Daily Database Checklist

Utilising The Basketball Network to successfully manage your competition and membership data requires a commitment to database management. Here are a few simple steps that should be undertaken daily to ensure you have a clean and well maintained database.

Add all manual registrations and then results	Review all players added to a team manually	Review Unregistered Player List	Resolve duplicates

Add all manual registrations and then results

- Self-registration and compulsory online payments will ensure membership information is captured real-time. However, if you are accepting registrations manual they must be added before you proceed.
- Stadium Scoring will automatically synch game results, however if you don't' use Stadium Scoring then results should be entered manually the next business day.

Review all players added to a team manually

- Review Scoresheets and check registration status of hand written players, add to team list if required.
- Run Players added Courtside Report [see Competition Management Online User Guide]. This report is time sensitive and should be printed/emailed for your records.
- Edit membership records as required, e.g. adjust John Smith to be Jonathon Smith to ensure records match up.

Review Unregistered Player List

- Run Unregistered Players by Last Recorded League Game [see Membership User Guide]. This report is time sensitive and should be printed/emailed for your records.
- Edit membership records as required, e.g. adjust John Smith to be Jonathon Smith to ensure records match up.

Resolve duplicates

- It is important that duplicated are resolved daily, as a membership record that is marked as a duplicate and not resolved will have similar characteristics to an inactive member and certain actions will not be attributed to that record.