

The Basketball Network

Online Registration



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Contact Details

Fox Sports Pulse Support
support.foxsportspulse.com
blog.sportingpulse.com
passport.sportingpulse.com

If the matter is urgent contact 1300 139 970

Basketball Registration Rules

1. Each participant involved in an affiliated association must be currently registered.
2. A participant's status must be recorded in "The Basketball Network", Basketball Australia's official registration system.
3. A participant must self-register into the system via the prescribed national form.
4. A player's registration status is determined by the state product purchased and the field 'date registered until' which will be automatically generated by the system on receipt of payment.
5. A player can have a primary and secondary association.
6. An Affiliated association will collect the prescribed State Sporting Organisation (SSO) Fee on behalf of the SSO unless a split payment model is agreed by the SSO.
7. Every affiliated association must offer online payments through the National Payment Gateway.

Checklist

Further instructions on how to complete are available within the manual

<input checked="" type="checkbox"/>	Area	Club	Assoc.	BA & State
Before 16 November 2015				
<input type="checkbox"/>	Build and enable National Registration Form			R
<input type="checkbox"/>	Add State Fields and Adjust Layout			R
<input type="checkbox"/>	Add State Terms and Conditions			R
<input type="checkbox"/>	Build State Based Products			R
<input type="checkbox"/>	Apply State Based Products to National Registration Form			R
Before 23 November 2015				
<input type="checkbox"/>	Update <u>Contacts, Details and Locator</u>	R	R	
<input type="checkbox"/>	Adjust <u>Permissions</u>		R	
<input type="checkbox"/>	Adjust <u>Field Configuration</u>	R	R	
<input type="checkbox"/>	Adjust <u>Member List Display</u>		O	R
<input type="checkbox"/>	Adjust <u>Seasons</u>		O	R
<input type="checkbox"/>	Adjust <u>User Management</u>	R	R	
<input type="checkbox"/>	Create <u>Association and Club Products (optional)</u>	O	O	
<input type="checkbox"/>	Review <u>National Form</u> <ul style="list-style-type: none"> • Add fields (optional) • Adjust Layout (optional) • Add Terms and Conditions (optional) <i>Note: the Association must review before member clubs, as changes by the Association will impact the clubs layout.</i>	R	R	
<input type="checkbox"/>	Associations and Clubs Test Form Associations are to facility approval from all member clubs and forward final registration form link to amy.clarke@basketball.net.au	R	R	
Before 30 November 2015				
<input type="checkbox"/>	BQ Review Final Registration for each Association & Club			R
<input type="checkbox"/>	Publication of <u>Registration Form</u>	R	R	
Before 7 December 2015				
<input type="checkbox"/>	Activate 2015 Product Renewal linking to 2016 Product			R

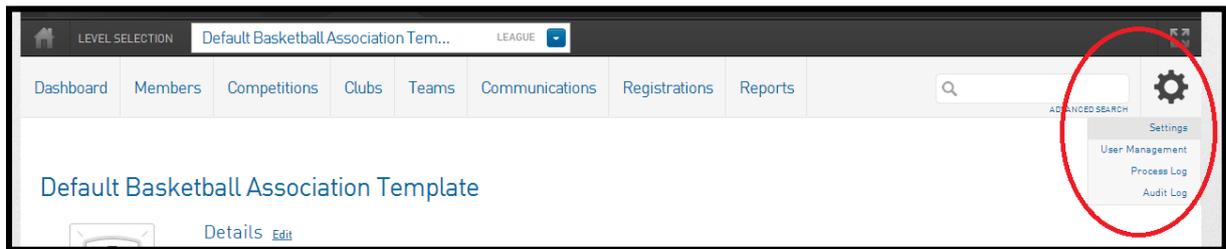
Key R = Required O = Optional

Database Configuration

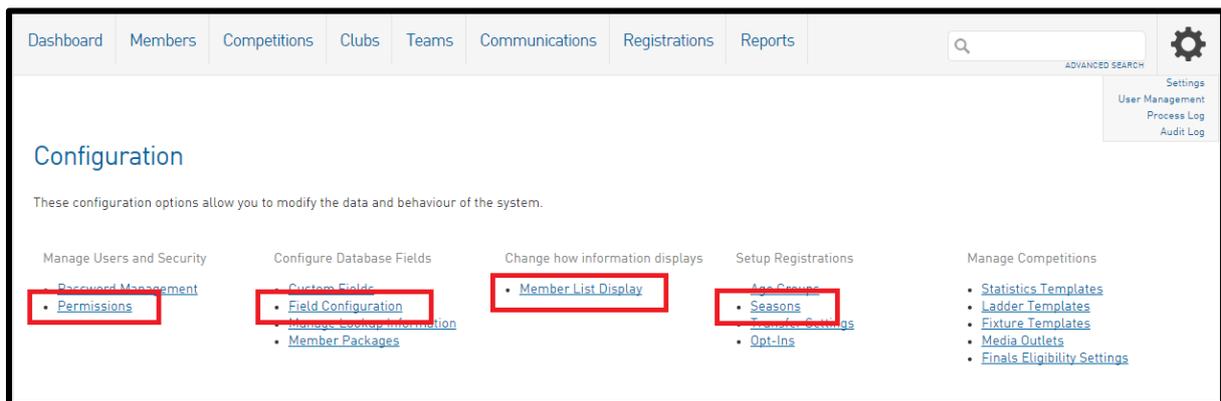
Access to the database configuration is via the cog.

- Select the Cog
- Click Settings

It is important the options displayed here are revisited and reconfigured every competition season.



It is important to follow the start of competition season checklist when setting up a new season (prior to accepting player registrations and team entries).



Permissions

FSP Knowledge Base: Membership: Configuration – Permissions



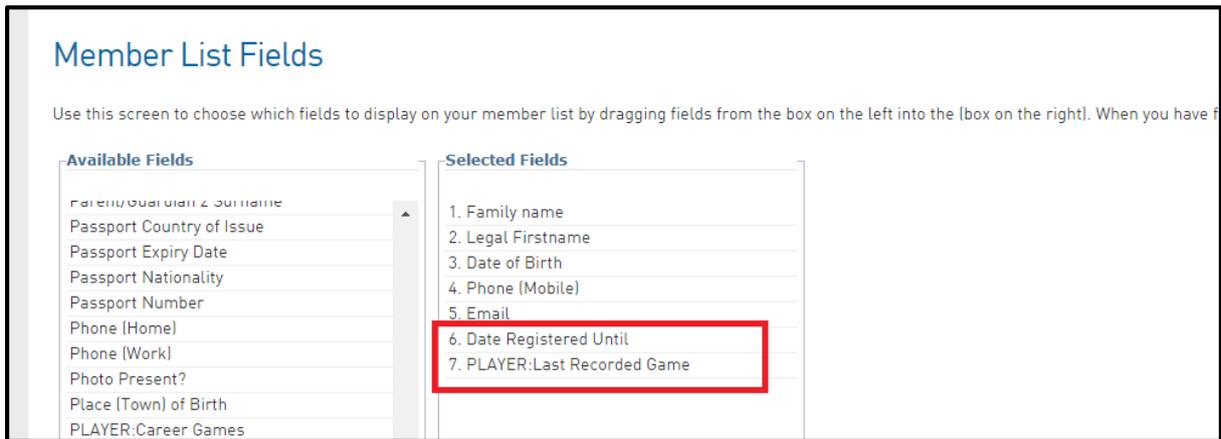
Field Configuration

FSP Knowledge Base: Field Configuration

Review the fields set and adjust for any association specific field settings.

Member List Display

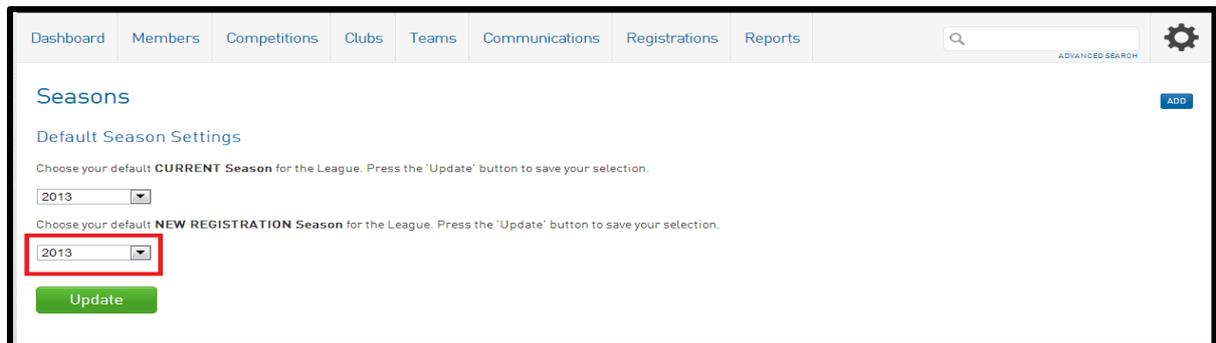
The Member List Display will set which fields are visible on the List Members screen. This is up to the Administrator and their requirements however it is recommended that "Date Registered Until" and "Last Recorded Game" are selected.



Seasons

FSP Knowledge Base: Membership: Configuration – Seasons

Select Seasons > Adjust new registration season. Seasons should reflect the competition season not the registration period, with year followed by descriptor [e.g. 2016 Winter] this will ensure they display in chronological order.



User Management

FSP Knowledge Base: Membership: Configuration – Permissions

Allow Clubs to:

Activate inactive Club Members	<input type="checkbox"/>
Record manual payments for Teams	<input type="checkbox"/>
Record manual payments for Members	<input type="checkbox"/>
Make Name Read Only (below Leagues login)	<input type="checkbox"/>

Add **Edit** **Delete**

Members	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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A Registered Individual

A registered individual is determined by using the following information;

- The State Product Purchased
- Date Registered Until

Date Last Registered:	10/12/2012
Date Registered Until:	01/01/2013

The registration period is for a maximum of twelve months, but it can be less than this if a person registers during the registration period, example the registration period is 1 October to 30 September, and a person registers on the 1 December they would be due to re-registered on the 30 September. This registration type is referred to as 'common due date'.

Common date is a set date where all individuals within an association are due to renew their registration regardless of the last registered date.

There are many ways in which you can record whether an individual is registered or not, however, the steps shown in this guide ensure you comply with your State Sporting Organisations (SSO) registration system. With each step we will link to the FSP knowledge base as well as specific settings relevant to registering an individual.

Build Association and Club Products

FSP Knowledge Base: Products (About)

You have the capacity to collect your association (and club) registration fees utilising the national registration form. The following will assist you in setting up your association products.

Screen 1: Details

This example demonstrates the ability to set two registration products based on age – Junior and Senior [see Appendix A for Schedule]

Notes: This product will register you from today and will expire on XXXX (replace with registered until date).

Product Reporting Season should reflect the calendar year not the competition season.

The screenshot shows the 'Details' tab of a product configuration interface. The 'Name' field is '2013 Registration Fee - Junior'. The 'Product Reporting Season' is set to '2013'. The 'Grouping Category' is '2013 Registration Fee'. There are checkboxes for 'Allow Multiple time purchasing' (checked) and 'Allow Multiple Quantity Purchasing' (unchecked). A 'Notes' field contains the text: 'This product will register you from today and will expire on XXXX. You are eligible for this product if you are born in 1994 or later.' There is also a small note: '[Add any information here that purchasers should see before they complete their transaction]'.

Screen 2: Pricing

The pricing structure is determined by your Association.

The screenshot shows the 'Pricing' tab of a product configuration interface. The 'Tax(GST) Description' is 'GST Included'. The 'Minimum System Login to change price' and 'Minimum System Login to Sell Product' are both set to 'League'. Under 'Price', the 'Single price' option is selected. The 'Single Pricing' field is set to '\$ 0.00'. The 'Multiple Pricing' section shows a table of prices for different categories:

First Adult	\$ 0.00	First Child	\$ 0.00
Second Adult	\$ 0.00	Second Child	\$ 0.00
Third Adult	\$ 0.00	Third Child	\$ 0.00
Subsequent Adult	\$ 0.00	Subsequent Child	\$ 0.00

The 'Payment Split' field is empty.

Screen 3: Mandatory

No mandatory products are required for registration.

Screen 4: Actions

Common Date: Set *Product Expiry* and *Member Registered Until* date to reflect common expiry date.

It is imperative that you do not use these settings for any other product created within your database as the number of registrants within your association is based on the Date Last Registered and Date Registered Until – both of which are automatically updated when a participant registers and pays for a BQ product.

Details Pricing Mandatory **Actions** Filter Availability Renewal

Actions to perform on successful payment

Set Product Expiry: to Month (dd-mm-yyyy)
 or
 for (days from product purchase)

Season Based (Registration Season)

Set Player Financial:
 Set Coach Financial:
 Set Financial:
 Set Season Member Package:

Non-Season Based (Over all seasons)

Set Member Active in League:
 Set Member Financial Status:
 Set Membership Package to:
 Set Member Registered Until: to Month (dd-mm-yyyy)
 or
 for (days from registration date)

Screen 5: Filter

Filter should be used when a product is only available to participants based on age, gender, or membership type.

It is recommended that you always have maximum and minimum ages regardless to minimise the likely hood of members entering incorrect data, for example YOB being 2016.

These filters will need to be set for is your association levy is based on age.

Details Pricing Mandatory Actions **Filter** Availability Renewal

Automatically Filter Product Selection

Use these fields to automatically show some products. If you tick 'Coach' then this product will only show to people trying to register as a coach. Similarly you could use the date of birth fields to show products only relevant to individuals under or over a certain age.

Member Gender:

Minimum DOB: Older end of Date Range (eg 01 - Jan - 1970)

Maximum DOB: Younger end of Date Range (eg 31 - Dec - 2000)

Member type: (Any of)
 Player
 Coach
 Match Official
 Official

Screen 6: Availability

This feature must be set to ensure you don't sell a product outside the prescribed date range. It will also ensure that no manual action is required to change over the desired product on the registration form.

Details Pricing Mandatory Actions Filter Availability Renewal

Product Availability

If left blank the product will be available all the time.

Product available from: 1 Jan 2014 00:00 24 hour time

Product available to: 31 Dec 2014 00:00 24 hour time

Screen 7: Renewal

The text here should be configured to reflect the individual requirements of your association; however the following can be used as a default;

Your registration is due to expire in XX days. The easiest and most efficient way to renew is register and pay online by selecting the link. Your details will appear pre-populated in the online registration form and all you will need to do is update if necessary. It is important that you renew your registration before your expiration date – as failure to do so will see your registration expire and your insurance lapse. Should you have any questions please throughout this process please do not hesitate to contact: <insert contact details>

Notes;

You can link the single BQ product to multiple association products, e.g. the product can be linked to Association Winter Season Registration and Association Summer Season Registration.

When a person purchases the BQ product once the system will recognise this and will not prompt them to purchase the product again should they return for the second season, e.g. when Mary Smith registered for the first time she purchased the Association Winter Season Registration and a 2016 BQ Registration. When Mary returned to play for the next competition she logged onto an online registration form and used her email and password. Mary then purchased the Association Summer Season Registration but was not required to purchase another 2016 BQ Registration.

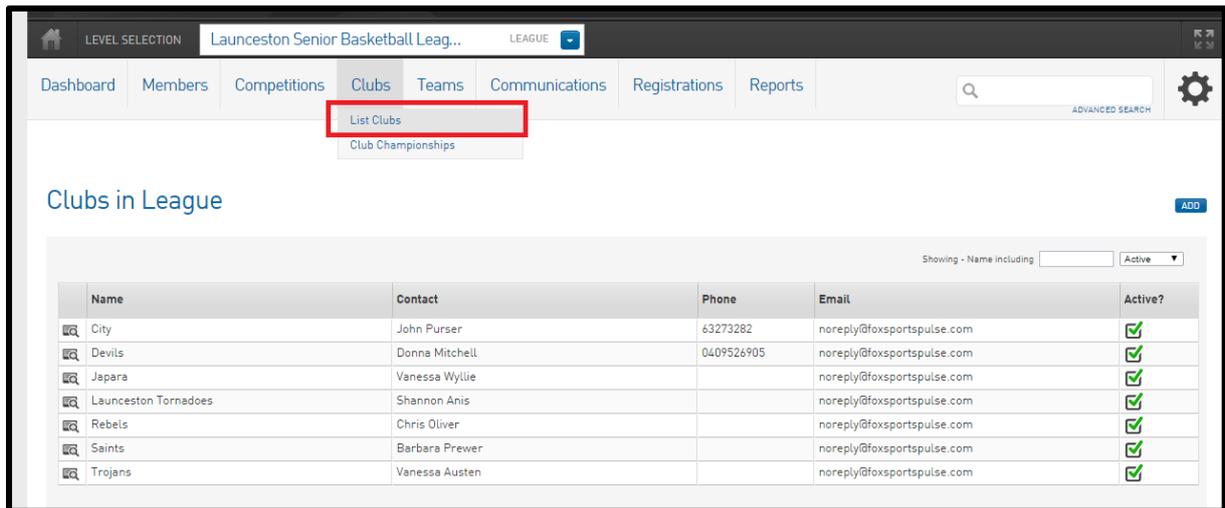
However if a person doesn't log on and registers as a new person it will force them to repurchase this product again, e.g. when Mary Smith returned to play for Summer she had forgotten her email address and password so registered as a new participant and was require to purchase both an Association Summer Season Registration and a 2016 BQ Registration.

Mandatory products is only active for self-registration through an online registration form.

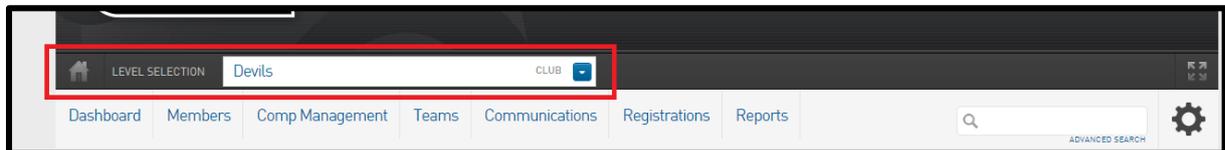
Repeat for additional association products,

To build club products navigate to the required club and repeat the above process.

- Select Clubs
- Click List Clubs



Ensure you are at club level before proceeding.



Review National Registration Form

To review the National Registration Form

- Select Registrations
- Click Registration Form
- Find Parent Body Forms > Member to Club Form
- Click Edit



Adjust Fields (if required)

There are a standard set of fields defined by Basketball Australia and Basketball Queensland that will appear on the National Registration Form. As an association you have a capacity to add a new field (e.g. Preferred Name) or upgrade an existing field (e.g. Parent/Guardian 1 Mobile from editable to compulsory).

If you add fields ensure that they are placed in the most logical location on the form via Layout.

Add Association and Club Products (if applicable)

Scroll down and locate the relevant association and club products.

- Active - the product will appear on the form subject to filters and availability.
- Mandatory - will be required to be purchased by the individual subject to filters and availability.
- Sequence - the order in which the will appear on the registration form.

Active	Mandatory	Sequence	Group	Product Name	Price	Created By
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	AutoTest	Multi-Priced National Product	0.00	National Federation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2016 Basketball Tasmania Registration	Non-Playing Official	0.00	State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2016 Basketball Tasmania Registration	Player - Junior to Senior Upgrade	5.00	State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2016 Basketball Tasmania Registration	Player - U/10 & U/12	30.00	State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2016 Basketball Tasmania Registration	Player - U/14 to U/18	50.00	State
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2016 Basketball Tasmania Registration	Player - U/20 & Senior	55.00	State
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2015 Membership	St Hellens Senior Basketball Registration	57.50	League
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2015 Membership	St Hellens U/12 Basketball Registration	45.00	League
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	2015 Membership	St Hellens U/18 to U/14 Basketball Registration	55.00	League

Save

Publication of Registration Form

By publishing your registration form either through the FSP Standard Website widget or by publishing a direct link you are providing your registrants with the ability to self-register. Whilst this is the preferred means of registering, the next step will show you how to manually add or edit a member.

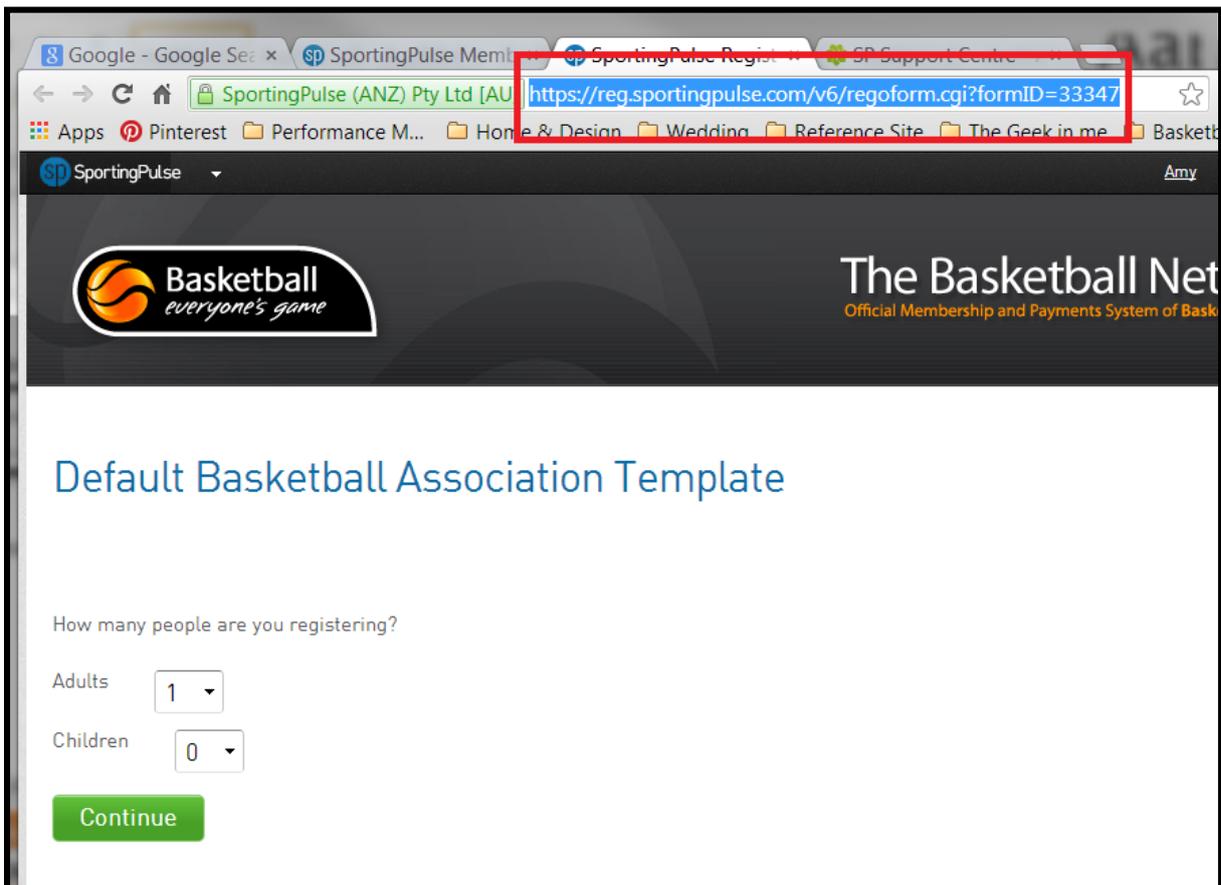
An individual can be directed to your registration form at any time by providing them with a hyperlink to the registration forms URL.

Registration Form URL

Open your registration form by selecting view



Ensure you are on the first page of your registration form, this will be indicated in the URL as the form ID is displayed. Select the entire URL and copy this can then be pasted where you require (email, website, etc)



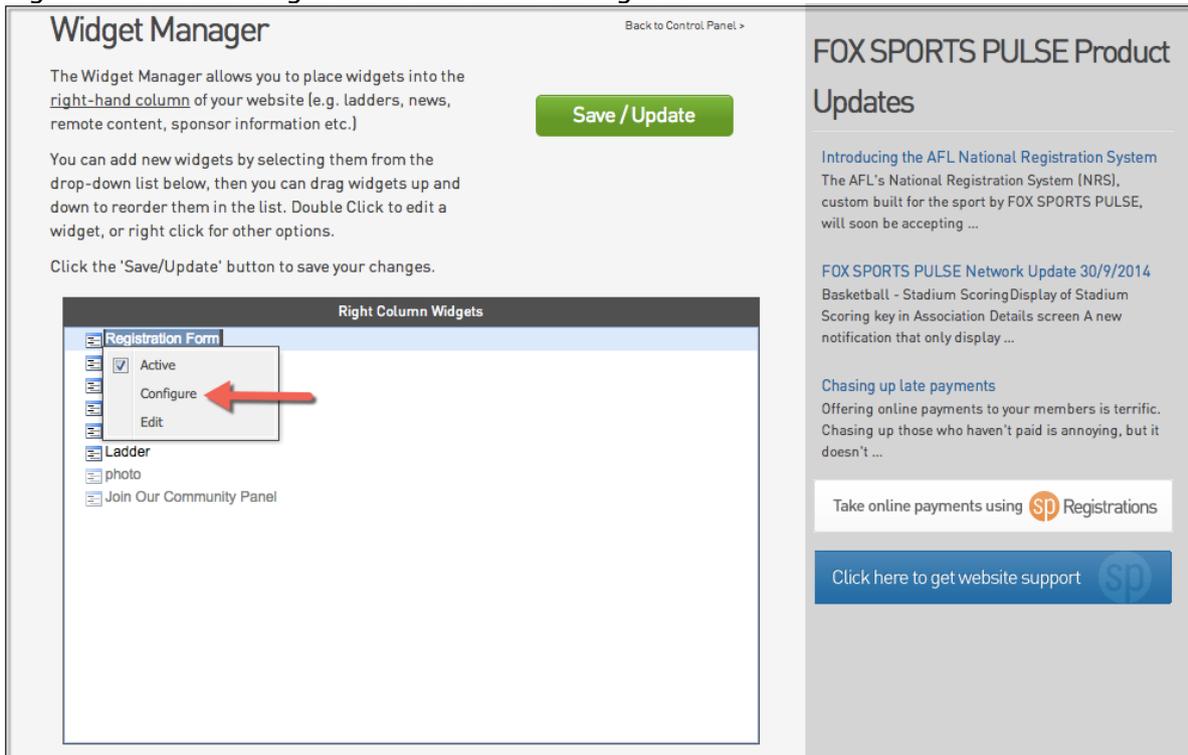
URL for Registration NRS Widget

Scroll to the bottom of your website and click 'Site Editor'.

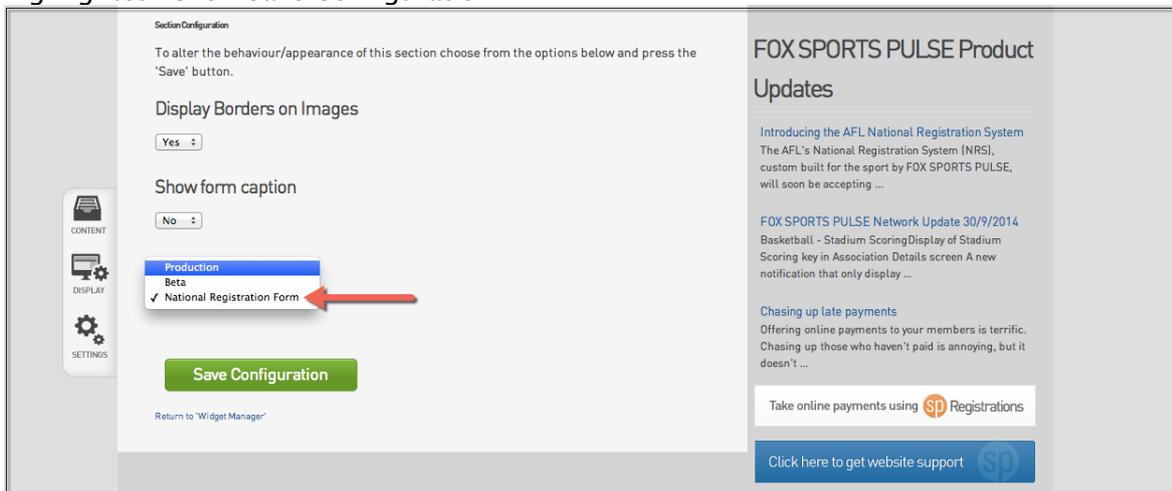


Click 'Widget Manager'.

Right click on the Widget name and click 'Configure'.



Click on the box underneath 'Version' and ensure that 'National Registration Form' is highlighted. Click 'Save Configuration'.



Return to Widget Manager by clicking 'Return to your website' at the top of the page and navigate to widget editor. This time right click on the Widget name and click 'Edit'.

Widget Manager Back to Control Panel >

The Widget Manager allows you to place widgets into the right-hand column of your website (e.g. ladders, news, remote content, sponsor information etc.)

[Save / Update](#)

You can add new widgets by selecting them from the drop-down list below, then you can drag widgets up and down to reorder them in the list. Double Click to edit a widget, or right click for other options.

Click the 'Save/Update' button to save your changes.

Right Column Widgets

- Registration Form**
 - Active
 - Configure
 - Edit** ←
- Ladder
- photo
- Join Our Community Panel

FOX SPORTS PULSE Product Updates

[Introducing the AFL National Registration System](#)
The AFL's National Registration System (NRS), custom built for the sport by FOX SPORTS PULSE, will soon be accepting ...

[FOX SPORTS PULSE Network Update 30/9/2014](#)
Basketball - Stadium Scoring Display of Stadium Scoring key in Association Details screen A new notification that only display ...

[Chasing up late payments](#)
Offering online payments to your members is terrific. Chasing up those who haven't paid is annoying, but it doesn't ...

Take online payments using Registrations

[Click here to get website support](#)

Copy and Paste the URL from your NRS Registration Form in to the box provided below and click 'Update'.

Link Caption

Form Number or National Registration Form URL (If you are using a National Registration Form please paste URL into box below and configure the widget for National Registration Form) *

`https://staging.spmanager.sportingpulse.com/v6/regoform.cgi? aID=12607&pKey=52175609fd5f4e3e8a001d36c&cID=37087&formID=36056`

You have **70** characters remaining.

[Click here to find out how to get the Form Number or National Registration Form URL](#)

Registration Category

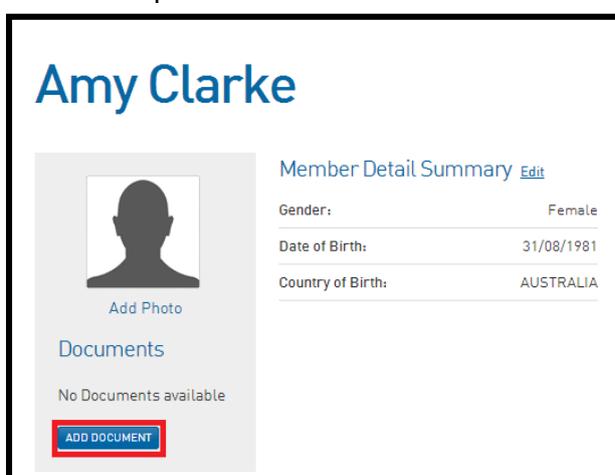
Secondary Registration

To sell a secondary registration the person must purchase the relevant Secondary Registration product.

Selling a secondary registration

When selling a Secondary Registration it is the responsibility of the association to ensure they validate the individual's primary registration through a proof of receipt. As a result secondary registrations should not be sold online through a public registration form. However we recommend you create a second registration form and email it to those persons who provide proof of registration.

A copy of the individuals primary registration receipt must be uploaded against the individual's profile.



Amy Clarke

[Add Photo](#)

Documents

No Documents available

[ADD DOCUMENT](#)

Member Detail Summary [Edit](#)

Gender:	Female
Date of Birth:	31/08/1981
Country of Birth:	AUSTRALIA

Registration Status

Once you have captured an individual's registration details there are several ways you are able to then report on this information, communicate to those whose registration is due, as well as enforce compliance for unregistered players.

Checking an Individuals Record

See Add / Edit Member

The registered until field will indicate to you if an individual is registered or not, this can then be verified by reviewing their transaction log.

LEVEL SELECTION Amy Clarke MEMBER

Dashboard Types Transactions Tags Tribunal Member History

MARK AS DUPLICATE MEMBER CARDS

Amy Clarke - #002052235



Add Photo

Documents

No Documents available

ADD DOCUMENT

Member Detail Summary [Edit](#)

Gender: Female

Date of Birth: 31/08/1981

Contact Details [Edit](#)

Other Details

Date Registered 25/09/2014

Until

Last Updated 25/09/2013

Date Created 25/09/2013

Online

Registered

Registered in Current Season: 2013 as

- Player

LEVEL SELECTION Amy Clarke MEMBER

Dashboard Types Transactions Tags Tribunal Transfers Member History Statistics

Transactions

ADD TRANSACTION

Filter by: All

Invoice Nu...	Item Name	Quantity	Assoc Name	Amount	Start	End	Status	Pay	Notes	View Receipt
4024132	2014 Registration ...	1	Default Basketba...	5.00	27/09/2013	27/09/2014	Paid			View Payment Rec...

[List All Payment Records](#)

Reports

FSP Knowledge Base: Reports

Report 1 Registered Individuals by Product with financial information

- ▶ Personal Details
- ▶ Parent/Guardian
- ▶ Contact Details
- ▶ Interests
- ▶ Identifications
- ▶ Financial
- ▶ Medical
- ▶ Other Fields
- ▶ Member Type - Player
- ▶ Member Type - Coach
- ▶ Member Type - Match Official
- ▶ Member Type - Official
- ▶ Member Type - Misc
- ▶ Seasons
- ▶ Affiliations
- ▼ Transaction
 - Transaction ID
 - Product Reporting Season
 - Product Group
 - Quantity
 - Transaction Date
 - Transaction Status
 - Transaction Notes
 - Payment Record Notes
 - Payment Log ID
 - Manual Receipt Reference
- ▶ Security

Selected Fields

First Name
 Filter: Remove X

Family Name
 Filter: Remove X

Product
 Filter: Equals Remove X

Payment Date
 Filter: Remove X

Payment Type
 Filter: Remove X

Line Item Total
 Filter: Remove X

Run Report

Options

Show Unique Records Only Summary Data All Records

Sort by

Secondary sort by

Group By

Report Output

Choose how you want to receive the data from this report.

Display
Open the report for viewing on the screen.

Email
Send the report in a format suitable for automated data processing.

Report 2 Unregistered Individuals by Last Recorded League Game.

Note: Registered Until Date must be less than Last Recorded League Game

- ▶ Personal Details
- ▶ Parent/Guardian
- ▶ Contact Details
- ▶ Interests
- ▶ Identifications
- ▶ Financial
- ▶ Medical
- ▶ Other Fields
- ▼ Member Type - Player
 - League Career Games
 - Junior ?
 - Senior ?
 - Veteran ?

Selected Fields

First Name
 Filter: Remove X

Family Name
 Filter: Remove X

Registered Until
 Filter: Less Than (dd/mm/yyyy) Remove X

Last Recorded League Game
 Filter: Equals (dd/mm/yyyy) Remove X

Run Report

Page 18

Report 3 Fund Received Report

Finance > Funds Received Report

▼ Details

- Transaction ID
- Payment For
- Payment For ID
- Payment Log ID
- Payment Date
- Distribution ID
- SP Invoice Run
- League
- Club Payment for
- Transaction Club
- Line Item Total

Selected Fields

Date Funds Sent by SP Remove
 Filter: Equals (dd/mm/yyyy)

Product Remove
 Filter:

Payment From Remove
 Filter:

Money Received (after fees) Remove
 Filter:

Options

Show Unique Records Only Summary Data All Records

Sort by

To communicate collectively to the group of individuals listed in the report you can then save the report and communicate via remembered report.

Scoresheets and Stadium Scoring

For both when an individual's registered until date is less than the date game played a "U" will appear next to their name indicating that they are 'unregistered'.

Appendix A: Frequently Asked Question

Why do we assign a product to an individual and not just update their registered until field?
Products provide us with a historical log with information on when the person last registered financial information (if required) and a complete history of previous registrations. However, the “registered until field” is overwritten with every renewal, and therefore does not provide administrators with a clear history.

We only have “last registered date” recorded against our members, how do we communicate to them to renew their membership.

Whilst the ‘renewal’ in product setup will be the best process to use in future until your member has an initial product recorded against their registration details you won’t be able to use this feature.

In the meantime we suggest you generate a report, capturing those individuals with a date last registered more than 12 months ago. Note – your parameters for Date Last Registered may vary depending on your association’s requirements, and the date that you run the report.



The screenshot shows a web interface for configuring a report. It is titled "Selected Fields" and contains four rows of field selection options. Each row has a checked checkbox, a label, a filter dropdown, a date input field, and a "Remove" button with an 'X' icon.

- First Name
Filter: [dropdown]
- Family Name
Filter: [dropdown]
- Last Registered
Filter: Less Than [dropdown] 31/12/2012 (dd/mm/yyyy)
- Email
Filter: [dropdown]

At the bottom of the configuration area is a green button labeled "Run Report".

Once you are confident that you have created the correct report – save it.



The screenshot shows a simple interface with the title "Saved Reports" and a single blue button labeled "SAVE".

You can then send a message directly to these individuals through communicator.

Ensure you put a link to the registration form URL in the body of the email (see Publication of a Registration Form).

LEVEL SELECTION Default Basketball Association ... LEAGUE

Dashboard Members Competitions Clubs Teams **Communications** Registrations

Communicator - Options

Select from the options below:-

- Send a Message** Create and send a message to your members via email or sms
- Team Renewals Send preset team entry invitations to existing team
- ~~Member Renewals~~ Send preset member entry invitations to existing members
- Manage Custom Groups Set up and manage communication groups

Communicator - Specify Recipients

Select who you want to send the message to:

Recipient Options

- Membership Group** These groups are created based on Member types and organisational contacts
- Custom Group These groups are created manually.
- Saved Report** These groups are created based on the results of Saved Reports.

