



BASKETBALL

NEW ZEALAND

Tournament Administration Manual for on-line entry through Sporting Pulse For Affiliated Associations

This manual has been produced to give Associations step by step instructions on how to enter teams into Basketball New Zealand tournaments.

There are three major steps to entering a team into a tournament:

- Updating your tournament administration and information page
- Entering a team into a tournament
- Entering players/officials into a team

Over the next pages you will find easy step by step instructions on how do these three things. If you are stuck or confused at any time, please contact Basketball New Zealand's office on (04) 498 5950.

Entering and Editing your Administration Page

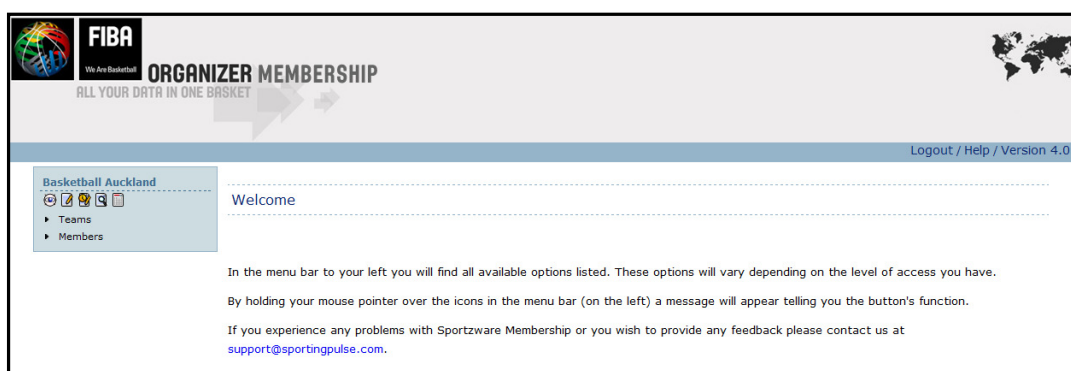
First thing is to enter your main tournament administration page.


Go to: <http://reg.sportingpulse.com>

There enter your user code and your password. (on right hand side of the screen – Version 4.0 and above). These will be issued to the General Manager/President of your association once you have paid your BBNZ affiliation fee at the beginning of the season.

****Please note the passwords are case sensitive.**

Once you have logged in successfully, you will see the page below which is your association main page.



You can edit your association contact information by clicking on the  icon under your association's name. Please ensure the most up to date information is on this as it will be used as the main contact point for your association for BBNZ.

Down the left hand side, under your association name will be the titles:



- Teams
- Members



The following two Sections will show you how to enter a team into a tournament, and how to enter a player into a team.

Entering a Team into a BBNZ Tournament

On your main association page, click on the “Teams” link on the left of the screen. This will bring up all the teams from your association currently entered into tournaments so far (current season only).

Entering a new team into a tournament

- On the right hand side of the screen is a  icon – click on it.
- Complete all the information that is required. Please remember the following:
 - Boxes with a  icon next to it are compulsory to complete before you can move onto the next stage. Please ensure the Team Name is appropriate (e.g. Waitakere A or Hutt Valley Green if 2 or more teams are in the same age group and gender). The contact person is the person that is in charge of the team when they are at the tournament. All correspondence about the team will be sent to this person as well as the e-mail address provided in the association contact information
 - When completed, click on “Update Team”.

- If you make a mistake, click on the “Teams” link, followed by the team name then you can click on the  icon to edit the team’s information.
- Once you have clicked on “Update Team” it will give you two options. Click on “Display Details for (name of team)”, then click on the  icon on the top right side to assign this team to a tournament. There will be a drop down menu where you can choose what tournament you are wishing to enter. Please note there is a different title for male and female tournaments.
- Once you have assigned the team to the tournament you have two choices:
 - Go back to teams and enter another team into a tournament (go back to the top of this section and start again), or
 - Add members into a team (see the next section).
- You can enter teams into any Premiership tournament up until 6 weeks before the tournament starts. No late entries will be accepted.
- This is the same process for the National Championships; however specific invitations and information will be given to teams/associations that qualify within a week after the Premierships.


Confirmation and payment

Confirmation of entering a tournament(s) will be sent to you by e-mail the day after entries close. This will be a form that you will be required to print off and post in with your entry fee, referee nomination (Premierships only) and t-shirt order form (Nationals only). The time frame is usually 5 working days after the e-mail is sent so please ensure this is prepared beforehand to be sent in.



To check whether you have entered into the correct tournament, simply click on the “Teams” link on the left hand side and a list of teams entered into each tournament will be listed.

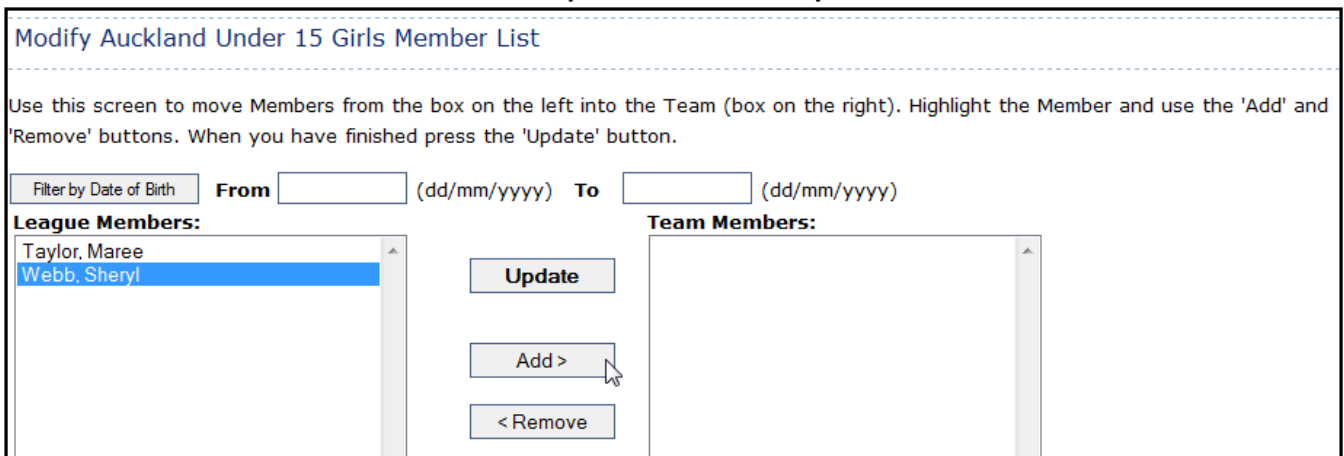
Entering Players into a Team.

On your main association page, click on the “Members” link under your association’s name. This will bring up all the members you currently have uploaded to the BBNZ FIBA Organizer system.


- If your players are not entered into the database:
 - Click on the  icon.
 - In this section, simply place as much information as you can about the player (minimum is name, date of birth and gender). Click “Update Member”
 - Repeat until all members of the team have been added (including coach and manager).
 - For entering coaches and managers, please untick the “Player” tick box and tick on the “Coach” tick box under “Interests” when adding them to the members list
- Once your team members are on the database:
 - Click on “Teams” link on the left hand side of your screen
 - Click on the team you wish to add/edit players to
 - On the left hand side, under your Team name, click on “Members” (see over page)



- You can then click on the following icons on the right side of your screen for the following:
 -  - Add a new member: Brings up the same screen as when entering a player into your association
 -  - Modify member's list: This will bring up the below screen where you can add members from your association, into your team.



Under "League Members" are all the members you have loaded into your Association. You can click on the name and add them to your chosen team. You can also reduce the amount of names within this section by filtering players by their date of birth.

-  - Change member status: clicking on this will bring up the players you currently have within the team and by clicking on the player, you can edit/update information as required.
- Two weeks before the tournament starts, BBNZ will take the names currently in the teams and place them in the tournament program.
- At the manager's meeting, a print out of the team's names will be given to the manager. Once this is signed off and the first game is played, the team sheet cannot be changed.

Conditions of Entry

All teams entered into BBNZ tournaments are subject to comply with the current Basketball New Zealand regulations. For a copy of this, please see the link within the tournaments section of the Basketball New Zealand website.

By entering this tournament, you are agreeing to:

- Have all information in on time
- Compete with only eligible athletes within the tournament
- Pay the relevant non-refundable fee within the stated time

For special requests or dispensation, please contact the Basketball New Zealand Tournaments Coordinator on (04) 498 5967.