



THE HUDDLE

BASKETBALL NEW ZEALAND
SCHOOL REGISTRATION GUIDE



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PLAY BASKETBALL



BASKETBALL
New Zealand

Registration Process for Secondary School Teams & Students

An update to the Basketball New Zealand registration process in 2019 was the introduction of **Email Sign On**, replacing the username that was automatically generated for users. This was implemented to ensure the data we collect from secondary school participants is accurate.

1. Self-Registration via Email Sign on

Many secondary school players also participate in Basketball New Zealand and/or Association administered competitions. Self-registration via email sign on ensures that each player remains in our system as a **single entry**, avoiding a duplicate record.

Once registered with their email and password, a participant can use this log in whenever registering again with a BBNZ affiliated entity and will have their details pre-filled.

It is essential that students complete this step themselves and self-register, using their own email address (not the school contact using their own email address).

The students should be encouraged to use the same email address used when registering for Basketball New Zealand and Association competitions. This will allow them to view all of their playing history via their member profile portal.

2. Entering your school team

Team registration for your school will still be completed the same way. At the conclusion of the team registration form the school representative will be prompted to enter the email address for each team member.

You have been issued with a team code. Please take note of it.

Team Code **22083031**

[Invite your teammates to join your team](#)

Enter the email addresses of all your proposed teammates here. Simply type in each email address followed by a comma. When you have finished click 'Invite Teammates Now'.



THE HUDDLE

PLAY BASKETBALL



BASKETBALL New Zealand

Students will then receive an invitation email asking them to join the team. After clicking the link in the invitation email, they will be required to complete the player registration form by self-registering. Students must complete this step themselves.

Invitation to join my team

donotreply-staging@sportstg.com

Sent: Fri 5/04/2019 10:45 a.m.

To:

Hi, [redacted] has just entered the **Test Team** in the **BBNZ Schools 2018 Junior SS Premiership Zone 1 Boys A Grade**.

You have been invited to join this team. To accept the invite click [here](#).

It will take you just a few minutes and you will be registered to play.

Regards

BBNZ Schools

3. Email sign on process for students

When registering via email sign on, there are two possible scenarios for students.

Scenario One: The student's email address is recognised

If the participant's email address is recognised, they will be prompted to type in their password (or choose forgot password which will prompt a confirmation email to set a password). The participant must click the highlighted link in their email to set their password.

All students will be required to create a password the first time they register.

1. Choose Type	2. Basic Info	3. Extra Info	4. Summary
<p>Please enter your password below.</p> <p>Email address</p> <p>daniel@nz.basketball</p> <p>Password</p> <input type="password"/> <p><input type="button" value="Continue"/></p> <p>Forgot Password?</p>			



THE HUDDLE

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BASKETBALL New Zealand



GameDay <donotreply@mygameday.app>



To: You

Hi there,

We received a password reset request for your [redacted] account. You may also be receiving this if your email address has been added for the first time as part of the registration process.

Reset your password using the following link:

[Click to set password](#)

If you didn't request a password reset or you feel this email has been sent in error you can ignore this message and your password will not be changed.

Regards,

GameDay

You have received this e-mail because your email is linked to a [redacted]. This message contains confidential information and is intended only for the individual(s) named. If you are not identified above you should not disseminate, distribute or copy this e-mail. If you have received this e-mail by mistake, please delete this e-mail from your system. Please do not reply directly to this email.

Once they've confirmed/set their password, the student will select an existing member associated with the account or select 'New Member'.

NB. Please note that more than one participant can be attached to a single email address (i.e. multiple students using a parent's email address)

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**. They will still be required to set a password, following the same steps listed in scenario one.

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