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2017-18 Club & Member Registration Guide

New Clubs –

To register with a new Basketball Club/Team with BI, email registrationqueries@basketballireland.ie

Existing Clubs -

Login via Registration link on <http://www.basketballireland.ie/>

Click on the [Registration Link](#) or <http://bi.comortais.com/Account/Login.aspx>

You will be asked to Enter Username & Password –

This will bring you to your clubs dashboard

From here you will be able to renew your clubs registration and/or members registration *(you will now be able to register your technical officials within Comortais, more details below).*

*Please note the 'Traffic Light' system in place to easily identify your members status -

a. **RED** – unregistered



b. **BLUE** – Pending Payment (not registered)



c. **GREEN** – Fully Registered



To renew your Clubs registration

- Click the 'Register Club Only' button

To renew your players registration

- You will not be able to renew a player until your club fee has been paid. If the club fee is not paid when you go to register a player, it will be added to the total of the registration of the players selected.

- Go to your players list
- You can then select ALL or choose who you wish to renew by selecting the box to the left of the players name as outlined in the diagram below



- Click Register (Appears at top of players List)



- A registration summary will appear on the next screen showing what you are renewing and how much in total, see below.

ish ▾ Basketball Ireland Log off

Theme: Black Tie ▾

[p](#) [Venues](#) [Referees](#) [Registration](#)

Player Registration (ABFRC)		
Reg. Number	Details	Total
	Club Registration	150.00
1571735/DLBB/1516	Registration Fee:22.00	22.00
1571734/DLBB/1516	Registration Fee:22.00	22.00
		194.00

Pay Now
Pay Later

- You can choose to pay now or pay later.
- The Pay Later option allows you send in a cheque to BI who will process the payment in full.
 - This option will only be available for 2016-17 season, thereafter payments will only be facilitated by online payment
- You will receive a receipt when payment has been made
 - **Until payment is made, no member or club is deemed registered.**
 - **The Area Boards have login credentials to monitor the clubs in their region so it is the clubs responsibility to ensure all are registered.**
- Once payment has been made, your club & players are fully registered.

Adding, Renewing or Registering Technical Officials

- This year we have migrated all of our technical registered members, that were registered last season, over to Comortais.
- Each technical member has a unique URL link for their profile. If you do not receive this email, please email registrationqueries@basketballireland.ie for this.
- You can do two things
 - o You can select all of the categories applicable to that person

Reg. Number:

Date of Birth:

Last Name:

First Name:

Phone:

E-Mail:

Team:

Country of Origin:

Address:

Gender:

Previous Club:

Area Board:

Member Type:

<input checked="" type="checkbox"/> Player	Fee: €22 U18; €12 U13; €0
<input checked="" type="checkbox"/> Associate	Fee: €22 U18; €12
<input checked="" type="checkbox"/> Coach	Fee: €22 U18; €12
<input checked="" type="checkbox"/> Commissioner	Fee: €45
<input checked="" type="checkbox"/> Referee	Fee: €77 Intro; €50
<input checked="" type="checkbox"/> Table Official	Fee: €45 U18; €22
<input checked="" type="checkbox"/> Team Manager	Fee: €22
<input checked="" type="checkbox"/> Volunteer/Parent	Fee: €0

Grade: Area:

Grade:

Reg Expires:

Club Registration Expires: 30/06/2017

National League Player

Notes:

Player Login URL: <http://test.comortais.com/regplayer.aspx?orgid=1001&id=27979&p=5873194864320>

- o As you can see above, you can select all the categories that apply to you if you wish.
- o When you select Coach, Referee or Table Official, you must choose your grade and for referees, also your area association, from the drop down list.
- o When you are done, you can
 - Save Changes only and register another time
 - Register now

- All prices are calculated that you should only pay the highest fee applicable to your selected categories

Player Registration (18+ TEST CLUB)			
Member	BI Number	Details	Total
Player, Test	3027979/DLBB/1617	Registration Fee:77.00	77.00
Total			77.00

I accept these terms and conditions

TERMS AND CONDITIONS

- In becoming a member of Basketball Ireland, I agree to abide by the Basketball Ireland Code of Ethics for Children's Sport & Basketball Ireland's Code of Conduct, both of which can be downloaded from the BI download section of the website.
- I agree to abide by BI Regulations and National and/or Local competitions regulations as applicable.
- I understand that all official correspondence from Basketball Ireland will be issued to me via the email address(s) provided on this form. I agree to notify the office should the contact details specified on this form change during the season.
- I declare that the particulars of this application are correct and that I am enclosing the appropriate fee as calculated above.
- I understand that my club may appear in the publication of photographs and videos recorded at Basketball Ireland events.
- I hereby confirm that I am aware of the Anti-Doping Regulations and Penalties in force for official competitions of Basketball Ireland. I agree to submit to the doping control tests (including out of competition tests), to accept the results of such tests and to abide by the respective regulations as applicable from time to time. I also agree to Basketball Ireland and my club to forward my personal data to relevant parties, where necessary, for use in connection with doping test controls.

[Privacy Policy](#)
[Returns and Refunds Policy](#)
[Secure Payments](#)
[Terms and Conditions](#)

- Above you see the price is €77 for the test member with all categories selected.
- Below is an example of a player and a table official

Reg. Number:	<input type="text"/>	Date of Birth:	<input type="text" value="01/12/1993"/>
Last Name:	<input type="text" value="Player"/>	First Name:	<input type="text" value="Test"/>
Phone:	<input type="text" value="0123456789"/>	Email:	<input type="text" value="pq.com@gmail.com"/>
Team:	<input type="text"/>	Country of Origin:	<input type="text" value="Ireland (Republic)"/>
Address:	<input type="text" value="Home Co. Here"/>	Gender:	<input type="text" value="Male"/>
Previous Club:	<input type="text"/>	Area Board:	<input type="text" value="Dublin Ladies Basketball Board"/>
<input checked="" type="checkbox"/> Player Fee: €22 U18:€12 U13:€0 <input type="checkbox"/> Associate Fee: €22 U18:€12 <input type="checkbox"/> Coach Fee: €22 U18:€12 <input type="checkbox"/> Commissioner Fee: €45			
Member Type: <input type="checkbox"/> Referee Fee: €77 Intro:€50 <input checked="" type="checkbox"/> Table Official Fee: €45 U18:€22 <input type="checkbox"/> Team Manager Fee: €22 <input type="checkbox"/> Volunteer/Parent Fee:€0	Grade: <input type="text" value="Level 1"/>		
Reg Expires:	<input type="text"/>	Club Registration Expires:	30/06/2017
<input type="checkbox"/> National League Player	Notes: <input type="text"/>		

Player Login URL: <http://test.com/tables.com/regplayer.aspx?orgid=10018&d=27979&e=6873194864120>

Player Registration (18+ TEST CLUB)			
Member	BI Number	Details	Total
Player, Test	3027979/DLBB/1617	Registration Fee:45.00	45.00
Total			45.00

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- I agree to abide by BI Regulations and National and/or Local competitions regulations as applicable.
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- Player and table Official calculates as €45

Editing Clubs Details

- If your clubs details such as secretary, designated person or CPO and changed, you can update this information
 - Click Club Details
 - Edit required fields
 - Save Details
- **The CPO field is compulsory for all clubs that have members under 18 years of age.**

Adding New Players

- Click Add New Player
- Enter the data in the required fields
 - Required fields
 - Last Name
 - First Name
 - Email
 - Phone
 - Team **(*Optional)**
 - Country of Origin **(*if not Ireland)**
 - Date of Birth
 - Previous Team/Club (if any)
 - Address
 - Gender

The screenshot shows a web form for adding a new player. The form is divided into four tabs: 'Details', 'Underage', 'Uploads', and 'Confirmation'. The 'Details' tab is active. The form contains the following fields:

- Reg. Number:
- Date of Birth:
- Last Name:
- First Name:
- Phone:
- Email:
- Team:
- Country of Origin:
- Address:
- Gender:
- Previous Club:
- Area Board:
- Member Type: Player Official Parent
- Technical Fee Paid:
- Reg Expires:
- Club Registration Expires: 30/06/2017

Red arrows point to the following fields, indicating they are required: Date of Birth, Last Name, First Name, Email, Country of Origin, Address, Gender, and Previous Club. A 'Save and confirm player details' button is located at the bottom of the form.

- For U18 members, you will be required to populate the 'Underage' tab with parent/guardian information

Further Options Available

- Within your clubs dashboard and players lists, you have added options available to help with the functionality for your members. These options include
 - o Filters
 - o Search Function
 - o Changing Team (Appears when you re-select an existing member)
 - o Changing Manager (Appears when you re-select an existing member)
 - o Uploads

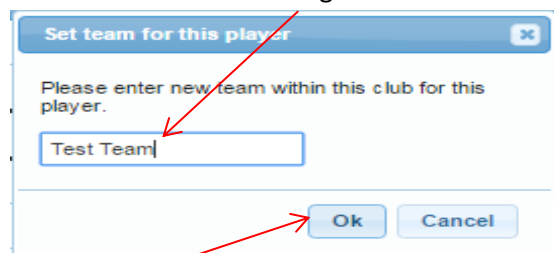
Filters

- o You can filter your members by
 - All Players
 - Registered (green dot – fully registered)
 - Registration Pending (Blue dot - Selected for registration but **UNPAID**)
 - Not Registration (Red Dot)
 - Unconfirmed New Players (Newly added but not yet approved by Association (BI))



Changing Team

- o This functionality allows you to 'Tag' or edit a group of members that belong to the same team.
 - Select all members for that team
 - Click Change Team button
 - Enter Team Name in dialog box



- Click OK
- Search by team name and all members within this group appear
- You can then register that group together or make changes to team manager/coach etc.

[Add Player](#)
[Club List](#)
[Club Details](#)
[Club Events](#)

DOB	Age	U	Team	Reg.			Message
23/09/2006	11	U12	Test Team	30/06/2017	<input type="button" value="i"/>		RHW
24/02/1972	44		Test Team	30/06/2017	<input type="button" value="i"/>		RHW

Uploads

- In this section you can upload anything that may be relevant to your registration

[Details](#)
[Underage](#)
[Uploads](#)

File Upload

Type:

Other:

Player Login URL: <http://test.com/ortais.com/regplayer.aspx?orgid=1001&id=279795p=6873194864320>