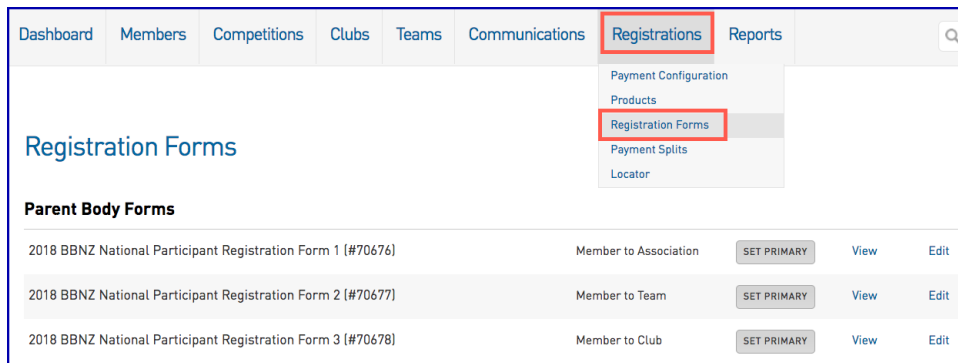


Accessing Registration Forms

Last Modified on 20/12/2017 2:09 pm AEDT

This will guide administrators through the process of accessing **Registration Forms**, and how they can send them out to their members for registration.

1. Hover over **Registrations** from the top navigation bar and click on **Registration Forms**.



The screenshot shows the SportsTG web application interface. The top navigation bar includes 'Dashboard', 'Members', 'Competitions', 'Clubs', 'Teams', 'Communications', 'Registrations', and 'Reports'. The 'Registrations' menu is open, showing options: 'Payment Configuration', 'Products', 'Registration Forms', 'Payment Splits', and 'Locator'. Below the navigation bar, the page title is 'Registration Forms'. Underneath, there is a section titled 'Parent Body Forms' with a table listing three forms:

Form Name	Member to	Actions
2018 BBNZ National Participant Registration Form 1 (#70676)	Member to Association	SET PRIMARY View Edit
2018 BBNZ National Participant Registration Form 2 (#70677)	Member to Team	SET PRIMARY View Edit
2018 BBNZ National Participant Registration Form 3 (#70678)	Member to Club	SET PRIMARY View Edit

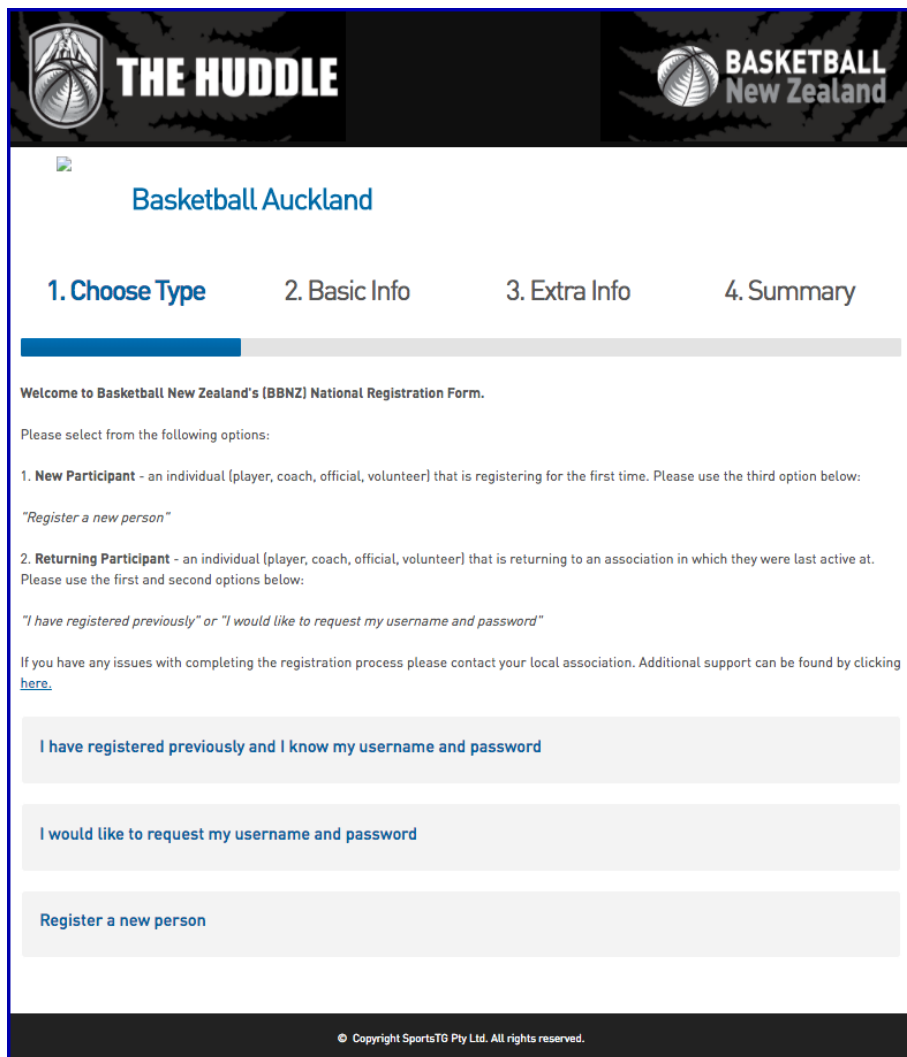
There are three National BBNZ Registration Forms which appear:

- 2018 BBNZ National Participant Registration Form 1 - Member to Association
- 2018 BBNZ National Participant Registration Form 2 - Member to Team
- 2018 BBNZ National Participant Registration Form 3 - Member to Club

2. To access the front facing registration form (view the member will see), click the **View** button.

Dashboard	Members	Competitions	Clubs	Teams	Communications	Registrations	Reports	
Registration Forms								
Parent Body Forms								
2018 BBNZ National Participant Registration Form 1 (#70676)				Member to Association		SET PRIMARY	View	Edit
2018 BBNZ National Participant Registration Form 2 (#70677)				Member to Team		SET PRIMARY	View	Edit
2018 BBNZ National Participant Registration Form 3 (#70678)				Member to Club		SET PRIMARY	View	Edit

This takes you to the registration form your members will use to register.



Basketball Auckland

1. Choose Type 2. Basic Info 3. Extra Info 4. Summary

Welcome to Basketball New Zealand's (BBNZ) National Registration Form.

Please select from the following options:

1. **New Participant** - an individual (player, coach, official, volunteer) that is registering for the first time. Please use the third option below:
"Register a new person"

2. **Returning Participant** - an individual (player, coach, official, volunteer) that is returning to an association in which they were last active at. Please use the first and second options below:
"I have registered previously" or "I would like to request my username and password"

If you have any issues with completing the registration process please contact your local association. Additional support can be found by clicking [here](#).

I have registered previously and I know my username and password

I would like to request my username and password

Register a new person

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Each registration form has a unique URL. You can copy this URL and add it to your website, email, Facebook or any other forms of communication that you use.

<https://membership.staging.sportstg.com/regofrm.cgi?aID=5525&pKey=b4db5e42b86989047407a552f3e07e80&formID=XXXXX>

