



THE HUDDLE

BASKETBALL NEW ZEALAND
NATIONAL REGISTRATION GUIDE



BASKETBALL
New Zealand

www.nz.basketball



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1. Basketball New Zealand Contact & Support Details

Email:	daniel@nz.basketball
GameDay Support Centre:	https://support.mygameday.app/help
GameDay Passport:	https://passport.sportstg.com/account/
BBNZ Huddle Support:	https://nz.basketball/get-involved/the-huddle-support/

2. Basketball New Zealand Registration Rules

1. As per Book 2 of the Basketball New Zealand Regulations, each participant involved at an affiliated association must be registered online (refer to Part 3 – Member Database).
2. A participant's status must be recorded in "**The Huddle**", Basketball New Zealand's official registration system.
3. Affiliated associations will be permitted access to "**The Huddle**" and their respective association portal.
4. A participant must self-register into the system via the prescribed national form (unless an alternative form has been approved by BBNZ).
5. Affiliated associations will have the ability to add fields to their respective National Registration Form.
6. The "**Season Rollover**" date will be determined and communicated by BBNZ.

3. Key Definitions

The Huddle is an online membership database and competition management system powered by *GameDay (formerly SportsTG)*. The system is prescribed by BBNZ to receive each affiliated association's list of members, as well as providing a whole of sport technology solution for associations to better manage their sporting business.

The **National Registration Form (NRF)** is an electronic member registration form generated by **The Huddle** to collect accurate member data from our affiliated associations. The **NRF** contains specific compulsory fields set by BBNZ. These fields are subject to change throughout the calendar year.

The **Season Rollover** date will determine what season a participant is registered in. If a participant is registered after the documented date, they'll be entered into the following year's season. (i.e. all 2021 members need to be entered into **The Huddle** prior to the **Season Rollover** date, e.g. 22 December 2021. All members entered after this date will be entered into the 2022 season).



4. GameDay Passport

All association contacts that require access to The Huddle must sign up for a GameDay Passport.

To do this simply visit <https://passport.sportstg.com>. Administrators will be able to manage all accounts via one GameDay Passport – Competitions, Membership, BBNZ tournament registration & website management (if applicable).

You will also receive an email confirming the creation of your GameDay Passport. Remember to click the link to confirm your email address and complete your Passport. In order to add an administrator to an association's database your email address **must be verified first**.



GAMEDAY

powered by stacksports

Login to Passport

Email Address *

email@address.com

Password *

[Forgot?](#)

Password

Login

Or Sign in with...



Don't have an existing **Passport** account?
Please register below.

Register

Need to update your GameDay Passport details?

If you need to update the email address associated with your GameDay Passport, simply visit passport.sportstg.com and select your name in the top right corner and **My Account**. This will allow you to update the required information.



Daniel ▾



We've changed to GameDay!

We've rebranded to GameDay with a new logo and brand rolling out across our products [Click here](#) to find more information and FAQs via GameDay Community

My Account



Membership & Competition
Management

Click here to access your Membership
Database.



Results Entry & Live Scoring

Direct access to results entry and live
scoring for desktop, tablet and mobile.



Websites

Click to access your Standard and
Advanced Website permissions.
Authorised users are added
automatically to Passport records.

Daniel Dawick

[Home](#)

[My Account](#)

[Memberships](#)

[Results Entry & Live Scoring](#)

[Websites](#)

[Newsletter Preferences](#)

[Support](#)

[Sign out](#)



5. Email Sign On

Email Sign On has replaced the generic username that was previously created for members automatically.

All participants that register into your association database will now be identified via the unique email address that is entered at the time of registration. The move to email sign on will help minimise the creation of duplicate entries. When using email sign on, there are three possible scenarios for users.

Scenario One: The participant's email address and member account are recognised

Your email address and account are recognised; the participant will be prompted to type in their password (or choose forgot password).

They will then select either an existing member associated with the account or select 'I am registering for the first time' to add a new member.

Please note that more than one participant can be attached to a single email address.

1. Choose Type 2. Basic Info 3. Extra Info 4. Summary

Please enter your password below.

Email address
daniel@nz.basketball

Password

[Forgot Password?](#) [Continue](#)

Scenario Two: The participant is completely new to the system

If the participant's email address is not recognised, they will be prompted to click **Yes, I'm new**.

1. Choose Type 2. Basic Info 3. Extra Info 4. Summary

entered email address: [redacted]@gmail.com

I don't think we've met, are you new?

[Yes, I'm new](#) [No, I've registered before](#)



NB. If a participant believes that they have registered previously and proceed to click 'No, I've registered before', they may have registered into the system under a different email address. They will need to enter in a different email address or contact the appropriate association administrator to update their email address.

Scenario Three: The system has found the participant's email address, but it is not linked to a member account, as such the participant is required to create a member account

The participants email address has been found in the system but detects that they do not have a Member Account with GameDay. An email will be sent to their email account. The participant must click the highlighted link in their email to set their password.

The Member Profile page will open, they then need to enter in their new password.

6. Association Membership Dashboard

It is essential that you understand your membership dashboard. This will allow you to navigate your way around the database and access GameDay's knowledge base and technical support.

1. **Level:** the level you are currently viewing (i.e. association, club, team)
2. **Home:** click to return to the membership dashboard at the level you logged in
3. **Search:** quick search option to find teams, members, clubs
4. **Your name:** click to return to the GameDay Passport landing page
5. **Support:** click to access GameDay knowledge base and technical support



7. User Management

Existing association administrators can authorise other users at their level of the database and below. There is no limit to the number of administrators that can be granted access to a database.

Each association administrator should have unique login. This is to ensure that a person's use of the system can be tracked via the audit log.

Association administrators can be granted full access, restricted access as well as club level access and team level access.

For more information on User Management please [click here](#).

8. National Registration Form (NRF)

The National Registration Forms have been established to streamline the self-registration process for members, ensuring key information is collected. The NRF contains specific compulsory fields set by BBNZ. Three parent forms have already been created for associations, with the ability to add additional fields if need be.

9. Accessing Registration Forms

To access registration forms once you are logged into your association database, follow these steps:

- Hover over **Registrations** in the navigation bar and click on **Registrations Forms**. There are three National Registration Forms which will appear at the top of this page.

The screenshot shows the BBNZ system interface. The navigation bar at the top includes links for Dashboard, Members, Competitions, Clubs, Teams, Communications, Registrations, Reports, and Programs. The 'Registrations' link is highlighted with a red box, and a dropdown menu is visible with 'Registration Forms' also highlighted with a red box. Below the navigation bar, the 'Registration Forms' page is displayed, showing a table of 'Parent Body Forms'.

Parent Body Forms			
BBNZ 2021 National Registration Form #1 (#74554)	Member to Association	SET PRIMARY	View Edit
BBNZ 2021 National Registration Form #2 (#74556)	Member to Team	SET PRIMARY	View Edit
BBNZ 2021 National Registration Form #3 (#74557)	Member to Club	SET PRIMARY	View Edit

- To access the front facing registration form (view that the participant will see), click the **View** button.



Parent Body Forms

BBNZ 2021 National Registration Form #1 (#74554)	Member to Association	SET PRIMARY	View	Edit
BBNZ 2021 National Registration Form #2 (#74556)	Member to Team	SET PRIMARY	View	Edit
BBNZ 2021 National Registration Form #3 (#74557)	Member to Club	SET PRIMARY	View	Edit

- This will take you to the registration form that your members will see and register into.

Each registration form also has a unique URL. You can copy this URL and add it to your website, email, Facebook or any other forms of communication that you use.

10. Association Finder (Centralised Registration Portal)

Participants can also register directly to your association database via the association finder on the BBNZ website:

- nz.basketball/the-huddle.
- Select 'Association/League name' and search for the local association they are registering to.
- Click on the green register button. This will open the national registration form (#1) for that respective association.

Map Satellite

Canterbury Search

☒ Postcode/Suburb ☐ Association/League name

A) Basketball Mid Canterbury

Location
Name: Basketball Mid Canterbury
Address: 132 Victoria Street
Suburb: Ashburton
Postal Code: 7700

More Information Register

B) Canterbury Basketball

C) North Canterbury Basketball Association

D) South Canterbury Basketball Association



11. Editing Registration Forms

Should you wish to add more fields to the national registration form (or any other form you create), please follow these steps:

- Click **Edit** next to the relevant registration form you would like to update.

Parent Body Forms

BBNZ 2021 National Registration Form #1 (#74554)	Member to Association	SET PRIMARY	View	Edit
BBNZ 2021 National Registration Form #2 (#74556)	Member to Team	SET PRIMARY	View	Edit
BBNZ 2021 National Registration Form #3 (#74557)	Member to Club	SET PRIMARY	View	Edit

- Click **Fields** which will display the screen below. You have options to make the questions editable or compulsory.

There are a considerable number of question options for you to utilise, but should you not find the option you require, more information on **Custom Fields** and how to create these can be [found here](#).

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Choose the visibility and editing options for each of the available Member fields.

Save

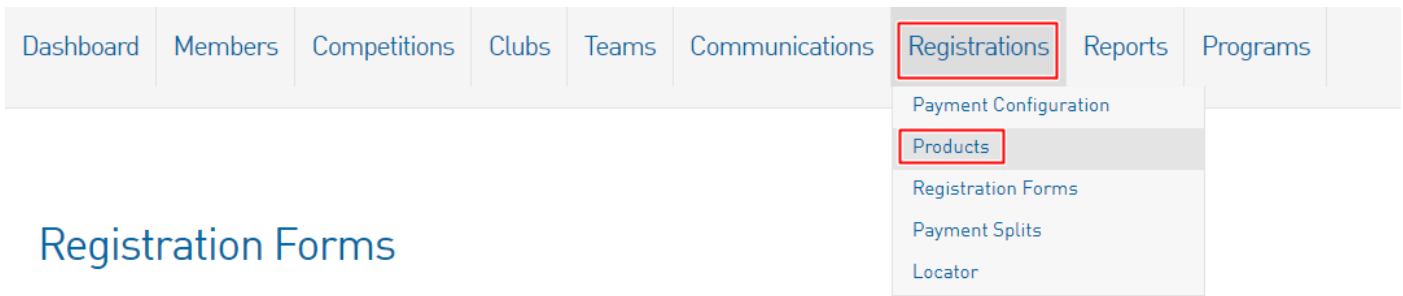
Field Name	Hidden	Read Only	Editable	Compulsory	Add Only (Compulsory)
FIBA ID Number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Member Number	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Active in Association	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Salutation	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Legal Firstname	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Middle name	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Family name	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

12. Adding Registration Fees (Products) to your Registration Form

Before you add a registration fee to your form, you must complete a Payment Configuration. Please visit <https://support.mygameday.app/help/payment-configuration> to learn how to do this.

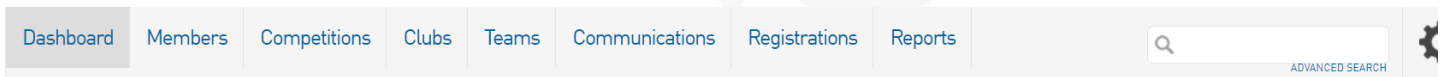


- Hover over **Registrations** and select **Products**.



Registration Forms

- Select **Add A New Product**.



Products

Choose a value from the list below to edit. Some options may be locked by your national/international body and cannot be edited. If you wish to add a new product click the [ADD A NEW PRODUCT](#) link.

- Complete all necessary fields for your Registration Fee (**Product**). For further assistance on how to create **Products**, please [click here](#).

IMPORTANT NOTE: - If you are setting up registration products (such as registration fees) for the upcoming season please be sure to ADD new products RATHER THAN EDITING existing products from a previous season. Editing previous season's products can have serious implications for your transaction reporting, and unexpected consequences for those purchasing products through the form. If you have any doubts about whether you should be adding new products or editing existing ones please refer to [Support Centre - User Guides](#)

Details	Pricing	Dependencies	Actions	Filter	Availability	Renewal	Items
<h3>Details</h3> <p>Name: <input type="text" value="2021 Player Registration Fee"/></p> <p>Product Reporting Season: <input type="text" value="2021"/> (Used in Reporting as a filter)</p> <p>Archive Product: <input type="checkbox"/></p> <p>Grouping Category: <input type="text"/></p> <p>Product Type: <input type="text" value="Membership"/></p> <p>Allow Multiple time purchasing: <input type="checkbox"/> Allows this product to be purchased several times (eg in Feb & July)</p> <p>Allow Multiple Quantity Purchasing: <input type="checkbox"/> Allows this product to be purchased in multiples (eg 2 x socks)</p> <p>Notes: <input type="text"/></p> <p>Note: this does not relate to registering multiple people. Allow Multiple Adult/Children is configured in the Registration Form setup.</p> <p>(Add any information here that purchasers should see before they complete their transaction)</p>							

- Once you have finalised your Registration Fee (**Product**), go back into your **Registration Form** and click **Edit** (refer to earlier screenshot).

Click the **Products** tab and select your product. You have the option to make this a **Mandatory Product**, ensuring that it is pre-selected when a member registers.



Settings

Fields

Layout

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Conditional Products

Messages

Choose which products to make available for selection on the registration form by checking the corresponding 'Active' box.

If you have dependent products, please ensure that you provide the products they are dependent on.

Save

Active	Mandatory	Sequence	Group	Product Name	Price	Created By
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Reporting	2021 Basketball New Zealand National Registration	0.00	National Federation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Reporting	2021 Basketball New Zealand National Registration	0.00	National Federation
Yes	Yes	0	Your Registration	2021 Basketball New Zealand National Registration	0.00	National Federation
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	Reporting	2021 Player Registration Fee	20.00	Association

- To ensure payment is captured at time of registration, select the **Settings** tab and click **Payment is Compulsory**.

Settings

Fields

Layout

Conditional Fields

Products

Conditional Products

Messages

Save

Form Name:	BBNZ 2021 National Registration Form #1	
Type of Form:	Member to Association	
Form Enabled	Yes	
Payment is Compulsory	<input checked="" type="checkbox"/>	[This option should be set only if payments are enabled and you have merchant account set up.] Payments are enabled. A Merchant account has been set up. Bank Account has been verified. When this option is set and there is at least one mandatory product, then registrants must also pay online in order to complete the registration. See how to make a product mandatory .

13. Linking my Player Registration Form to my Team Registration Form (Capturing School Details)

Many associations will already use **Team to Association Registration Forms**. Using this form is also useful when an association needs to accurately capture details from schools that participate in their leagues and/or competitions.

To also capture individual player details from schools, the **NRF** can be linked to the **Team to Association Registration Form**.

*"I, the Team Captain / Manager / Nominee, have registered into a competition using a **Team to Association Registration Form**. I now wish to send the **Player Registration Form** to all of my team members, so they can register into my team".*



Please note you must have created a **Team to Association Registration Form** to link the two forms together. Please [click here](#) to find out more.

For a **step-by-step guide** on how to link the two forms together please [click here](#).

14. Reports

Administrators have the ability to run a range of different reports via **The Huddle** (i.e. membership, finance, competitions) - an efficient way to report on specific information at any one time.

For additional information on reporting, please [click here](#).

Dashboard Members Competitions Clubs Teams Communications Registrations Reports

Search ADVANCED SEARCH

Reports

Admin Reports
COVID-19
Clubs
Competition
Contacts
Courtside
Finance
Members
Refunds
Teams
Transfers
Tribunal

Reports are grouped into different areas depending on the data they report on. Choose the type of report you would like to use from the buttons on the left.

There are two types of reports present in the system.

1. **Quick Reports** - Indicated by the 'Run' button, they are predefined and allow you a quick look at your data.
2. **Advanced Reports** - Indicated by the 'Configure' button, they allow you to define which fields you want to display and add custom filters to your report.

Popular Reports

Transactions
Set your own parameters etc for reporting on Transactions [Configure](#)

Funds Received
Set your own parameters etc for reporting on Transactions from which you have received funds [Configure](#)


Advanced Member
Set your own parameters etc for reporting on Members. [Configure](#)

15. Member Profile

A recent addition to The Huddle is **Member Profile**. Every participant that registers into your association now has the ability to update their own details, view their playing history and previous transactions. The inability for members to update their own details has often resulted in duplicate entries and incorrect information.



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




Member Profile

Select Member


[Home](#)[Edit Profile](#)[History](#)[Transactions](#)[Permissions](#)[Statistics](#)[Account Settings](#)[Sign out](#)


Daniel Dawick 002662204



Add Photo

General Information

 Date of Birth

 Gender

Male

16. Programs

All associations now have access to GameDay's **Programs** functionality. This platform is built off of the same infrastructure as your primary memberships and competitions module. Encompassing several of the very same registration principles, the focus of programs is to enable a sport to create dedicated programs for its intended demographics and streamline the process between registration, payment, allocation to programs, and tracking attendance.

For more information please [click here](#).

17. Online Entry Process for BBNZ Age-Group Tournaments

A reminder that the online entry process for **all BBNZ age-group representative tournaments** has been updated. This was done to allow for a new process, *Teams across Associations*, to be implemented.

A step-by-step guide outlining the process can be [found here](#).

The new entry process means 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.



18. Additional Support

For additional registration support please [click here](#). Should you have any other queries please visit the support sites listed at the start of this guide or submit a ticket.

How do I submit a ticket?

Submit a ticket by emailing support@mygameday.app and / or call [0800 808 202](tel:0800808202).

Remember to provide details about your request:

- Who are you?
- What organisation are you with (database name)?
- What isn't working?
- How should it be working?
- Replication steps with relevant URL and screenshots.
- Any other details that will help solve the ticket in an efficient manner.

19. Information collected in GameDay

For a full disclosure of how we collect, store and use national participation data, please see our [Privacy Policy](#).

WHY IS ACCURATE DATA SO IMPORTANT?

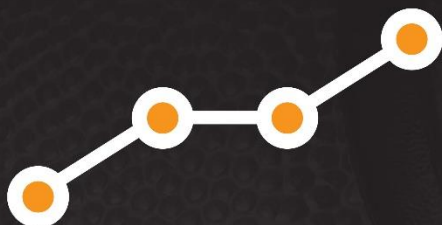


BASKETBALL
New Zealand
nz.basketball/the-huddle



Approach prospective funders and sponsors with confidence.

Accurate data will provide associations with better credibility.



DATA IS TELLING OUR STORY

We are one of the **FASTEST GROWING** sports in New Zealand. Let's back that up!



BETTER **UNDERSTAND** YOUR **AUDIENCE**

Who are your members?



COMMUNICATE MORE EFFICIENTLY WITH YOUR **MEMBERS**

FULFIL YOUR **REQUIREMENTS OF CONTINUED MEMBERSHIP AS AN AFFILIATED ASSOCIATION**

ACCURATE NUMBERS AND DEMOGRAPHICS

help determine the scope of opportunities that can be offered to ALL of our members, so it can be proven where funding is effective, or is needed.



START NOW

Simple data you can capture now includes: **Website users** (Google Analytics), **Social media analytics**, **Membership numbers**, **Data on events you run each year including participants** (male and female) and games played



HELP US **GROW THE GAME**

Accurate data allows BBNZ to report on national basketball participation trends to a wide range of stakeholders.