THE HUDDLE

BASKETBALL NEW ZEALAND
NATIONAL TOURNAMENTS | ONLINE ENTRY GUIDE

BASKETBALL New Zealand

www.nz.basketball

2022 | Online Entry Process for BBNZ Age-Group Tournaments

How does it work?

→ **Select the correct Tournaments Database**

→ **Create your team and enter the relevant tournament**

Select **Teams** and click on **Add** to create your team. This is where you'll select the relevant tournament that the team will be entered into.

→ How do players register?

Players must **<u>self-register</u>** into your association tournaments database in order to be added to the team.

Players should have already registered into your central database on The Huddle which will make this step easier. Players will register using their existing email sign on details. Their details will be pre-filled, meaning they'll only have to confirm details are correct before clicking submit (unless a specific tournament question is asked by BBNZ or your association).

This won't create a duplicate record since they'll be using their one user login.

Once players have completed this step, they will be available to be entered into the team.

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?

- In your tournaments database click on **Registrations → Registration Forms**
- Locate the **Member to Club** registration form. Click on View, copy the URL in the new window that opens and email this to all players.

→ Adding players to your team

Once players have self-registered into your Tournaments database, 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 you're wanting to update.

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.

→ Can we add our own fields to the Member to Club form?

Yes. Associations can add their own fields to the Member to Club form. You won't have the ability to edit fields that have been set at the national level.

→ Can players update their own details?

Yes, via **Member Profile**. Every participant that registers into your association has the ability to update their own details.

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

2022 | Transfer and Loan Process

Please follow the steps below to complete the Transfer and Loan process within The Huddle. For more information on Basketball New Zealand's Transfer and Loan Rules, please **click here**.

Please note, all players must be registered for an association within the BBNZ Tournaments Database before they're able to complete the transfer process.

→ Association 'A' requests a transfer from Association 'B'

Currently viewing new layout of GameDay Passport (BETA version). For more information **click here**.

Basketball Hawkes Bay
Club

Dashboard

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Request for Transfer

Please fill in the appropriate information below to Request for Transfer

Select the Source Zone from which the required member is from.

Zone Body: National ▾

or

Search on FIBA ID Number:

or

You are logged in at a **National** level. Search by Surname for members below this level.

Surname:

or

Search system wide by Surname & Date of Birth

Surname:

Date of Birth: Day ▾   Month ▾   Year ▾

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Select the Source Association from which the required member is from.

Association: --Select a Source Association-- ▾

Select Assoc   --Select a Source Association--
                   BBNZ Tournaments

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→ Association 'A' completes the reason for transfer and additional information

Once completed select **Submit Transfer** for a permanent transfer.

For temporary loans select **Local/Interchange** from the **Permit Type** dropdown option. Click to **Submit Permit** to finalise.

Transfer History shows the status of the requested transfer for **Association 'A'.**

→ Association 'B' is required to manually approve the request for transfer

The administrator for Association 'B' will be notified via email of the request for transfer from Association 'A'. They will need to approve the transfer under **Member → List Online Transfers**. Once approved the transfer will display as *pending*.
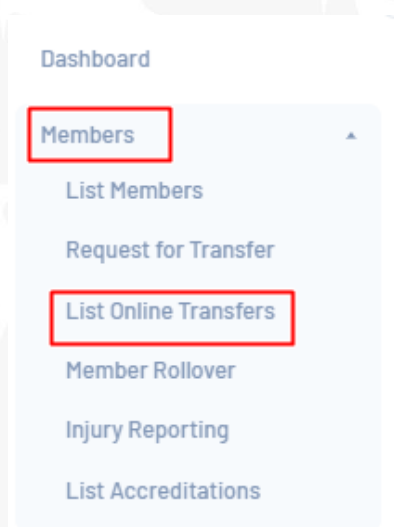
→ BBNZ approval

BBNZ tournament administrators will also be notified by email of the request for transfer. They will be required to approve or deny the transfer. Once this has been completed, transfer approval details will be displayed under **Member → List Online Transfers.**

The player is then successfully transferred and listed as a member of Association 'A'.