



Club Registration Guide

This guide is for club secretaries looking to register their club and members with Basketball England, either directly, or through their Area Registrar.

If your club has previously registered with Basketball England, click the **“Sign In”** button under the Club Administrator heading.

Basketball England Membership

Basketball England Website > Sign In

Sign In

Information

As a member of Basketball England you now have the ability to manage your personal details, club details and registrations online. Follow the instructions below to sign in to your account.

Which best describes you?

Individual

I have registered with Basketball England in past seasons
If this is the case, you will already have an account to sign in to. Choose this option.

Sign In

I am brand new to Basketball England and would like to create my account
Choose this option if you have never previously registered with us.

Create My Account

Club Administrator

I am a Club Administrator
If your club has registered with Basketball England before and you are a Club Administrator, you may choose this option, sign in and manage your club details, registrations and members.

Sign In

Our club is brand new to Basketball England and I am an administrator of my club
Choose this option if you are just starting up a new club which has never previously registered with us.

Create Club Account

Area Registrar

I am a Registrar wishing to manage my Area
If you are an Area Registrar, you may choose this option to manage Registrations submitted to you by your clubs and individual members.

Sign In

Alternatively, if you have not registered your club with Basketball England before, press the **“Create Club Account”** button.



You will need your club number, email address and password to sign in. You must also enter a randomly generated code before you can log on to the site. This is in place for internet security purposes. This code **IS NOT** case sensitive.



Basketball England Membership

[Basketball England Website](#) > [Sign In](#)

Sign In

Your Details

Instruction

How to sign in...

- If you have been a member of England Basketball before then you will already have an account set up for you
- Enter in your club code, email and password to sign in to your club account

NOTE: While you may already have an account with us, it could be that we have yet to be notified of your correct email address. Please contact us by phone on 0114 284 1075 to confirm your email address and complete your account set up.

Club Code	<input type="text"/> (e.g. CA1234) If you do not know your club code, contact us at membership@basketballengland.co.uk
Your Email	<input type="text"/>
Your Password	<input type="password"/>

Remember me?

[Get new code](#)

Enter the code below:

[Forgotten Sign In Details?](#)

If you have forgotten your password, you can press the “**Forgotten Sign In Details?**” button to request a new one. If you do not know your sign in information, or you are having problems accessing the system, email membership@basketballengland.co.uk.



If there is an issue with your log in details, either with your club code, email address or password, you will see the following box:

Status

Attention

The information supplied did not match our records. [Please try again.](#)

For further help please contact membership@basketballengland.co.uk with your name and club name and the sign in details you are using. We will get back to you as soon as we can.

If there is an error in the code you have typed and your sign in details are correct, you will see the following prompt:

Status

The numbers and letters did not match. Please try again.



Once signed in you will see your club's home page. Here you can register your club and members by creating registration forms, edit and check member details, add your primary venue and other important administrative tasks.

Test Club 1 (CA3124)

Home Club Details Teams Individuals Registrations Helpful Information Sign Out

Home

Welcome!

Welcome to your Home Page!
You can now edit your club details and member details as well as manage registrations online.

Please take the time to familiarise yourself with this page and the menu options above.

How to use this membership area

- Use the menu above to quickly go from page to page
- Each page has a question mark which can be clicked for help
- Contact us by phone (0114 284 1075) or by email (membership@basketballengland.co.uk) for any extra help or general enquiries.

Club Individuals

Manage individuals details and keep us up to date with your activities so that we can better serve you.

Summary

- 1 individuals are currently Registered in your club
- 1 individuals are Male
- 0 individuals are Female
- 0 individuals are over 18
- 1 individuals are under 18
- 0 individuals date of birth details are incomplete

Please ensure individuals who are part of your club are registered with Basketball England and their details are as complete and up to date as possible.

[View](#)

Registrations

Introduction

You can now register your club and individuals online in three easy steps...

- Create an Online Registration Form
- Add the registrations to the Online Registration Form
- Submit the Online Registration Form

NOTE: Registrations only become active once the Registration Form has been submitted by you and then reconciled by an Basketball England administrator.

Status

There are no Registration Forms created or submitted for this current season.

[View](#)

Basic Club Details

Summary

Here are some basic details that you have given us. You can view and edit these details if some are missing or not up to date.

- Club: Test Club 1
- Type: Senior Club (LL)
- Area: ALL 32 LONDON BOROUGHS
- Voting Rep:
- Website:
- Email:

[View](#)

Primary Venue

Tell us about the primary venue your club uses for training and games.

Summary

Teams

Manage your teams.

Summary

To register your club and members for the season please read the instruction under the registrations heading then click the "View" button.



This page will show any registration forms you may have already created this season and allow you to create new registration forms to register your club and players with us. Click the **“New Registration Form”** button

Test Club 1 (CA3124) 2014 / 2015 Season

Home Club Details Teams Individuals Registrations Helpful Information Sign Out

Registrations > Registration Forms

Registration Forms

Instruction

Below is a list of all of your Registration Forms for this season. You can view the details of each Registration Form by clicking "View". You can also edit a Registration Form by clicking "View", only if it has not yet been submitted. To create a new Registration Form and attach Registrations to it then click "New Registration Form" below.

[New Registration Form](#)

List of Registration Forms

Reg. Form Type	Creation Date	Administrator	Area Submitted To	Attached to Area Return #	Member Products Total	Club Products Total	Overall Total	Date Submitted	Confirmed Payment	Manual Adjustment	Reconciliation Date	Available actions to manage each Registration form
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A new prompt will appear.

Test Club 1 (CA3124) 2014 / 2015 Season

Home Club Details Teams Individuals Registrations Helpful Information Sign Out

Registrations > Registration Forms

Registration Forms

Instruction

Below is a list of all of your Registration Forms for this season. You can view the details of each Registration Form by clicking "View". You can also edit a Registration Form by clicking "View", only if it has not yet been submitted. To create a new Registration Form and attach Registrations to it then click "New Registration Form" below.

[New Registration Form](#)

Register participants for... [close]

[National League](#) OR [Local League or BUCS](#)

Attached to Area Return #	Member Products Total	Club Products Total	Overall Total	Date Submitted	Confirmed Payment	Manual Adjustment	Reconciliation Date	Available actions to manage each Registration form
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For all local league registrations, BUCS registrations, and for affiliating junior-level National League table officials and referees, select the **“Local League or BUCS”** button.

If you wish to register players for the National League competition, please contact one of the National Leagues department using the details found on our staff contact page [HERE](#)

If you want to register as a senior-level National League table official or referee, please contact our Officials Participation & Development Officer using the details found on our staff contact page [HERE](#).



Once you have clicked the “Local League or BUCS” button, your new registration form will appear. The form will contain your club name, as well as your name and your address.



Test Club 1 (CA3124)

Home Club Details Teams Individuals Registrations Helpful Information Sign Out

Registrations > Registration Forms > Edit Registration Form

Edit Registration Form

Instruction

- On this page is the Registration Form which is outlined by dashed lines below
- To register, click the buttons to complete each step
- Once you have added the registrations please check that the form is correct
- Submit the Registration Form then follow the subsequent instructions to pay

NOTE: Once the Registration Form has been submitted, Basketball England or the Area Registrar will automatically be notified and it will be reconciled once payment is received.

Steps > **Add Club Registration** > Add Member Registration > Submit

Attention - This Registration Form has not been submitted!

All Registration Forms must be submitted once you have finished adding the registrations. Only when the registration form has been submitted can we process it and supply licence numbers.

Registration Form # 72873



Test Club 1
MEMBERSHIP NUMBER: CA3124
AREA: ALL 32 LONDON BOROUGHS

James Test
123 Test Street
Testing
T3 5TT

This Registration Form will be submitted to [Basketball England](#)

Club Registrations & Insurance

- no club products added -

Member Registrations & Insurance

To register your club, press the “Add Club Registration” button.



Once you press the “**Add Club Registration**” button, another box will appear.

Firstly, you will need to select a club fee. If you have any U18 players at your club, you must select the “**U18 Club**” option. If you only have senior players at your club, select the “**Senior Club**” option. If you have a mix of the two, select the “**Senior Club**” club option. Once you have selected your club fee, press the “**Add Registration**” button

For details of what insurance cover is provided within your club registration fee, please visit the [FOLLOWING PAGE](#).



When you have pressed the “**Add Registrations**” button, your registration form will automatically refresh showing your club registrations. You can now register your members by pressing the “**Add Member Registrations**” button.

If you wish to completely remove a club fee or an individual from your registration form, you can do so by pressing the blue x on the left hand side of the screen next to each fee/individual. **Note – the option to remove fees and individuals is only present if the registration form hasn't been submitted.**



After you have clicked the “**Add Member Registration**” button, the registration pop up will appear and you will see a list of members who were part of your club **last season**. To register an individual, tick the box next to their name, then press the “**Next**” button.

Home Club Details Register Member - Mozilla Firefox

legacy.basketballengland.co.uk/members/RegisterMember.aspx?dt=X9WEw34v-tD35M-bfGFTGwxQ4KJz-BpX3IaWnXs54%23

<< Back To Start Next >>

Select Individual

Instruction

Select an individual from the list below and click 'next'. If they do not appear in the list below then you can select 'Add new individual' and click next.

Add new individual?

Surname	First Name	DoB	Age Group	Gender	Already Processed Registrations	
Griffiths	Emie	10/06/2007	U12	M	Volunteer Other x 1	<input type="checkbox"/>
Test	James	01/01/1980	Senior	M		<input checked="" type="checkbox"/>

Attention - The All Registration For can we process it a

Registration

Club Register

The process to register a new member is detailed later in this guide.



You will now see the details we hold on this individual. Please check these details carefully and update anything if required. Then press the “Next” button.

Test Club 1 (CA3124)

Home Club Details Teams Individuals Registrations Helpful Information Sign Out

Registrations > Register Member - Mozilla Firefox

legacy.basketballengland.co.uk/members/RegisterMember.aspx?dt=X9WEw4v-tD5GM_bCFETGwxQ4KJz-BpX3IaWDnXs54%23

<< Back To Start Next >>

Individuals Details

Instruction

PLEASE NOTE: Adding new members has changed slightly. Simply follow the on-screen steps presented to you to complete a members' registration.

First Name	James
Surname	Test
Date of Birth	1/1/1980 (dd/mm/yyyy) example - 23/05/1965
Post Code	T3 5TT
First Line of address	123 Test Street
	Testing
Email	membership@basketballengland.co.uk
Gender	Male
Ethnic Origin	
Ethnic Origin Other	
Have long term illness?	<input type="checkbox"/>
Have Disability?	<input type="checkbox"/>
Teacher?	<input type="checkbox"/>
Data Protection	<input type="checkbox"/>

By ticking this, you will no longer receive any communications from BE. You can find our data protection policies on our website.

Attention - The All Registration Form can we process it a

Registration

Club Register

Member Register



You can now register the member. In section 1, you are required to tick the roles that a member will be undertaking this season. This section lets us know what the member will be doing.

If you have selected any role in section 1 *apart* from Club Administrator, you will need to select the appropriate fee in Section 2. (NOTE: Please select the fee relating to the person's age not the age at which they play, coach or officiate. The online system will tell you in red font what fee to select based on the date of birth you entered on the previous page)

Section 3 at the bottom of the pop up will allow you to add top-up insurance to a member's registration if they wish. For more details on top-up insurance and what is covered, please take a look at the [FOLLOWING PAGE](#).

When you have finished, press the "Next" button in the top right hand corner.



Once you have done this, you will see the following screen.

BE Test Club 1 (CA3124)

Home Club Details Teams Individuals Registrations Helpful Information Sign Out

Registrations > Register Member - Mozilla Firefox

legacy.basketballengland.co.uk/members/RegisterMember.aspx?dt=X9WEw34v-tD5GM_-bFGFTGwxQ4KJz-BpX31aWDrXs54%23

Added Successfully!

What would you like to do?

[Add More Registrations](#) [View Registration Form](#)

Attention - The
All Registration For
can we process it a

Registration

Club Regist

Member Registrations & Insurance

Your individual will have been added to your form, and you will have the option to view your form, or to add more registrations to your form. If you click the **"Add More Registrations"** button, you will be taken back to the list of members that were part of your club last season. Let's do that, and look at how you register a new member.



If you want to register a member that wasn't with your club last season, you will need to tick the "Add New Individual" button, then press "Next".

Test Club 1 (CA3124)

Home Club Details Teams Individuals Registrations Helpful Information Sign Out

Registrations > Register Member - Mozilla Firefox

legacy.basketballengland.co.uk/members/RegisterMember.aspx?dt=X9WEw34v-tAMQK59Bll8Hg%23%23

<< Back To Start Next >>

Select Individual

Instruction

Select an individual from the list below and click 'next'. If they do not appear in the list below then you can select 'Add new individual' and click next.

Add new individual?

A - Z

Surname	First Name	DoB	Age Group	Gender	Already Processed Registrations
Griffiths	Emie	10/06/2007	U12	M	Volunteer Other x 1 <input type="checkbox"/>
Test	James	01/01/1980	Senior	M	<input type="checkbox"/>

Attention - The All Registration Form can we process it a

Registration

Club Register

Member Registrations & Insurance



You will then be prompted by the following page:

Test Club 1 (CA3124)

Home Club Details Teams Individuals Registrations Helpful Information Sign Out

Registrations > Registrations

Register Member - Mozilla Firefox

legacy.basketballengland.co.uk/members/RegisterMember.aspx?dt=X9WEw34v-tD5GM_-bfGFTGwxQ4KJz-BpX3IaWDnXs54%23

<< Back To Start Next >>

Individuals Details

Instruction

PLEASE NOTE: Adding new members has changed slightly. Simply follow the on-screen steps presented to you to complete a members' registration.

First Name	<input type="text" value="John"/>
Surname	<input type="text" value="Test"/>
Date of Birth	<input type="text" value="01/01/1990"/> [dd/mm/yyyy] example - 23/05/1965
Post Code	<input type="text" value="T3 5TT"/>

Steps > Add Club R

Attention - This R
All Registration Forms must be completed correctly so we can process it and submit it to the relevant authorities.

Registration Fo

Club Registrati

Member Registrations & Insurance

Please enter the First Name, Surname, Date of Birth and Post Code for the individual that you wish to register. If the information that you enter matches exactly with a member we have on our system already, that person's profile will be displayed when you press the "Next" button.



If the details you enter are correct, you will see the individual's profile and any other details we have that you didn't enter.

The screenshot shows a web browser window titled "Register Member - Mozilla Firefox" displaying the "Individuals Details" registration form. The browser's address bar shows the URL: `legacy.basketballengland.co.uk/members/RegisterMember.aspx?dt=X9WEw34v-tD5GM_-bFGFTGwxQ4KJz-BpX3IaWDrnXs54%23`. The form includes a "Back To Start" button on the left and a "Next >>" button on the right. The form fields are as follows:

First Name	John
Surname	Test
Date of Birth	1/1/1990 (dd/mm/yyyy) example - 23/05/1965
Post Code	T3 5TT
First Line of address	123 Test Street
	Testing
Email	
Gender	
Ethnic Origin	
Ethnic Origin Other	
Have long term illness?	<input type="checkbox"/>
Have Disability?	<input type="checkbox"/>
Teacher?	<input type="checkbox"/>
Data Protection	<input type="checkbox"/>

Below the checkboxes, there is a note: "By ticking this, you will no longer receive any communications from BE. You can find our data protection policies on our website."

From this screen, you can proceed as you would from the example above. Press "Next" in the top right hand corner, add in the correct role for this individual, the correct fee, and any top up insurance that is required.



If you enter the first name, surname, date of birth and post code of your new individual and that information doesn't match any records on our system, this new individual will be created for you.

You can then add in the rest of the details you have for this new member, before pressing “Next” and adding the players role, fee and top-up insurance from the following screen.



Once you have added your last member, check your form to make sure there are no errors. You can do this by pressing the “**View Registration Form**” button when you have added your last member.



Edit Registration Form

Instruction

- On this page is the Registration Form which is outlined by dashed lines below
- To register, click the buttons to complete each step
- Once you have added the registrations please check that the form is correct
- Submit the Registration Form then follow the subsequent instructions to pay

NOTE: Once the Registration Form has been submitted, Basketball England or the Area Registrar will automatically be notified and it will be reconciled once payment is received.

Steps > > >

Attention - This Registration Form has not been submitted!

All Registration Forms must be submitted once you have finished adding the registrations. Only when the registration form has been submitted can we process it and supply licence numbers.

Registration Form # 72873



Test Club 1

MEMBERSHIP NUMBER: CA3124
AREA: ALL 32 LONDON BOROUGHS

James Test
123 Test Street
Testing
T3 5TT

This Registration Form will be submitted to [Basketball England](#)

Club Registrations & Insurance

<input type="checkbox"/>	Senior Club x 1	£50.00
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Member Registrations & Insurance

<input type="checkbox"/>	<input type="text"/>	Test	James	01/01/1980	Senior Fee (Player Only)	£10.00
<input type="checkbox"/>	<input type="text"/>	Test	Jimmy	01/01/2000	Player	
<input type="checkbox"/>	<input type="text"/>	Test	John	01/01/1990	Senior Fee (Player Only)	£10.00
<input type="checkbox"/>	<input type="text"/>	Test	John	01/01/1990	Player	
<input type="checkbox"/>	<input type="text"/>	Test	John	01/01/1990	Senior Fee (Player Only)	£10.00
<input type="checkbox"/>	<input type="text"/>	Test	John	01/01/1990	Player	

You'll be able to see your club fee, and any individuals you listed to register on your form. If your form is complete, there are no mistakes and you have no further individuals that you wish to register at this time, press the “**Submit**” button.

Please note – once you have submitted a registration form, you cannot unsubmit it. If you wish to register any further members in future, you will need to create a new registration form.



When you click to submit your form, you will see the following message:

Once you submit this Registration Form, Basketball England or your Area Registrar will automatically be notified.

Please click the Pay Now option as the final registration step.

(By submitting the form you are agreeing to the Basketball England Terms & Conditions).

You can view our Terms and Conditions [HERE](#). Press ok if you wish to proceed. Your registration form will now display the following box:

Status

Submit Result

The Registration Form was successfully submitted.

Please now click the Pay Now button as your final step and follow the instructions.

And the “Pay Now” button will have appeared at the top of your registration form.

 **Edit Registration Form**

[Instruction](#)

- On this page is the Registration Form which is outlined by dashed lines below
- To register, click the buttons to complete each step
- Once you have added the registrations please check that the form is correct
- Submit the Registration Form then follow the subsequent instructions to pay

NOTE: Once the Registration Form has been submitted, Basketball England or the Area Registrar will automatically be notified and it will be reconciled once payment is received.

Steps > >

This Registration Form has been submitted. You are unable to make any further changes.

Registration Form # 72873

 **Test Club 1**
MEMBERSHIP NUMBER: CA3124
AREA: ALL 32 LONDON BOROUGHS

James Test
123 Test Street
Testing
T3 5TT



Pressing the “Pay Now” button will provide you with details of who to pay and how they can receive payment.

Test Club 1 (CA3124)

Home Club Details Teams Individuals Registrations Helpful Information Sign Out

Registrations > Registration Forms > Edit Registration Form

Edit Registration Form

Submit Options

Pay By Cheque

Please write a cheque made payable to **LONDON BASKETBALL GROUP** for the total and post it to the same Area Registrar. (Full postal details can be found in the menu under 'Helpful Information')

Please also write clearly on the back of the cheque the Registration Form number found at the top of the form.

Once the cheque has been received the Registration Form can be reconciled.

NOTE: If you have submitted the form to your Area Registrar, please ask them for their preferred method of payment if not by cheque.

Instruction

- On this page is the Registration Form which is outlined by dashed lines below
- To register, click the buttons to complete each step
- Once you have added the registrations please check that the form is correct
- Submit the Registration Form then follow the subsequent instructions to pay

NOTE: Once the Registration Form has been submitted, Basketball England or the Area Registrar will contact you.

Steps >

Registration Form # 72873

Test Club 1
MEMBERSHIP NUMBER: CA3124
AREA: ALL 32 LONDON BOROUGHS

James Test
123 Test Street
Testing
T3 5TT

This Registration Form will be submitted to ALL 32 LONDON BOROUGHS

Club Registrations & Insurance

Senior Club x 1	£50.00
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For a list of Basketball England registrars that you will need to contact to discuss payment for your registration form, please contact membership@basketballengland.co.uk and we'll let you know who you need to speak to.

If your registration form has come directly to Basketball England, you will also have the option to pay online immediately using your credit or debit card through our online payment portal. This option will appear once you have pressed the “Pay Now” button.

And that's it! From logging in, to payment and completing your registration. If you need to register any more members, just create a new registration form and run through the process again.

