



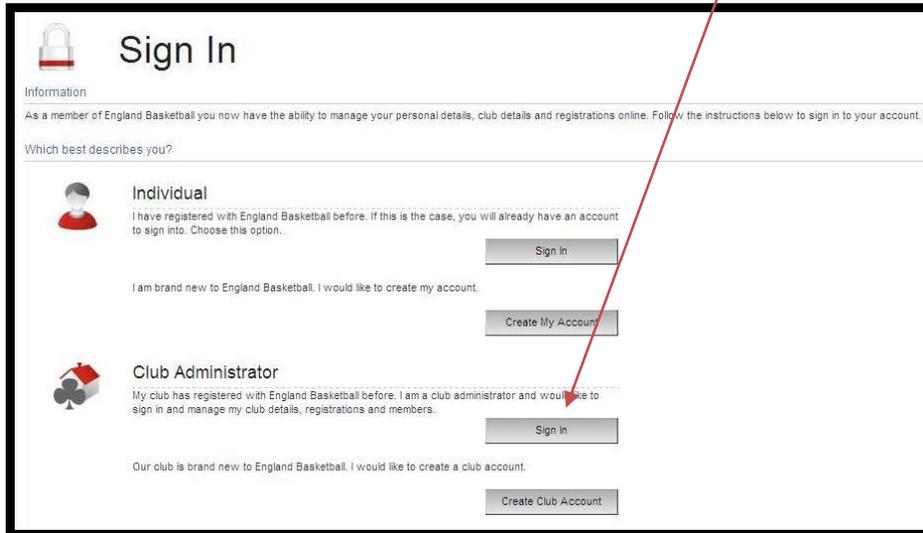
NBL Online Registration Guide

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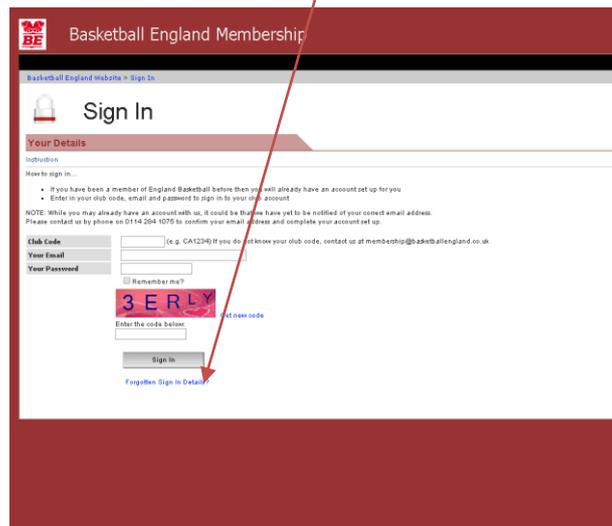
Please visit <http://legacy.basketballengland.co.uk/members/signin.aspx>

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.



The screenshot shows the 'Sign In' page with a red arrow pointing to the 'Sign In' button under the 'Club Administrator' section. The page has a header with a lock icon and the text 'Sign In'. Below the header is an 'Information' section with the text: 'As a member of 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.' Below this is a section titled 'Which best describes you?' with three options: 'Individual', 'Club Administrator', and 'Create My Account'. The 'Club Administrator' option is selected, and the 'Sign In' button is highlighted with a red arrow.

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.



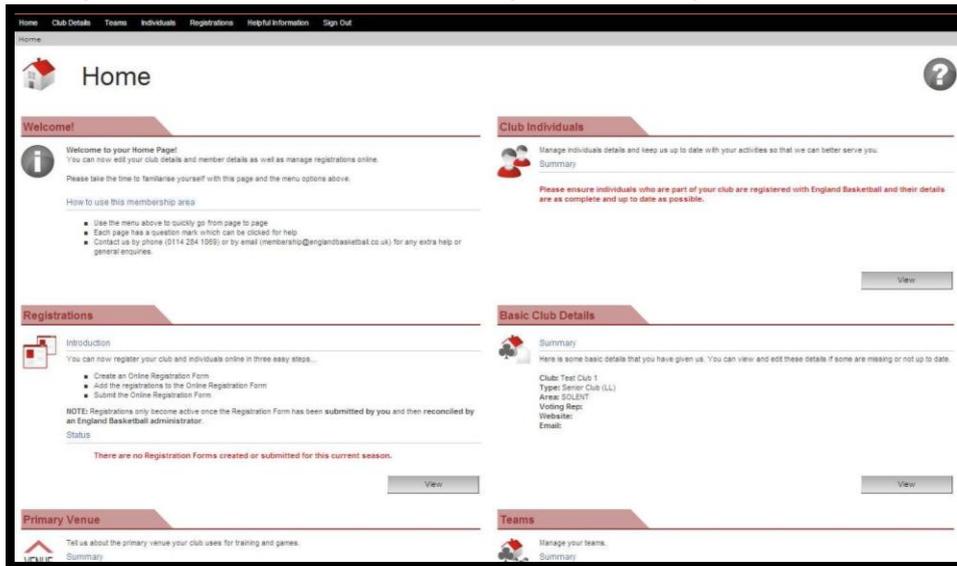
The screenshot shows the 'Sign In' page with a red arrow pointing to the 'Sign In' button. The page has a header with the Basketball England logo and the text 'Basketball England Membership'. Below the header is a 'Sign In' section with a 'Your Details' sub-section. The 'Your Details' section has a 'Remember me?' checkbox and a 'Sign In' button. A red arrow points to the 'Sign In' button.



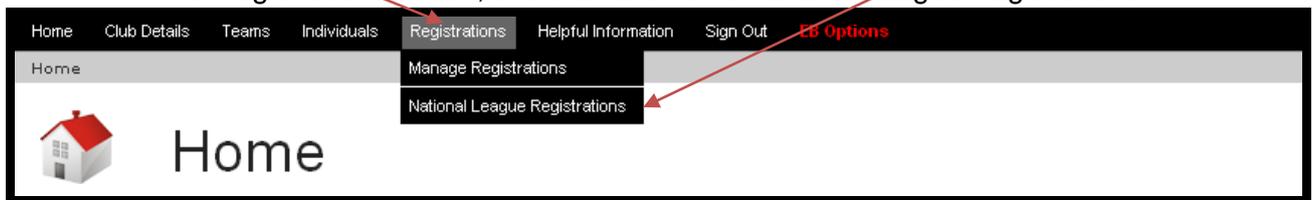
The screenshot shows the 'Sign In' page with a red arrow pointing to the 'Request Sign In Details' button. The page has a header with a lock icon and the text 'Sign In'. Below the header is a 'Sign Reminder Service' section with the text: 'Please enter your email and click the button.' Below this is an 'Email' input field and a 'Request Sign In Details' button. A red arrow points to the 'Request Sign In Details' 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.

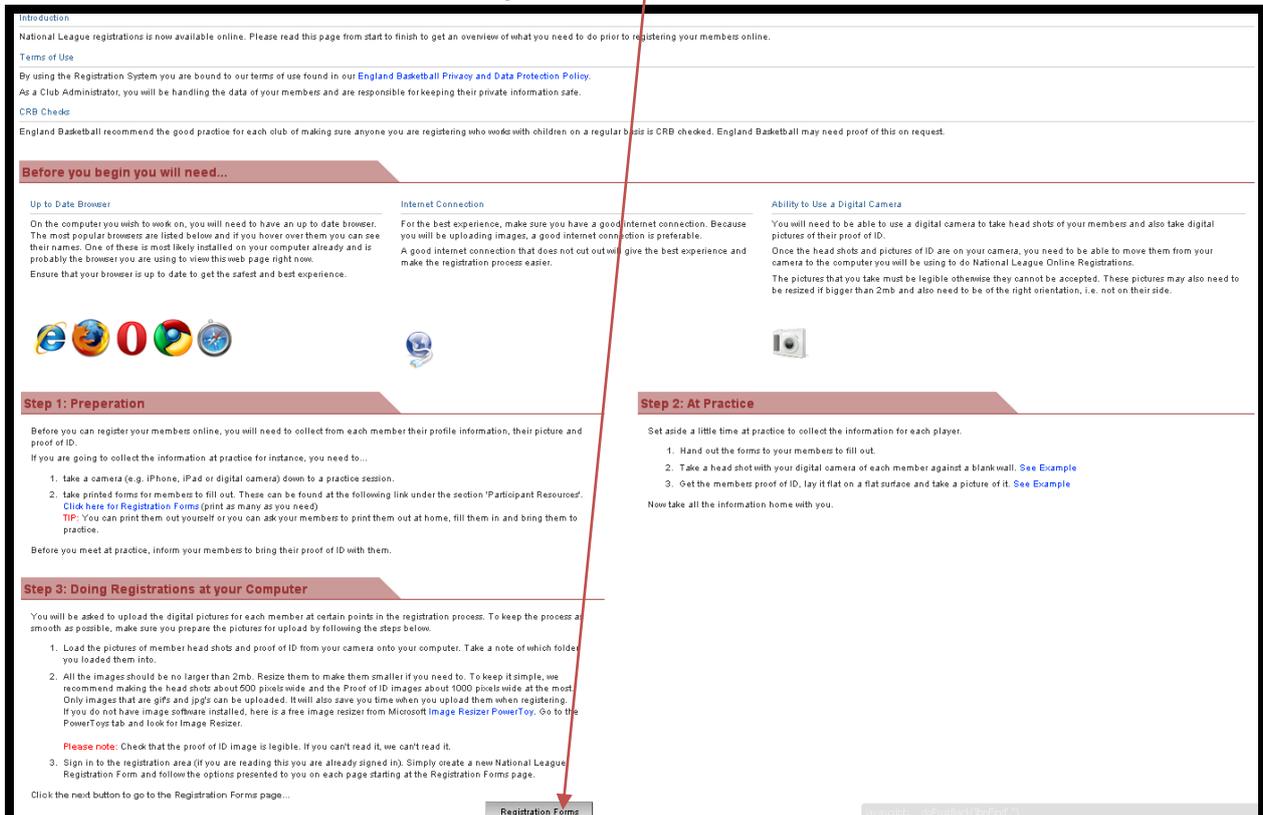
Once signed in you will see your club's home page. Here you can register your club and members by creating registration forms, as well as editing and checking member details.



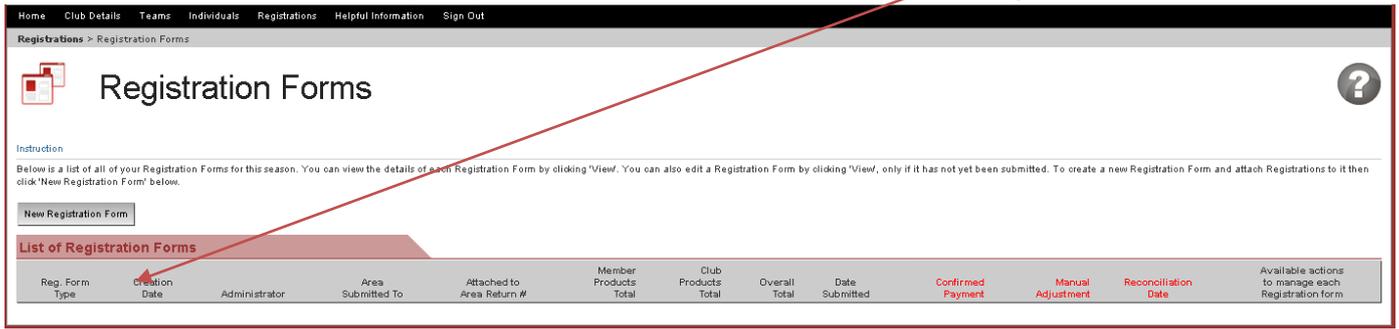
To register your club and members for the season please click the Registrations button, and then click onto National League Registrations.



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.

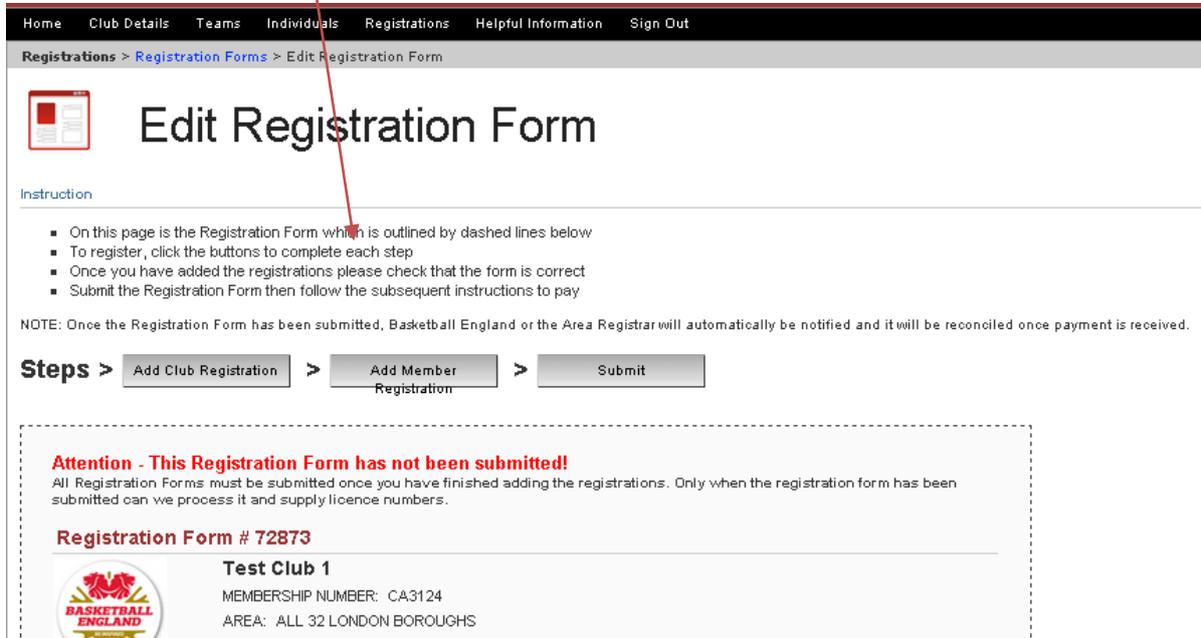


This page will show any registration forms you may already have, however if you are reading this guide you probably will not have created any as yet. To proceed, please click the New Registration Form button

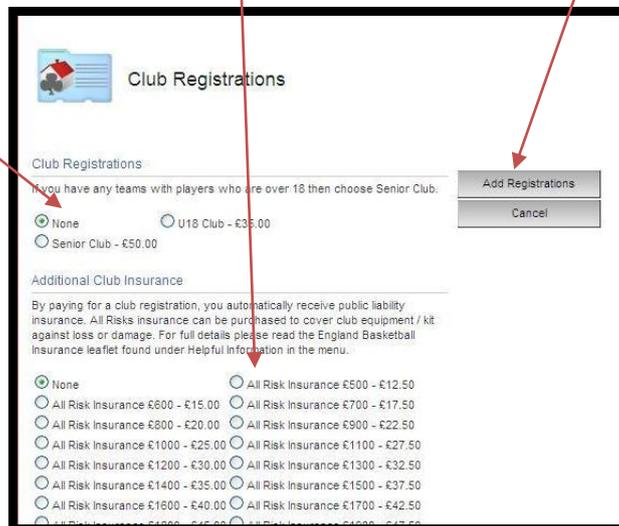


You will now see your blank registration form. Please read the instructions at the top of the form.

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.



The Club Registration Pop up will appear and you can then select your club type and purchase any additional club insurance. Click Add Registrations to register your club.



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.

Home Club Details Teams Individuals Registrations Helpful Information Sign Out

Registrations > Registration Forms > Edit Registration Form

Edit Registration Form

Instruction

- On this page is the Registration Form which is outlined by dashed lines below
- 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 then follow the subsequent instructions to pay

NOTE: 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.

Steps > Add Club Registration > Add Member Registration > Submit

Attention - This Registration Form has not been submitted!
All Registration Forms must be submitted once you have finished adding the registrations. Only when the registration form has been submitted can we process it and supply licence numbers.

Registration 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](#)

Club Registrations & Insurance

[X]	Senior Club x 1	£50.00
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Member Registrations & 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.

Home Club Details Teams Individuals Registrations Helpful Information Sign Out

Registrations > Registration Forms > Add National League Participant to Registration Form

Add National League Participant to Registration Form

Instruction

- 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.

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.

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.