

NBL Online Registration Guide

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If your club has previously registered with England Basketball click the Sign In button under the Club Administrator heading. You will need your club number and password to sign in.

	Sign In
Information	
As a member of B	England Basketball you now have the ability to manage your personal details, club details and registrations online. Follow the instructions below to sign in to your account.
Which best des	cribes you?
•	Individual
-	I have registered with England Basketball before. If this is the case, you will already have an account to sign into. Choose this option.
	I am brand new to England Basketball. I would like to create my account. Create My Account
	Club Administrator
	My club has registered with England Basketball before. I am a club administrator and woul set to sign in and manage my club details, registrations and members.
	Sign in Our club is brand new to England Basketball. I would like to create a club account.
	Create Club Account

If you have not signed in before and we have your email address already you can request your Sign In details to obtain your password.

🚊 Sig	jn ln
Your Details	
How to sign in	
 If you have been a Enter in your club 	member of England Basketball before then you will already have an account set up for you oode, email and password to sign in to your club account
NOTE: While you may alre Please contact us by phon	ady have an account with us, it could be than we have yet to be notified of your correct email address. e on 01142941075 to confirm your email andress and complete your account set up.
Club Code	(e.g. CA1234) If you do ot know your olub code, contact us at membership@basketballengland.co.uk
Your Email	
Your Password	Remember me?
	3 F B LY
	Enterthe orde balance
	Sign Im
	Farantes Sian In Deter
	

ign In	
Service	
ind click the button.	
Request Sign In Details	
	Service and click the button.

Enter your email and click Request Sign In Details.

Once you have requested your Sign In details you will receive an email with your password. You will then be able to Sign In. Once signed in you will see your club's home page. Here you can register your club and members by creating registration forms, as well as editing and checking member details.

Home		
come!	CN	lub Individuals
Welcome to your frome Paget You can now edity our cubic data and men Pease take the time to tambare yourself v How to use this membership area Like the menu sobre to packing or of ease they pay has a second maken that on entering the second maken that on	ber details as well as manage registrations online. It this page and the menu options above. Introduction of the second s	Kanape ministrak detaik and keep us up to date with your activities so that we can before serve you Summary Presse ensure individuals who are part of your club are registered with England Basketball and their de are as complete and up to date as possible.
gistrations	Ba	Vev asic Club Details Summary
Introduction Introduction Costa as Ocios Appandian Form Torta Regelementa entry become active an an Angland Baskettball administrator. Status	all bothe in three easy street	Verv seic Club Details summar unter the set back that you have given us. You can verv and exit these details if some are meaning or not up Club TerCDa1 Typer Server Club (L) Areas 50,017 Veroing Regs Weakane, Examin
block b	extended or submitted for this current eason.	Vev asic Club Details formul formul

To register your club and members for the season please click the Registrations button, and then click onto National League Registrations.

Home Club I	etails Teams	Individuals	Registrations He	elpful Information	Sign Out 28 Options
Home			Manage Registration	ıs	
-			National League Reg	gistrations	
	Hom	ie			

You are now on the Online Registration Dashboard, read all the instructions on this page fully so you know exactly what to do at each step of the registration process. Once you have read these instructions click on the Registration Forms button.

Introduction			
National League registrations is now available online. Please read this page from start to	finish to get an overview of what you need to do pric	or to registering your members online	e.
Terms of Use			
By using the Registration System you are bound to our terms of use found in our England	Basketball Privacy and Data Protection Policy.		
As a Club Administrator, you will be handling the data of your members and are responsil	ole for keeping their private information safe.		
CRB Checks			
England Basketball recommend the good practice for each olub of making sure anyone y	ou are registering who works with children on a regul	ar busis is CRB checked. England Ba	asketball may need proof of this on request.
Before you begin you will need			
Up to Date Browser	Internet Connection		Ability to Use a Digital Camera
On the computer you wish to work on, you will need to have an up to date browser. The most popular browsers are listed below and if you haver over them you can see	For the best experience, make sure you have a goo	d internet connection. Because	You will need to be able to use a digital camera to take head shots of your members and also take digital nictures of their proof of ID.
their names. One of these is most likely installed on your computer already and is probably the browser you are using to view this web page right now.	A good internet connection that does not cut out w make the registration process easier.	il give the best experience and	Once the head shots and pictures of ID are on your camera, you need to be able to move them from your camera to the computer you will be using to do National League Online Registrations.
Ensure that your browser is up to date to get the safest and best experience.			The pictures that you take must be legible otherwise they cannot be accepted. These pictures may also need to be resized if bigger than 2mb and also need to be of the right orientation, i.e. not on their side.
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Chan 1: Dreneration		Chan O: At Depaties	
step I. Preperation		Step 2. At Fractice	
Before you can register your members online, you will need to collect from each memi	per their profile information, their picture and	Set aside a little time at pra	actice to collect the information for each player.
If you are going to collect the information at practice for instance, you need to	1	 Hand out the forms t 	to your members to fill out.
 take a camera (e.g. iPhone iPad or digital camera) down to a practice session 		Take a head shot with	ith your digital camera of each member against a blank wall. See Example
take printed forms for members to fill out. These can be found at the following	link under the section 'Participant Resources'.	Get the members price	oof of ID, lay it flat on a flat surface and take a picture of it. See Example
Click here for Registration Forms (print as many as you need) TIP: You can print them out yourself or you can ask your members to print them practice.	out at home, fill them in and bring them to	Now take all the information	n home with you.
Before you meet at practice, inform your members to bring their proof of ID with them.			
Step 3: Doing Registrations at your Computer			
You will be asked to upload the digital pictures for each member at certain points in th smooth as possible, make sure you prepare the pictures for upload by following the step	e registration process. To keep the process at os below.		
 Load the pictures of member head shots and proof of ID from your camera onto you loaded them into. 	your computer. Take a note of which folder		
2. All the images about 5 he to Larger than 2mb. Resize them to make them can larger than a set of the standard shorts about 500 pixels wide and the Proof of 10 Ohi yimages that are gift and jop's can be updated. It will also are you time If you do not you image nature and the standard s	er if you need to. To keep it simple, we mages about 1000 pixels wide at the most when you upload them when registering. licosoft Image Resizer PowerToy. Go to the		
Please note: Check that the proof of ID image is legible. If you can't read it, we	e can't read it.		
Sign in to the registration area (if you are reading this you are already signed i Registration Form and follow the options presented to you on each page startin	n). Simply create a new National League g at the Registration Forms page.		
Click the next button to go to the Registration Forms page	Registration Forms		savaserint: dsBedRacl ("heFied!")
	registration Forms		

This page will show any registration forms you may already have, however if you are reading this guide you probably will not have created any as yet. To proceed, please click the New Registration Form button

Registration Forms
Registration Forms
Instruction
Below is a list of all of your Registration Forms for this season. You can view the details of a contract a new Registration Form by clicking View. You can also edit a Registration Form by clicking View, only if it has not yet been submitted. To create a new Registration Form and attach Registrations to it then click 'New Registration Form' below.
New Registration Form
List of Registration Forms
Member Club Reg. Form Crebion Area Attached to Products Products Overall Date Confirmed Manual Reconciliation to manage each Type Date Administrator Submitted To Area Return # Total Total Total Submitted Payment Adjustment Date Registration form

You will now see your blank registration form. Please read the instructions at the top of the form.

To register your club click Add Club Registrations – please note there only needs to be one Club Registration per club, this is not a team fee.

Home Club Details	Feams Individuals Registrations Helpful Information Sign Out
Registrations > Registrat	ion Forms > Edit Registration Form
Instruction	it Registration Form
On this page is the To register, click th Once you have add Submit the Registra NOTE: Once the Registratio	Registration Form which is outlined by dashed lines below e buttons to complete each step led the registrations please check that the form is correct tion Form then follow the subsequent instructions to pay n Form has been submitted, Basketball England or the Area Registrar will automatically be notified and it will be reconciled once payment is received.
Steps > Add Club	Registration > Add Member > Submit
Attention - This F All Registration Forms submitted can we pro	Registration Form has not been submitted! s must be submitted once you have finished adding the registrations. Only when the registration form has been cess it and supply licence numbers.
Registration F	orm # 72873
	Test Club 1
BASKETBALL	MEMBERSHIP NUMBER: CA3124
ENGLAND	AREA: ALL 32 LONDON BOROUGHS

The Club Registration Pop up will appear and you can then select your

Т

club type and purchase any additional club insurance. Click Add Registrations to register your club.

Club Regis	trations	
Nyou have any teams with players v	vho are over 18 then choose Senior Club.	Add Registrations
None U18 Club Senior Club - £50.00 Additional Club Insurance	y - €36.00	Cancel
By paying for a club registration, you insurance. All Risks insurance can b against loss or damage. For full detai Insurance leaflet found under Helpful	automatically receive public liability e purchased to cover club equipment / kit is please read the England Basketball Information in the menu.	
None	O All Risk Insurance £500 - £12.50	
O All Risk Insurance £600 - £15.00	O All Risk Insurance £700 - £17.50	
O All Risk Insurance £800 - £20.00	All Risk Insurance £900 - £22.50	
O All Risk Insurance £1000 - £25.00	O All Risk Insurance £1100 - £27.50	
O All Risk Insurance £1200 - £30.00	All Risk Insurance £1300 - £32.50	
O All Risk Insurance £1400 - £35.00	O All Risk Insurance £1500 - £37.50	
All Risk Insurance £1600 - £40.00	All Risk Insurance £1700 - £42.50	
	All Dish lasurana CA000 CA7 CO	

Once you have added your club registration, your registration form will automatically refresh showing the club registrations. You are now ready to register your members. Click Add Member Registrations.

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	dit Registration Form
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 On this page is f To register click 	he Registration Form which is outlined by dashed lines below the buttons to complete each step
Once you have Submit the Residence	added the registrations please check that the form is correct
 Submit the Regis On the basis 	stration Form men follow the subsequent instructions to pay
Unce the Registrati	on Form has been submitted, Basketball England or the real Registrar will automatically be notified and it will be reconciled once payment is received.
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·	Registration
	Registration
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Attention - Thi Il Registration For Registration	Registration s Registration Form has not been submitted! msr must be jubmitted once you have finished adding the registrations. Only when the registration form has been submitted disupply illemen numbers. Form # 72873 Test Club 1 MEMBERSHIP NUMBER: CA3124 AREA: ALL 32 LONDON BOROUGHS James Test 123 Test Street Testing T3 5TT This Registration Form will be submitted to Basketball England attoms & Insurance

The registration pop up will appear. When you click on Add Existing Member, you will see members who were part of your club last season in A-Z order, click the appropriate letter of their surname. To register an individual select [add] then follow the 3 Steps on screen to register that individual.

Add National League Participant to Registration Form
Use the buttons to add from existing members, or add new club members. Add Existing Club Member Add New Club Member Back To Registration Form
Club Members on Registration Form #39577
There are no participants currently on this Registration Form.

To add a new club member, Click on the New Club Member button and follow the steps on screen. Note all fees are added automatically for players / coaches / team followers depending on their age and participation type etc. If you view the form you will see the registrations you have added for both the club and any individuals. Please check the form. If the information is correct and you do not wish to add anymore registrations you can click Submit. If you do wish to add more registrations you can click the Add Member Registrations button.

Home Club Details Teams Indivi	uals Registrations Helpful Information Sign Out BE Optic	ns
tegistrations > Registration Forms > E	it Registration Form	
Edit Re	gistration Form	
struction		
 On this page is the Registration To register, click the buttons to c Once you have added the regist Submit the Registration Form th 	Form which is outlined by dashed lines below mplete each step ations please check that the form is correct n follow the subsequent instructions to pay	
OTE: Once the Registration Form has been	submitted, Basketball England or the Area Registrar will automatically be	notified and it will be reconciled once payment is received.
Add Club Registration	Add Member Registration Subm	
ind notification of this completed Registration	n Form to Nicky, Brown@basketballenglan Sena	
we process it and supply licence num Registration Form # 732! Test B MEMBEF AREA:	1 Isketball Club SHIP NUMBER: CA1458	/
Joe Blog England Unit 2 1 Arena S9 2LF SOUTH S9 2LF	gs Basketball Court YORKSHIRE	
This Regis	ation Form will be submitted to Besketball England	
Club Registrations & Ins	irance	
[X] Senior Club (NL	ki 🖉	£50.00
Member Registrations &	insurance	
[X] Bloggs	oe 24/11/1970 Founders Cup Senior Comp Fee	£5.00
	Player Senior Player - EB Fee	£10.00

Once you have submitted your registration form, England Basketball will be notified.

You now need to pay for your registration. Click the Pay Now button and the payment instructions will be shown. Once the form is submitted you cannot add any more registrations to it.

To register more members simply create a new form.

		ubmit O	ptions		
Home Cub Details Teams Individuals Registrations Helpful Information Sig	n Out BE Optims		Pay Online Now (Recommended) This is the easiest and quickest way to get registered. Please have your credit card details ready then click the Pay Now button below.		
Edit Registration Form		- 0	PayNow Alternative Payment Methods		
Instruction			NOTE: These payment methods take longer to process than paying by card. Only when payment is received can we reconcile the registrations of your members.		
On this page is the Registration Form which is outlined by dashed lines relow To register, click the buttons to complete each step Once you have added the registrations please check that the form is correct Submit the Registration Form the follow the subsequent instructions to pay			By Cheque		
			Please write a cheque made payable to England Basketball . (Full postal details can be found in the menu under 'Helpful Information')		
NOTE: Once the Registration Form has been submitted, Basketball England came Area Registrar w	ill automatically be notified and it will be reconciled once payment is received.		Please also write clearly on the back of the cheque the Registration Form number found at the top of the form.		
Steps > Submit > Pay Now > Record	status		Once the cheque has been received the Registration Form can be reconciled.		
Send notification of this completed Registration Form to Nicky.Brown@basketballenglan Send	Submit Result		By BACS		
This Registration Form has been submitted. You are unable to make any further changes.	The Registration Form was successfully submitted.		You can set up a BACS transfer through your bank for payments to England Basketball. Contact us for details.		
Registration Form # 73281	the instructions.		Universities		
Test Basketball Club MEMBERSHIP NUMBER: CA1458 AREA:	ОК		Universities may continue to pay via purchase orders. Paying via purchase order is only available to univesities. NOTE: Licences will not be issued without an official purchase order.		

Please note – paying by credit card will speed up the processing of your licence cards. Cheque and other payment methods must arrive with England Basketball before the processing and authorisation of your licence cards can commence.