach yourself to a club here.
[CLUBS & TEAMS →](#)

Product History
This will detail your current and previous licence purchases to provide your true basketball journey!
[PRODUCT HISTORY →](#)

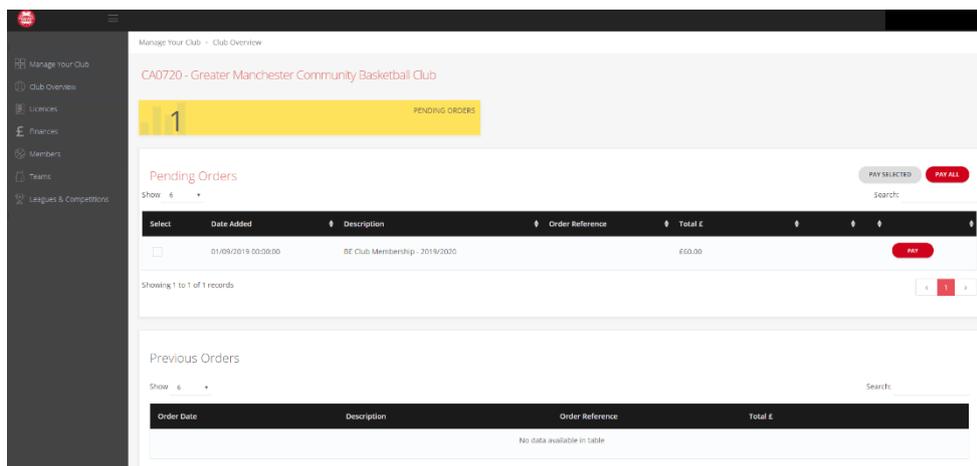
Club Finances

Step 1. Follow the link to 'Finances' on the club admin dashboard.



The screenshot shows the 'Manage Your Club - CA0000' dashboard. A red dashed arrow points from the 'Finances' link in the left-hand navigation menu to the 'Finances' pod in the main content area. The dashboard features several summary cards: '10 TEAMS HAVE NO PLAYERS', '14 PENDING CLUB PAYMENTS', and '9 MEMBERS WISH TO ASSOCIATE WITH THE CLUB'. The 'Finances' pod includes a pound sterling symbol (£) and the text: 'View the clubs pending and previous transactions here. You can pay for any pending transactions here too.' Below the pod is a 'FINANCES →' link.

Step 2. Pay the £60 senior club or the £45 junior club fee.



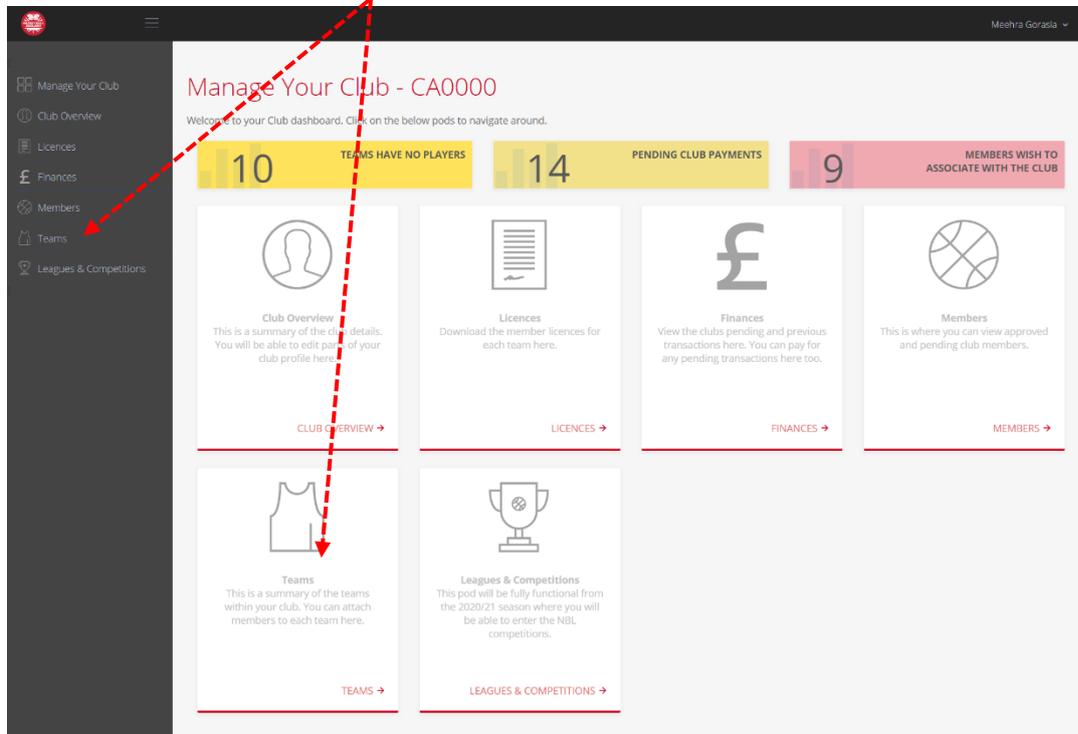
The screenshot shows the 'Pending Orders' section of the club admin dashboard. At the top, there is a yellow card indicating '1 PENDING ORDERS'. Below this, there is a table with columns for 'Select', 'Date Added', 'Description', 'Order Reference', and 'Total £'. A single order is listed with a total of £60.00. To the right of the table, there are buttons for 'PAY SELECTED' and 'PAY ALL'. Below the table, there is a section for 'Previous Orders' which currently shows 'No data available in table'.

Select	Date Added	Description	Order Reference	Total £
<input type="checkbox"/>	01/09/2019 00:00:00	BE Club Membership - 2019/2020		£60.00

Step 3. Once the club fee has been paid, the member payment requests will come through to pay.

Creating Teams within Clubs

Step 1. Follow the link to 'Teams' on the club admin dashboard.



Manage Your Club - CA0000

Welcome to your Club dashboard. Click on the below pods to navigate around.

- 10** TEAMS HAVE NO PLAYERS
- 14** PENDING CLUB PAYMENTS
- 9** MEMBERS WISH TO ASSOCIATE WITH THE CLUB

Club Overview
This is a summary of the club details. You will be able to edit parts of your club profile here.

Licences
Download the member licences for each team here.

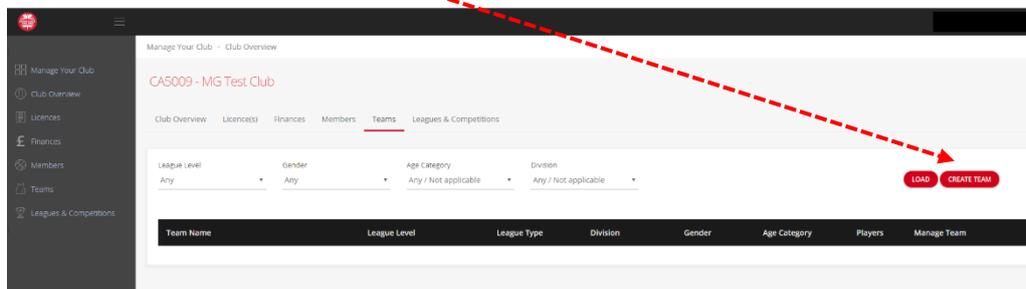
Finances
View the clubs pending and previous transactions here. You can pay for any pending transactions here too.

Members
This is where you can view approved and pending club members.

Teams
This is a summary of the teams within your club. You can attach members to each team here.

Leagues & Competitions
This pod will be fully functional from the 2020/21 season where you will be able to enter the NBL competitions.

Step 2. Follow the link to 'Create Team'.



Manage Your Club - Club Overview

CAS009 - MG Test Club

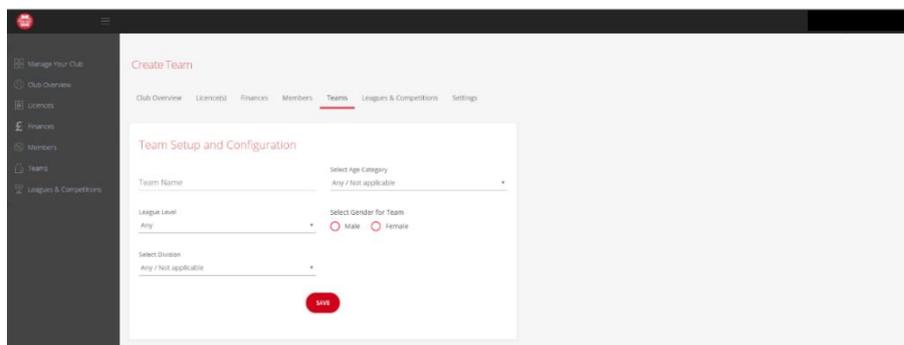
Club Overview Licences Finances Members **Teams** Leagues & Competitions

League Level: Any | Gender: Any | Age Category: Any / Not applicable | Division: Any / Not applicable

LOAD CREATE TEAM

Team Name	League Level	League Type	Division	Gender	Age Category	Players	Manage Team
-----------	--------------	-------------	----------	--------	--------------	---------	-------------

Step 3. Fill in the 'Team Setup and Configuration' form.



Create Team

Club Overview Licences Finances Members **Teams** Leagues & Competitions Settings

Team Setup and Configuration

Team Name: | Select Age Category: Any / Not applicable

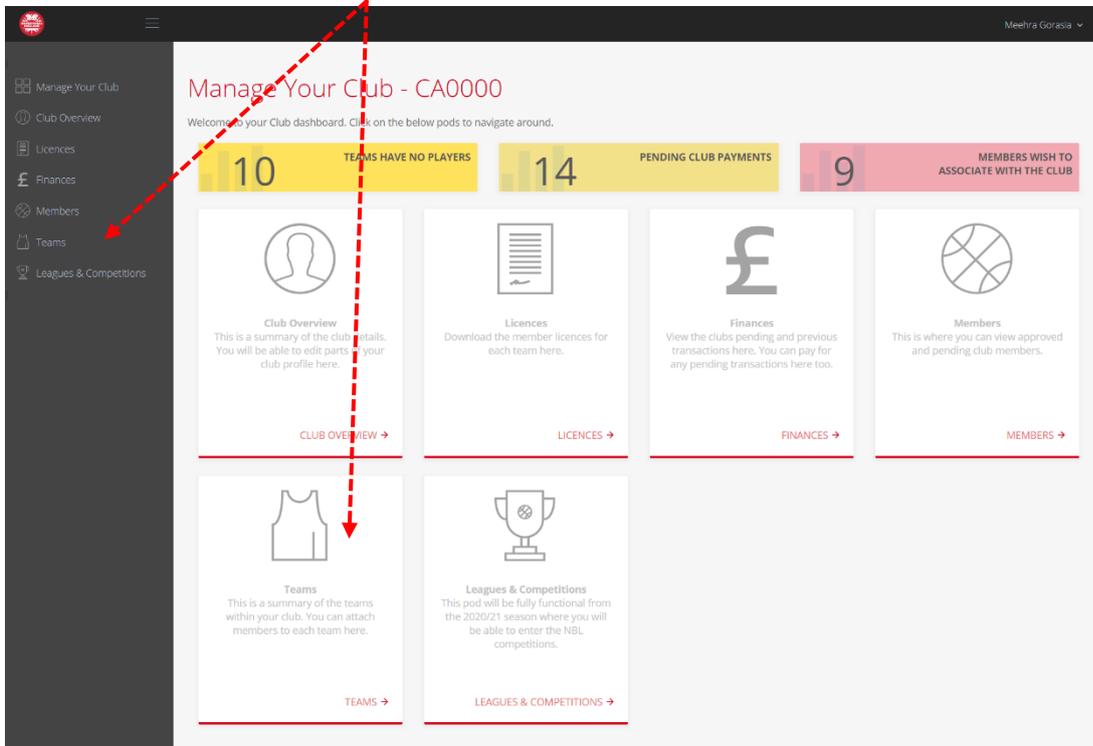
League Level: Any | Select Gender for Team: Male Female

Select Division: Any / Not applicable

SAVE

Assigning Members to Teams

Step 1. Follow the link to 'Teams' on the club admin dashboard.



Manage Your Club - CA0000

Welcome to your Club dashboard. Click on the below pods to navigate around.

10 TEAMS HAVE NO PLAYERS

14 PENDING CLUB PAYMENTS

9 MEMBERS WISH TO ASSOCIATE WITH THE CLUB

Club Overview
This is a summary of the club details. You will be able to edit parts of your club profile here.

Licences
Download the member licences for each team here.

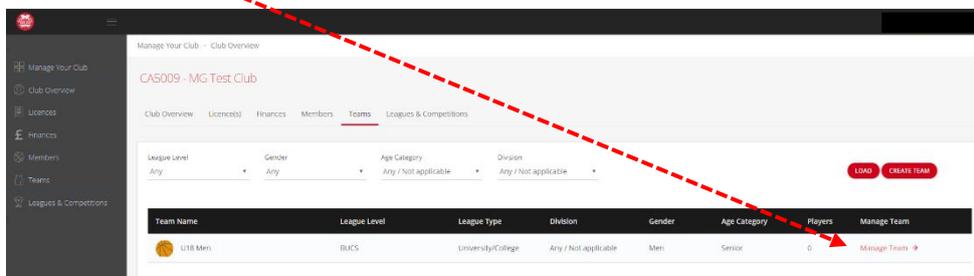
Finances
View the clubs pending and previous transactions here. You can pay for any pending transactions here too.

Members
This is where you can view approved and pending club members.

Teams
This is a summary of the teams within your club. You can attach members to each team here.

Leagues & Competitions
This pod will be fully functional from the 2020/21 seasons where you will be able to enter the NBL competitions.

Step 2. Select 'Manage Team' on the relevant team.



CA5009 - MG Test Club

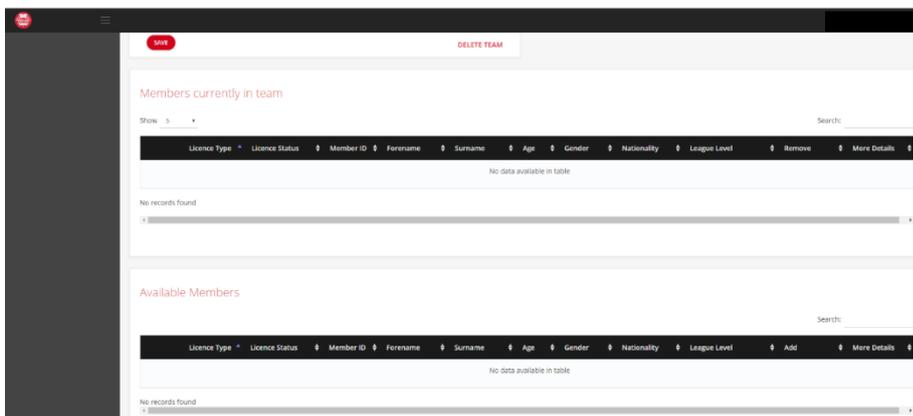
Club Overview Licences Finances Members **Teams** Leagues & Competitions

League Level: Any Gender: Any Age Category: Any / Not applicable Division: Any / Not applicable

LOAD CREATE TEAM

Team Name	League Level	League Type	Division	Gender	Age Category	Players	Manage Team
U18 Men	BUCS	University/College	Any / Not applicable	Men	Senior	0	Manage Team

Step 3. Add 'Available Members' to 'Members Currently in Team'.



DELETED TEAM

Members currently in team

Show 5

Licence Type	Licence Status	Member ID	Forename	Surname	Age	Gender	Nationality	League Level	Remove	More Details
No data available in table										

No records found

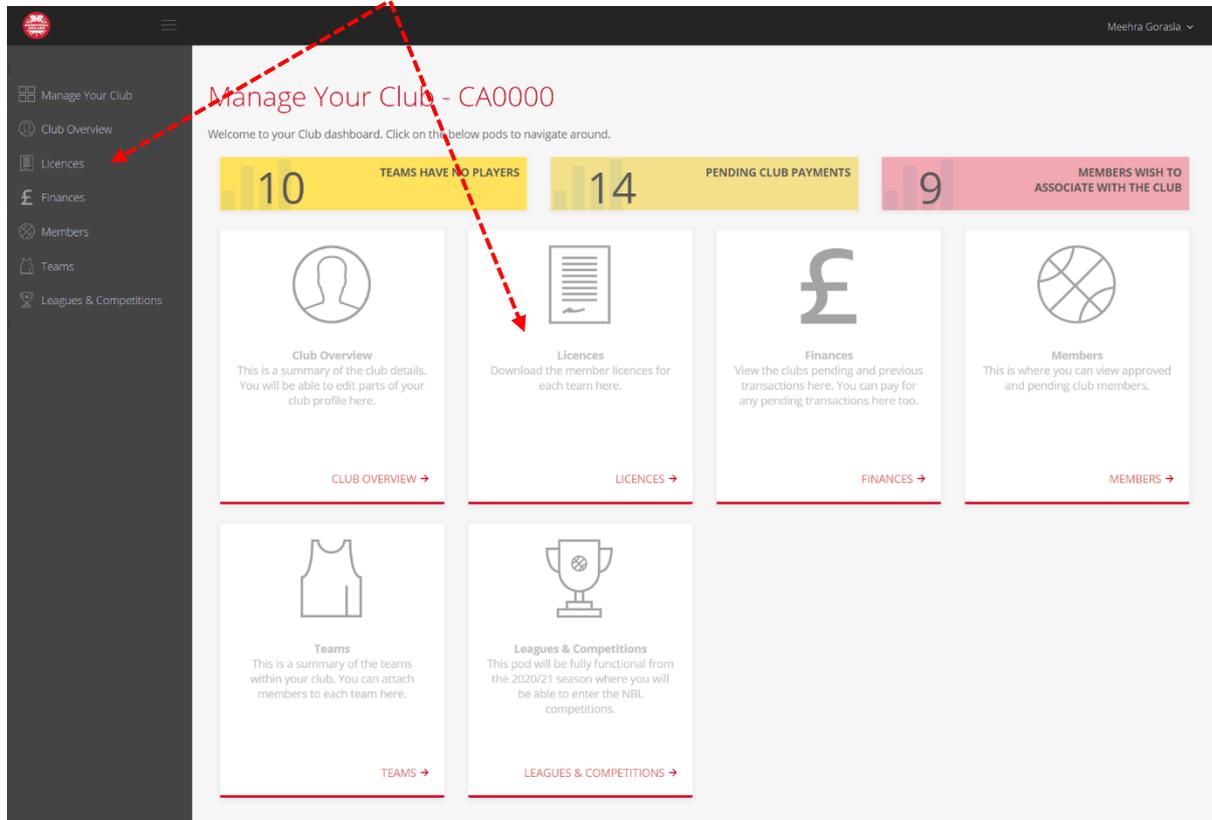
Available Members

Licence Type	Licence Status	Member ID	Forename	Surname	Age	Gender	Nationality	League Level	Add	More Details
No data available in table										

No records found

Viewing Licence Cards

Step 1. Follow the link to 'Licences' on the club admin dashboard.



Manage Your Club - CA0000

Welcome to your Club dashboard. Click on the below pods to navigate around.

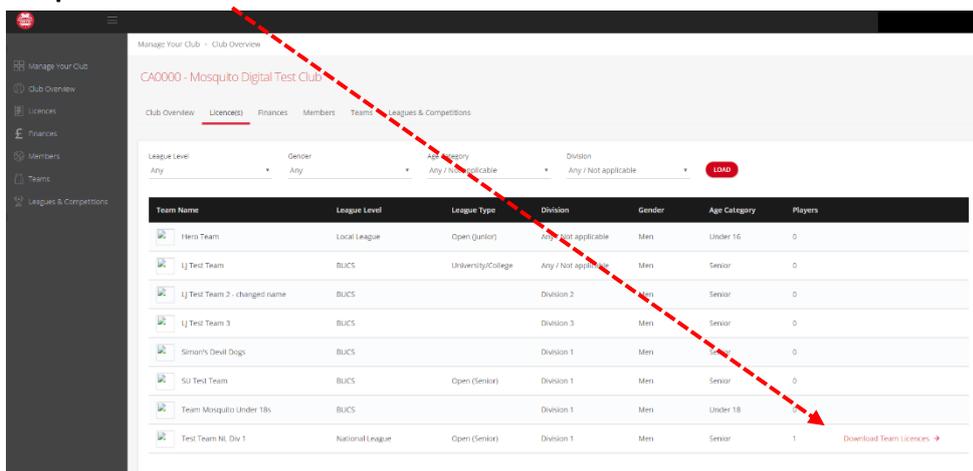
10 TEAMS HAVE NO PLAYERS | **14 PENDING CLUB PAYMENTS** | **9 MEMBERS WISH TO ASSOCIATE WITH THE CLUB**

Licences
Download the member licences for each team here.

CLUB OVERVIEW → | **LICENCES** → | **FINANCES** → | **MEMBERS** →

TEAMS → | **LEAGUES & COMPETITIONS** →

Step 2. Select 'download team licences' for the relevant team.



CA0000 - Mosquito Digital Test Club

Club Overview | **Licences** | Finances | Members | Teams | Leagues & Competitions

League Level: Any | Gender: Any | Age Category: Any / Not applicable | Division: Any / Not applicable | **LOAD**

Team Name	League Level	League Type	Division	Gender	Age Category	Players	
Hero Team	Local League	Open (Junior)	Any / Not applicable	Men	Under 16	0	
IJ Test Team	BUCS	University/College	Any / Not applicable	Men	Senior	0	
IJ Test Team 2 - changed name	BUCS		Division 2	Men	Senior	0	
IJ Test Team 3	BUCS		Division 3	Men	Senior	0	
Sinners Devil Dogs	BUCS		Division 1	Men	Senior	0	
SU Test Team	BUCS	Open (Senior)	Division 1	Men	Senior	0	
Team Mosquito Under 18s	BUCS		Division 1	Men	Under 18	0	
Test Team NI Div 1	National League	Open (Senior)	Division 1	Men	Senior	1	Download Team Licences →