



THE HUDDLE

BASKETBALL NEW ZEALAND
NATIONAL TOURNAMENTS | ONLINE ENTRY GUIDE



2022 | Online Entry Process for BBNZ Age-Group Tournaments


How does it work?

→ Select the correct Tournaments Database

Organisations

Select the Organisation you would like to access from the list below.

If you'd like to link to another database to this page please contact the administrator for the organisation you desire to be added to and ask them to add you in [User Management](#).



Basketball Hawkes Bay
BBNZ Tournaments
Club
Last login: 2022-01-21 10:46:40

Basketball Hawkes Bay
Association
Last login: 2020-06-10 16:19:02

→ 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.

Add New Team

To modify, change the details in the boxes below. When you have finished, press the 'Update Team' button.

Note: All boxes marked with a * must be filled in.

Details

Competition

2022 - 2022 Aon U15 Nationals Boys

Club Name *

Basketball Hawkes Bay

Club Name *

Team Name *

U15 Boys (example)

Nickname

Contact Name *



→ How do players register?

Players must **self-register** 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.

The screenshot shows the GameDay Passport interface for Basketball Hawkes Bay Club. The left sidebar contains navigation options: Dashboard, Members, Comp Management, Teams (highlighted with a red box), Communications, Registrations, and Reports. The main content area is titled 'Teams in Club' and displays a table with the following data:

Team Name	Competition	Season	Age Group	Contact Name	Email
U15 Boys (Test)	2022 Aon U15 Nationals Boys	2022	U15B		

A magnifying glass icon is highlighted with a red box next to the 'U15 Boys (Test)' team name. A search bar is visible at the top of the interface.



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.

U15 Boys (Test) Team

Dashboard

Members

List Members

Modify Team List

Team Staff

Injury Reporting

Competitions

Communications

Transactions

Reports

Search...

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

Modify U15 Boys (Test) Member List

You are modifying the members in the team U15 Boys (Test) for the competition 2022 Aon U15 Nationals Boys (2022)

Season

Gender

DOB From To

Member Type Player Show only unassigned members

Available Players

Selected Players

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

SAVE

→ 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'

GAMEDAY Search... Currently view

Basketball Hawkes Bay Club

Basketball Hawkes Bay

Dashboard

- Members
- List Members
- Request for Transfer
- List Online Transfers
- Member Rollover
- Injury Reporting
- List Accreditations

Comp Management

- Teams
- Communications
- Registrations
- Reports

Details [Edit](#)

Address

96A Nuffield Avenue
Whitmore Park
Marewa
Napier, New Zealand, 4110
06 8336215 (Phone)
06 8336213 (Fax)
accounts@basketballhawkesbay.co.nz

Stats [Configure](#)

Members

Players by Gender

Players



→ Association 'A' searches for the member (via club or surname), selecting the correct player

Basketball Hawkes Bay Club ▼ Currently viewing new layout of GameDay Passport (BETA version). For more information [click here](#).

Dashboard

Members ▼

Comp Management ▼

Teams

Communications

Registrations ▼

Reports

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:

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:

Basketball Hawkes Bay Club ▼ Currently viewing new layout of GameDay Passport (BETA version). For more information [click here](#).

Dashboard

Members ▼

Comp Management ▼

Teams

Communications

Registrations ▼

Reports

Request for Transfer

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

Association:

Select Assoc

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'**.

Submit Transfer

Permit Type

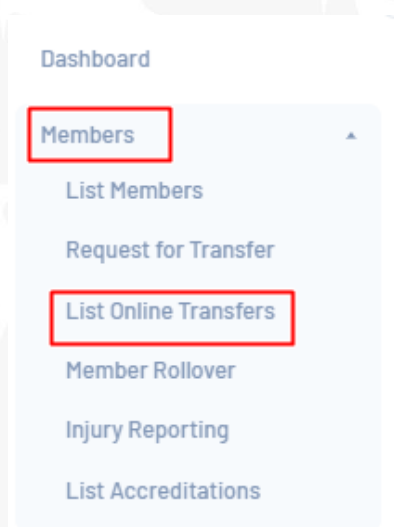
Date Permit From

Date Permit To

Submit Permit

→ 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*.





THE HUDDLE

PLAY BASKETBALL



BASKETBALL
New Zealand

→ **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'.