



# **BASKETBALL**

---

## **NEW ZEALAND**

### **Tournament Administration Manual for on-line entry through Sporting Pulse For Affiliated Associations**

This manual has been produced to give Associations step by step instructions on how to enter teams into Basketball New Zealand tournaments.

There are three major steps to entering a team into a tournament:

- Updating your tournament administration and information page
- Entering a team into a tournament
- Entering players into a team

Over the next pages you will find easy step by step instructions on how do these three things. If you are stuck or confused at any time, please contact Basketball New Zealand's office on (04) 498 5950.

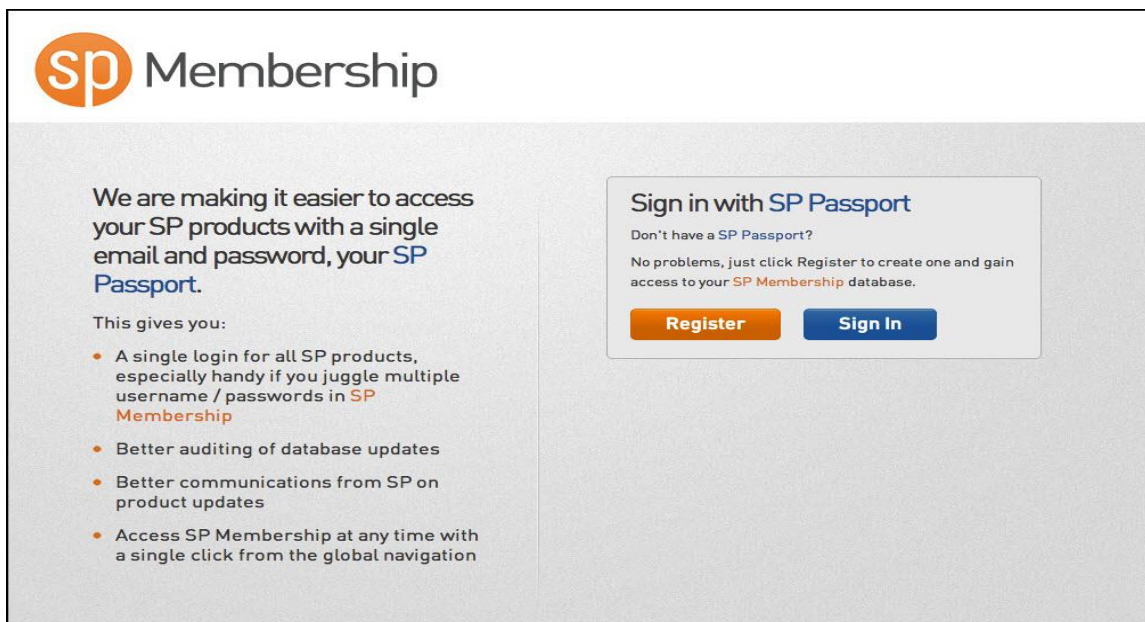
## Entering and Editing your Administration Page

First thing is to create a Sporting Pulse Passport if you do not have one

Go to: <http://reg.sportingpulse.com>

There you will register for a Sporting Pulse passport which will require an email address  
A message will be sent to your account to confirm your passport

Once you have logged in successfully, you will see the page below which is your passport main page.



**sp Membership**

We are making it easier to access your SP products with a single email and password, your **SP Passport**.

This gives you:

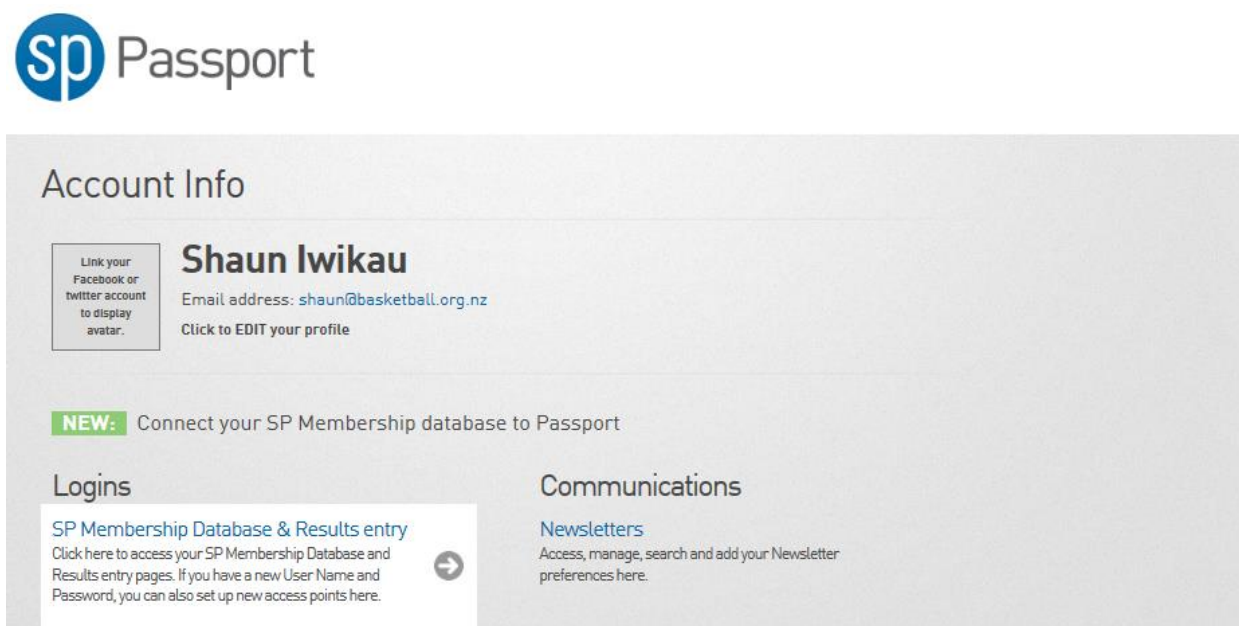
- A single login for all SP products, especially handy if you juggle multiple username / passwords in **SP Membership**
- Better auditing of database updates
- Better communications from SP on product updates
- Access SP Membership at any time with a single click from the global navigation

**Sign in with SP Passport**

Don't have a SP Passport?  
No problems, just click Register to create one and gain access to your **SP Membership** database.

[Register](#) [Sign In](#)

Once you have logged in successfully, you will see the page below which is your passport main page.



**sp Passport**

### Account Info

Link your Facebook or twitter account to display avatar.

**Shaun Iwikau**  
Email address: [shaun@basketball.org.nz](mailto:shaun@basketball.org.nz)  
Click to [EDIT](#) your profile

**NEW:** Connect your SP Membership database to Passport

#### Logins

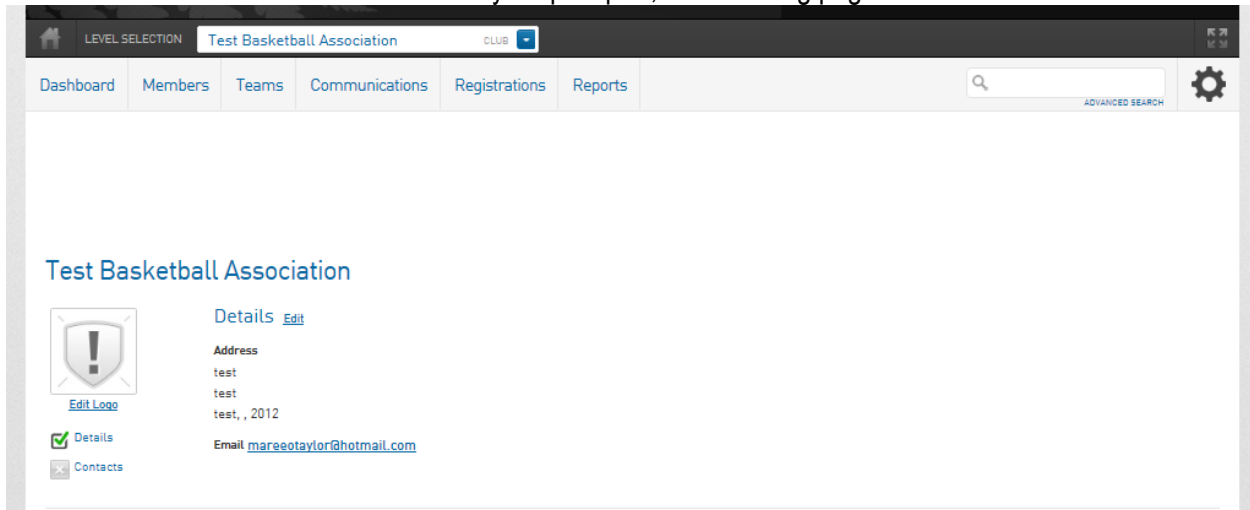
[SP Membership Database & Results entry](#)  
Click here to access your SP Membership Database and Results entry pages. If you have a new User Name and Password, you can also set up new access points here. →

#### Communications

[Newsletters](#)  
Access, manage, search and add your Newsletter preferences here.

To link your Basketball New Zealand tournament account to you passport please call Basketball New Zealand

Once Basketball New Zealand has linked your passport, the following page will show



You can edit your association contact information by clicking on the [Details Edit](#) icon. Please ensure the most up to date information is on this as it will be used as the main contact point for your association for BBNZ.

Along the top of the page, under your association name will be the titles:

- Teams
- Members



## Test Basketball Association



[Details](#) [Edit](#)

**Address**



test  
test  
test, , 2012

The following two Sections will show you how to enter a team into a tournament, and how to enter a player into a team.


## Entering a Team into a BBNZ Tournament

On your main association page, click on the “**Teams**” link on the top of the screen. This will bring up all the teams from your school currently entered into tournaments so far (current season only).

## Entering a new team into a tournament

- On the right hand side of the screen is a  icon – click on it.
- Complete all the information that is required. Please remember the following:
  - Boxes with a  icon next to it are compulsory to complete before you can move onto the next stage. Please ensure the Team Name is appropriate (e.g. Waitakere A or Northern Zone A if they are zone teams). The contact person is the person that is in charge of the team when they are at the tournament. All correspondence about the team will be sent to this person as well as the e-mail address provided in the association contact information


 Update Team

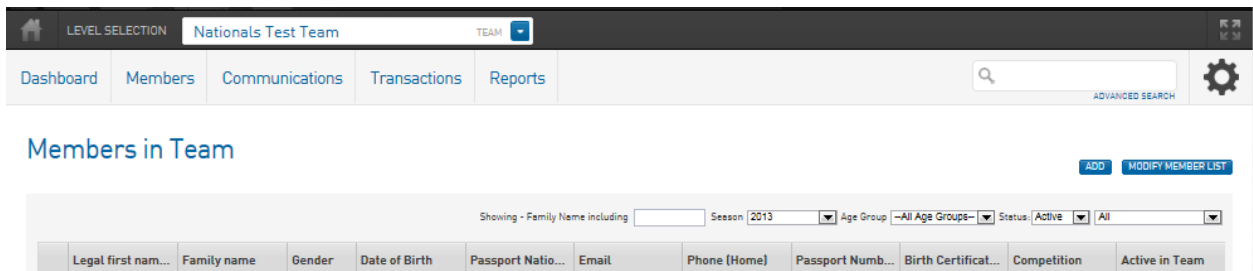
- When completed, click on
- If you make a mistake, click on the “Teams” link, followed by the team name then you can click on the  icon to edit the team’s information.

Click on the “**Dashboard**” link at the top of the page

## Entering Players into a Team.

On your main association page, click on the “Members-list members” link under your association’s name. This will bring up all the members you currently have uploaded to the BBNZ Tournaments database. To filter the season use the drop box option

- If your players are not entered into the database:
  - Click on the **ADD** icon.
  - In this section, simply place as much information as you can about the player (minimum is name, date of birth and gender). Click “Update Member”
  - Repeat until all members of the team have been added
- Once your team members are on the database:
  - Click on “Teams” link on the top of your screen
  - Click on the team you wish to add/edit players to
  - On the top of your screen, click on “Members-list members”



The screenshot shows the 'Members in Team' page for the 'Nationals Test Team'. At the top, there is a navigation bar with 'LEVEL SELECTION' and 'Nationals Test Team' selected. Below this is a menu with 'Dashboard', 'Members', 'Communications', 'Transactions', and 'Reports'. A search bar and a gear icon are also present. The main content area is titled 'Members in Team' and includes an 'ADD' button and a 'MODIFY MEMBER LIST' button. Below these are filter options: 'Showing - Family Name including', 'Season: 2013', 'Age Group: --All Age Groups--', 'Status: Active', and 'All'. A table with the following columns is visible: 'Legal first nam...', 'Family name', 'Gender', 'Date of Birth', 'Passport Natio...', 'Email', 'Phone (Home)', 'Passport Numb...', 'Birth Certifica...', 'Competition', and 'Active in Team'.

- You can then click on the following icons on the right side of your screen for the following:
  - **ADD** - Add a new member: Brings up the same screen as when entering a player into your association
  - **MODIFY MEMBER LIST** - Modify member’s list: This will bring up the below screen where you can add members from your association, into your team.

## Modify Nationals Test Team Member List

Team updated successfully

Use this screen to drag Members from the box on the left into the Team (box on the right). When you have finished press the 'Save' button.

Season    
Age Group    
DOB From  (dd/mm/yyyy) To  (dd/mm/yyyy)

Update Filters / Save Member List

### Available Members

McNuggets, Chicken - 30/03/1981

### Selected Members

Under "Available Members" are all the members you have loaded into your association. You can click on the name and drag across to your chosen team. You can also reduce the amount of names within this section by filtering players by Season, Age Group or their date of birth. Once you dragged the members across, click the

Update Filters / Save Member List

to save the team

## Conditions of Entry

All teams entered into BBNZ tournaments are subject to comply with the current Basketball New Zealand regulations. For a copy of this, please see the link within the tournaments section of the Basketball New Zealand website.

By entering this tournament, you are agreeing to:

- Have all information in on time
- Compete with only eligible athletes within the tournament
- Pay the relevant non-refundable fee within the stated time

For special requests or dispensation, please contact the Basketball New Zealand Tournaments Coordinator on (04) 498 5967.