



THE HUDDLE

BASKETBALL NEW ZEALAND
NATIONAL TOURNAMENTS | ONLINE ENTRY GUIDE



Online Entry Process for BBNZ Age-Group Tournaments

In 2020, the online entry process for all Basketball NZ age-group representative tournaments will change. This has been done to allow for a new process, *Teams across Associations*, to be implemented.

Why the change?

The new entry process will mean an association will manage just one database within The Huddle. In the past associations have had two separate databases – *association & BBNZ Tournaments Club*. Now the Rep Club will be visible within your association database.

Multiple databases caused segmented data, extra administration and the duplication of members. The **association** database will your primary database, comprising all members.

How does it work?

→ Associations notify BBNZ that they're entering a team

Associations will notify the BBNZ Tournament Team of their intention to enter a specific tournament (number of teams, grade, team name etc). BBNZ will create the team in The Huddle and assign them to the specific national tournament.

→ BBNZ creates the rep team and assigns it to the national tournament

BBNZ has created a '[Your Association] BBNZ Reps' club in every association database. Your rep teams will be assigned to this club automatically. This is where you'll be required to add your players into the team. This information will be visible to the BBNZ Tournament team.

The screenshot shows the 'Clubs in Association' section of the website. The navigation menu includes 'Dashboard', 'Members', 'Competitions', 'Clubs', 'Teams', 'Communications', 'Registrations', and 'Reports'. The 'Clubs' tab is highlighted with a red box. Below the navigation, there is a search bar and an 'ADD' button. The table below shows the following data:

Name	Contact	Phone	Email	Active?
General Club				<input checked="" type="checkbox"/>
Lake Taupo BBNZ Reps				<input checked="" type="checkbox"/>



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→ How do players register?

Players must **self-register** into your association database in order to be added to the team.

Every player must be added to your **'BBNZ Reps'** club – this will ensure they appear on the modify team list page. To do this, all players will need to complete the **BBNZ Championships Registration Form (Member to Club)**.

Once players have completed this form they will be entered directly into your **'BBNZ Reps'** club as well as your association membership database.

NB. In the event a player doesn't have an email address to self-register, then a parent/guardian email can be used. Please note, multiple users can be attached to a single address (i.e. multiple children attached to one parent's email address).

→ How do we send the form to players?

- Enter your BBNZ Reps Club (Clubs → List Clubs → [Association] BBNZ Reps)
- Click on Registrations → Registration Forms
- Locate the BBNZ Championships Registration Form. Click on View, copy the URL in the new window that opens and email this to all players
- It is essential that the form is sent out from your BBNZ Reps Club (refer to **level selection** in the image below – this must state **CLUB**)

LEVEL SELECTION Lake Taupo BBNZ Reps CLUB

Dashboard Members Teams Communications Registrations Reports

Registration Forms

Parent Body Forms

BBNZ 2020 National Registration Form #2 [#74556]	Member to Team	SET PRIMARY	View	Edit
BBNZ 2020 National Registration Form #3 [#74557]	Member to Club	SET PRIMARY	View	Edit
BBNZ Championships Registration Form (Member to BBNZ Rep Club) [#92838]	Member to Club	SET PRIMARY	View	Edit

Add New Form



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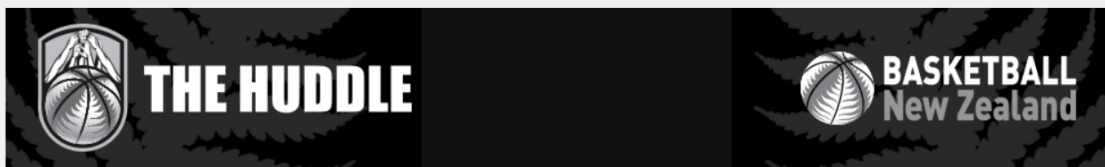
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membership.sportstg.com/regoform.

Do not hit refresh or the back button on your web browser! Your progress on the form will be lost.



Lake Taupo BBNZ Reps



1. Choose Type

2. Basic Info

3. Extra Info

4. Summary

NB. If a player has already self-registered into your association prior to the rep season, they'll still need to complete the BBNZ Championships Registration Form. Simply login and click submit - all fields will be pre-filled unless a specific tournament question is asked by BBNZ or your association.

→ Adding players to your team

Once players have self-registered and have been added to your association 'BBNZ Reps' club, they can be added to the team via **Modify Team List**.

To access your team, click on Teams in the dashboard and then the magnifying icon to the left of the team name you're wanting to update.

The screenshot shows the 'Teams in Club' section of the dashboard. At the top, there are navigation tabs: Dashboard, Members, Teams (highlighted with a red box), Communications, Registrations, and Reports. Below the tabs, there are filters for 'Showing - Name including', 'Season', 'Age Group', and 'Active'. A table lists the teams in the club:

Team Name	Competition	Season	Age Group	Contact Name	Email	Phone	Active
U15 Boys							<input checked="" type="checkbox"/>

The 'U15 Boys' team name has a magnifying glass icon to its left, which is highlighted with a red box.

Select Members → Modify Team List. Registered players will appear under *Available Players*.

Simply add your players and click save, remembering to select the correct season and gender.



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LEVEL SELECTION U15 Boys TEAM

Dashboard Members Communications Transactions Reports

List Members Modify Team List

Modify U15 Boys Member List

You are modifying the members in the team U15 Boys for the competition Teams Across Associations - Test (2019)

Season

Gender

DOB From To

Member Type Player

Show only unassigned members

Available Players

Filter

Name	No.
------	-----

Selected Players

Name	No.
------	-----

→ Can we add our own fields to the BBNZ Championships Registration Form?

Yes. Associations can add their own fields to the BBNZ Championships Registration Form. You won't have the ability to edit fields that have been set at the national level, however.

→ Can players update their own details?

Yes, via **Member Profile**. Every participant that registers into your association now has the ability to update their own details (plus view previous playing history, transactions etc).

The inability for members to update their own details has often resulted in duplicate entries and incorrect information.

Member Profile can be accessed via **members.nz.basketball**, using the same login details as email sign on.

→ How do we pay for our entry?

BBNZ will issue an invoice following the successful entry of your team.