

Becoming a University Administrator





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PLEASE LOG IN TO	YOUR ACCOUNT.
LOG IN. Enter Your Membership Number Password	DON'T HAVE AN ACCOUNT? To become a BE member, you will need to create an account using the link below. As a member, you will get access to our competitions and leagues, dub insurance and numerous competition giveaways. This also includes exclusive access to Howden Sport Benefiss, which gives our members access to online shopping for a number of key brands.
LOG IN Forgotten these details? Basketbail England Data Prote	SIGN UP
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Step 2. Follow the link to 'Sign Up', which will take you to the 'Become a Member' form.

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PLEASE LOG IN T	FO YOUR ACCOUNT.
LOG IN. Enter Your Membership Number Password	DON'T HAVE AN ACCOUNT? To become a BE member, you will need to create an account using the link below. As a member, you will get access to our competition and leagues, club insurance and numerous competition giveaways. This also includes exclusive access to hydren Sport Benefits, which gives our members access to online shortwing for a number of key brands.
LOG IN Forgotten these details? Basketball England Dat	SIGN UP





Step 3: Fill in the 'Become a Member' form.

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I have read and accept the Terms and Conditions, * I am aged over 18 or am a person with parental responsibility. *	
OMMUNICATION PREFERENCES	
I would like to receive marketing communications from Basketball England.	
I would like to receive the Basketball England Members Newsletter.	
I would like to receive the Basketball England Clubs Newsletter. I would like to receive the Basketball England Coaches Newsletter.	
I would like to receive the Basketball England Officials Newsletter.	
- denotes mandatory field	
+ ADD LICENCE(S) JOIN AND PROCEED TO CHECKOUT	





Step 4. Follow the link at the end of the form to 'Join and Proceed to Checkout'.



Step 5. Choose a payment option.

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	REVIEW AND CHECKOUT		
	How do you want to pay?	Total To Pay:	£15.00
Eligibility Clubs & Teams	It looks like you currently do not have a basketball membership subscription. For a quicker checkout this has been added to your basket.	BE Membership - Senior (Expires 28/06/2020)	£15.00
	Pay Now online My Club / Organisation Pays	LL Player Licence - Senior (Expires 28/06/2020)	FREE
	Plass enter the Club / Organization CA Code	CHECKOUT	
	SEARCH		
	The club name assigned to the CA code provided:		

Step 6. Go to your email account to verify your email address. Please note that this is the email address that you used to sign up. (Remember to check the junk folder!)

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Step 7. Contact <u>membership@basketballengland.co.uk</u> to assign yourself as a university administrator.



Accessing Your University Portal



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LOG IN. Enter Your Membership Number	DON'T HAVE AN ACCOUNT? To become a BE member, you will need to create an account using the link below. As a member, you will get access to our competitions and leagues, cub insurance and numerous competition give-aways. This also includes exclusive access to Howden Sport Brenefits, which gives our members access to online shopping for a number of key brands.
LOG IN Forgotten these details?	SIGN UP
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Step 2. Go to the dropdown in the top right-hand corner to manage your club.

🔠 My Locker	My Locker - A000014
① My Profile	Welcome to your Basketball England dashboard. Click on the below pods to navigate around your proFile.
E Licences	OUTSTANDING ELIGIBILITY O ITEMS PENDING PAYMENT O CLUBS JOINED
🗹 Eligibility	3 REQUIREMENTS U
💾 Clubs & Teams	
🛞 Product History	
	My Profile Licences Eligibility Clubs and Teams This is a summary of your personal details to edit parts of your profile here. Apply for and view licences include Local League, BUCS, National League, BBL and WBBL, Upload your required documents here. Attach yourself to a club here.
	MY PROFILE + LUCENCES + ELIGIBILITY + CLUBS & TEAMS +
	\bigotimes
	Product History This will detail your current and previous licence purchases to provide your true basketball journeyt
	PRODUCT HISTORY →





Club Finances



Step 1. Follow the link to 'Finances' on the club admin dashboard.

Step 2. Pay the £60 university club fee.

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	Manage Your Club + Club Overvi	ew.				
	CA0720 Creater May	advastar Cararaunity Baskathall Club				
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Jucences	1	PENDING	ORDERS			
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Step 3. Once the club fee has been paid, the member payment requests will come through to pay.



Creating Teams within Clubs



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🔠 Manage Your Oub	Manage Your Club - Welcome to user Club dashboard, Click on the le	CA00000 How pods to navigate around.		
E Finances	10 TEAMS HAVE N	IO PLAYERS 14	PENDING CLUB PAYMENTS	MEMBERS WISH TO ASSOCIATE WITH THE CLUB
⊗ Members Area and a competitions			£	\bigotimes
	Club Overview This is a summary of the club detail You will be able to odit parts of you club profile here.	Licences Download the member licences for each team here.	Finances View the clubs pending and previous transactions here. You can pay for any pending transactions here too.	Members This is where you can view approved and pending club members.
		LICENCES >	FINANCES →	MEMBERS >
		() L		
	Teams This is a summary of the teams within your club, You can attach members to each team here.	Leagues & Competitions This pod will be fully functional from the 2020/21 season where you will be able to enter the NBL competitions.		
	TEAMS →	LEAGUES & COMPETITIONS >		

Step 1. Follow the link to 'Teams' on the club admin dashboard.

Step 2. Follow the link to 'Create Team'.

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	Manage Your Oub + Club Overview
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	Course-we restricted
	Club Overview Licencets) Finances Members Teams Leagues & Competitions
	Lague Level Gender Age Category Division
	Any • Any • Any • Any/Not applicable • Any/Not applicable •
	Team Name League Level League Type Division Gender Age Category Players Manage Team

Step 3. Fill in the 'Team Setup and Configuration' form.

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	Create Team Oub Overview Likencets) Finances Members	Teams Leagues & Competitions Settings
Prances Members Teams Leagues & Competitions	Team Setup and Configuration	Solicc. Age Category Any / Not applicable
	Largue Level Any •	Select Gender for Team Male Female
	Select Division Any / Not applicable	
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Assigning Members to Teams



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	TEAMS 🤿	LEAGUES & COMPETITIONS ->		

Step 1. Follow the link to 'Teams' on the club admin dashboard.

Step 2. Select 'Manage Team' on the relevant team.

2								
Manage Your Club - Club Overviev	v							
CA5009 - MG Test Club								
Club Overview Licence(s)	finances Member	Teams Leagues & Compe	rotions					
League Level Any *	Gender Any	Age Category Any / Not applicab	Division Ie • Any / Not.	applicable				LOAD CREATE TEAM
Team Name		League Level	League Type	Division	Gender	Age Category	Players	Manage Team
U18 Men		BUCS	University/College	Any / Not applicable	Men	Senior		Manage Team 🤌

Step 3. Add 'Available Members' to 'Members Currently in Team'.

	SAL DELETE TRAM
	Members currently in team
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	Licence Type * Licence Status & Member ID & Forename & Surname & Age & Gender & Nationality & League Lovel & Remove & More Details &
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L	Available Members
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Viewing Licence Cards



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Manage Your Club	Manage Your Club - CA5006			
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	TEAMS →	LEAGUES & COMPETITIONS >		

Step 1. Follow the link to 'Licences' on the club admin dashboard.

Step 2. Select 'download team licences' for the relevant team.

