

BASKETBALL QUEENSLAND BASKETBALL CONNECT

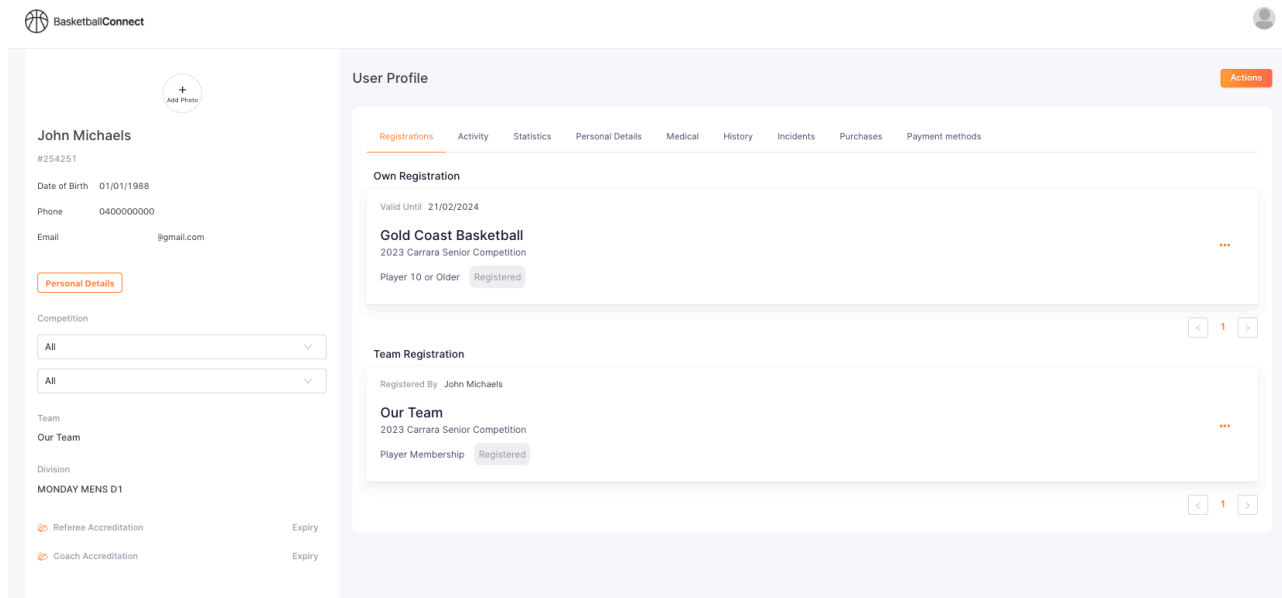
TEAM CAPTAIN GUIDE

The new competitions platform designed for the Queensland basketball community.



Once you have registered your team for a competition in BasketballConnect, you will receive instructions to login.

You will see your user profile which will provide a history of everything about you since joining BasketballConnect



Your personal details will display on the left side of the screen along with any teams you are registered to.

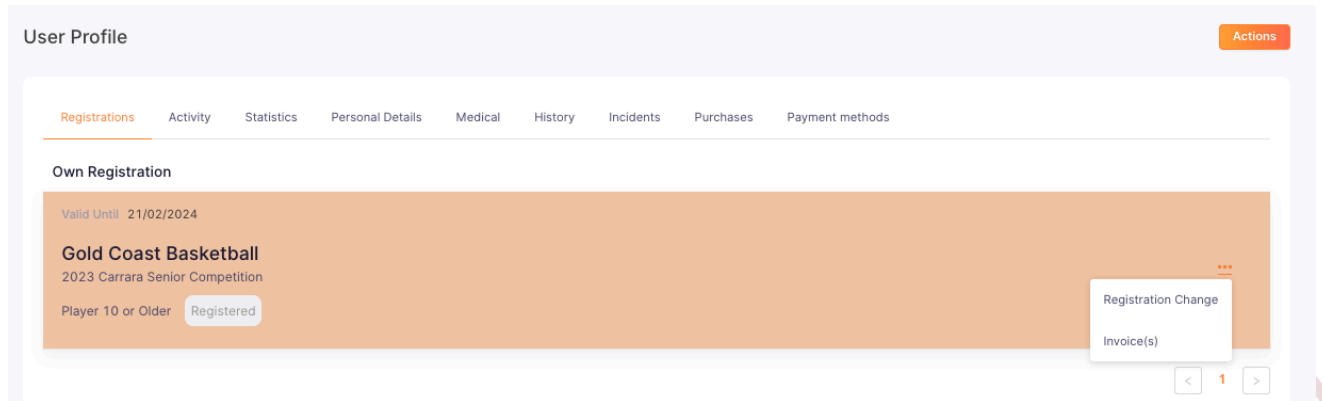
The various **tabs** across the top of the screen, will allow you to access/edit your information and registrations.

The **Registrations tab** will show your current and previous competition registrations including any competition you have transferred from or de-registered from.

If you are a team captain and have registered a team, you will see this under **Team Registration**

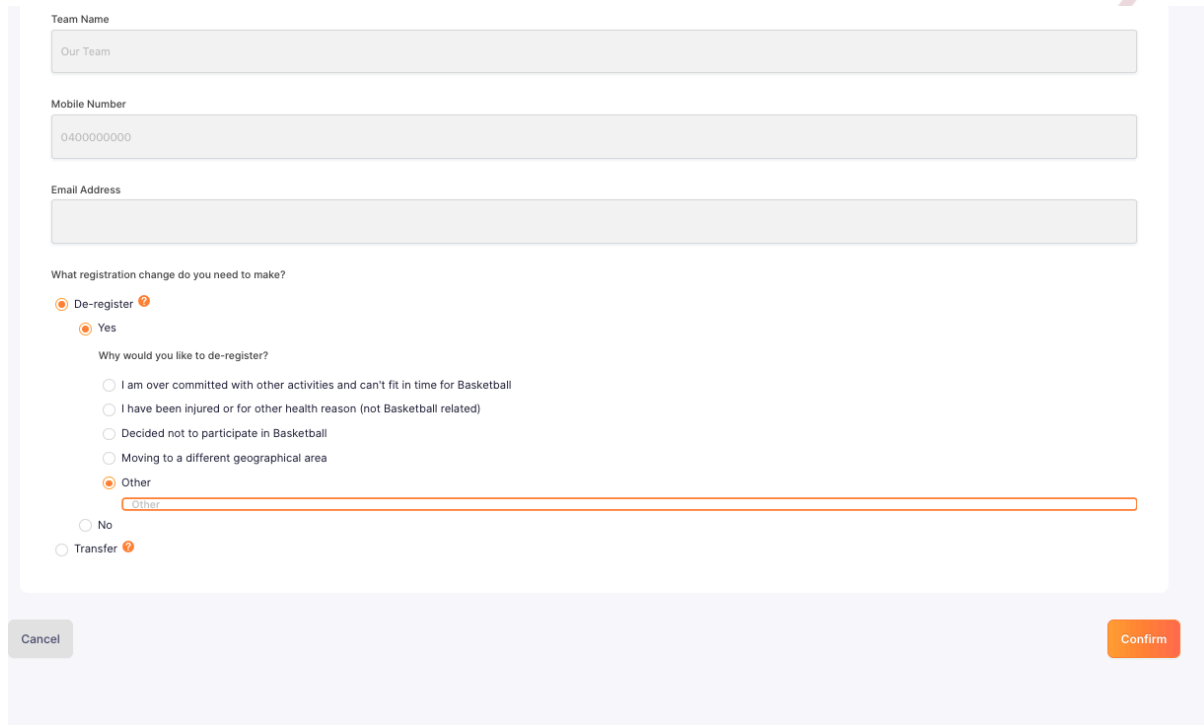
You can **de-register** or **transfer** from a competition in your **Registrations tab** of your profile.

Select the **3 dots** next to the competition you want to de-register or transfer from then select **Registration Change**



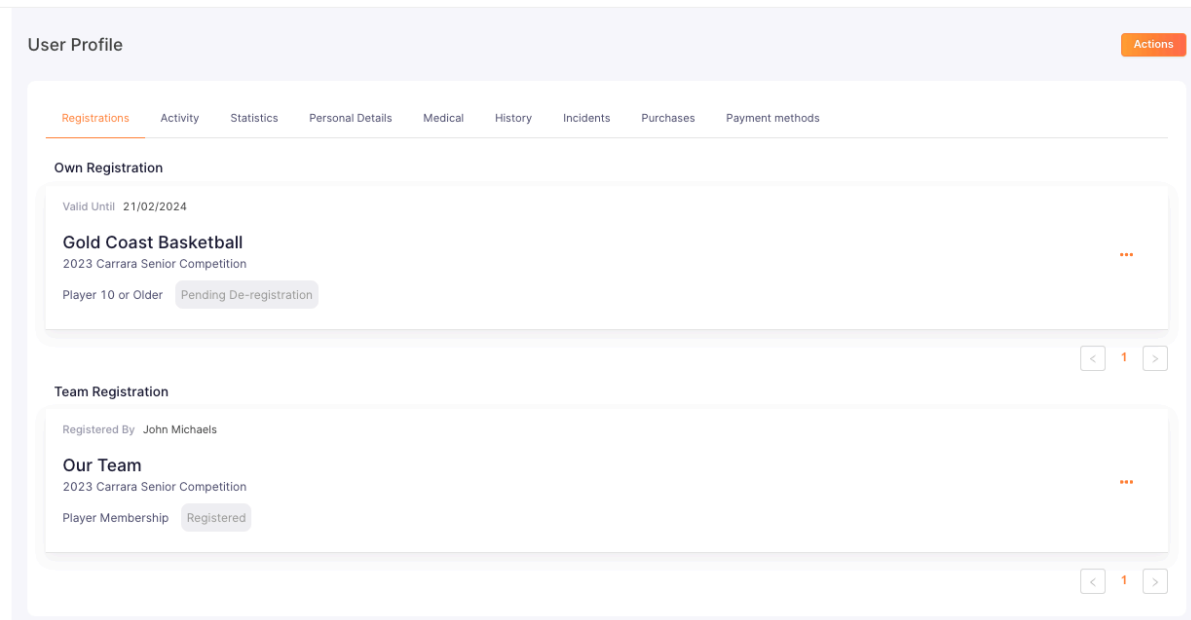
The screenshot shows the 'User Profile' page with the 'Registrations' tab selected. Under 'Own Registration', there is a card for 'Gold Coast Basketball' with a 'Valid Until' date of 21/02/2024 and a 'Registered' status. A three-dot menu is open on the right side of the card, showing 'Registration Change' and 'Invoice(s)' options. The page also has a navigation bar with tabs for Registrations, Activity, Statistics, Personal Details, Medical, History, Incidents, Purchases, and Payment methods.

Follow the prompts on the next screen then select **Confirm**



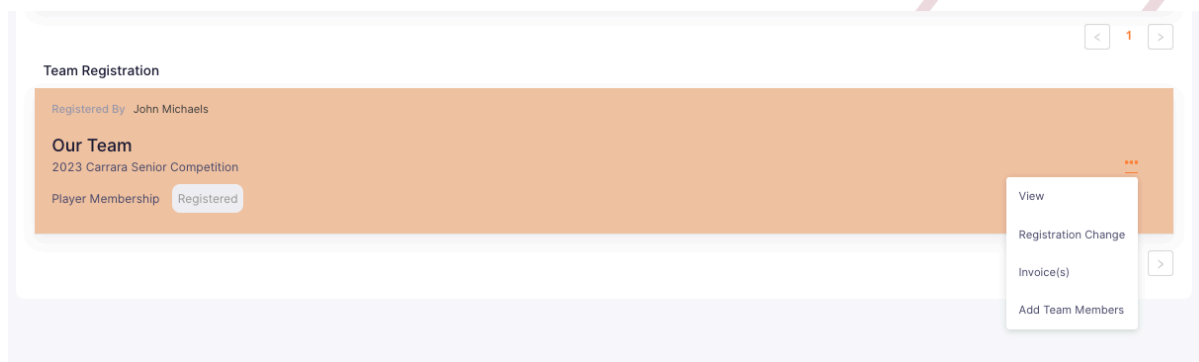
The screenshot shows a confirmation form for a registration change. It has three input fields: 'Team Name' (containing 'Our Team'), 'Mobile Number' (containing '0400000000'), and 'Email Address'. Below these is a question: 'What registration change do you need to make?'. The 'De-register' option is selected, and 'Yes' is chosen for the reason. The reasons listed are: 'I am over committed with other activities and can't fit in time for Basketball', 'I have been injured or for other health reason (not Basketball related)', 'Decided not to participate in Basketball', 'Moving to a different geographical area', and 'Other' (which is selected). There are 'Cancel' and 'Confirm' buttons at the bottom.

You will see **Pending de-registration** or **Pending transfer** under the competition in your **Registrations tab**. There is nothing more you need to do as your club, association and BQ will now go through the approval process for you and provide you with any refunds if you are eligible.



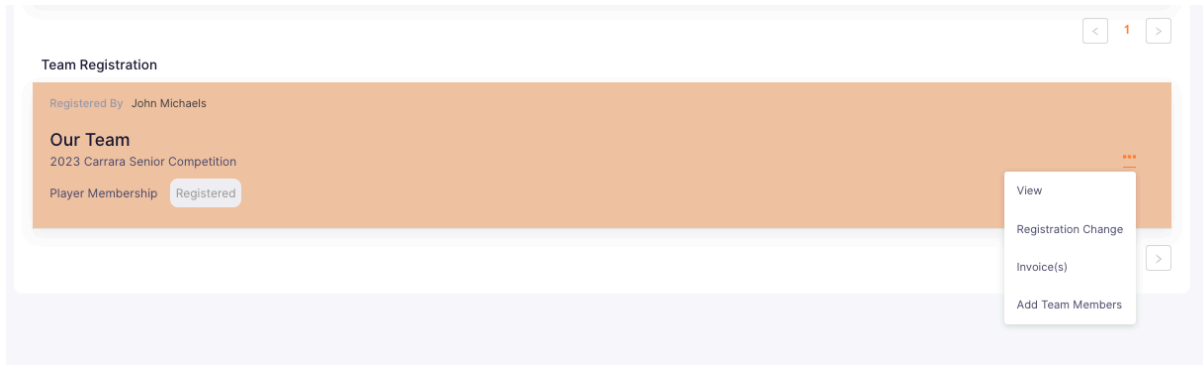
The screenshot shows the 'User Profile' page with an 'Actions' button in the top right. Below the navigation tabs (Registrations, Activity, Statistics, Personal Details, Medical, History, Incidents, Purchases, Payment methods), there are two registration sections. The 'Own Registration' section shows 'Valid Until 21/02/2024' and a card for 'Gold Coast Basketball' (2023 Carrara Senior Competition) with a 'Pending De-registration' status and a three-dot menu icon. The 'Team Registration' section shows 'Registered By John Michaels' and a card for 'Our Team' (2023 Carrara Senior Competition) with a 'Registered' status and a three-dot menu icon. Both cards have pagination controls showing '1'.

If you have registered a team, as the team captain you can also de-registered your team from a competition by selecting the **3 dots** next to your team and following the same process.



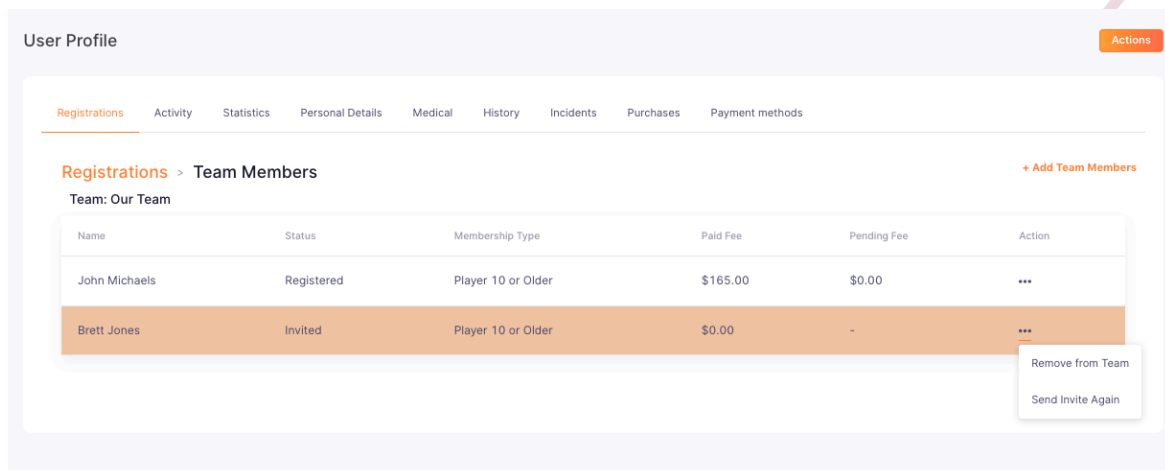
This screenshot shows the 'Team Registration' section for 'Our Team' (2023 Carrara Senior Competition) with a 'Registered' status. A dropdown menu is open next to the three-dot menu icon, listing the following options: 'View', 'Registration Change', 'Invoice(s)', and 'Add Team Members'. The page also shows 'Registered By John Michaels' and pagination controls for '1'.

You can also add team members by selecting the **3 dots** next to your team then selecting **Add Team Members** or **View**



Selecting **View** will display your team and show you who has been invited and who has completed their registration.

You can also add team members here by selecting the orange **+ Add Team Members** at the top right, remove team members by selecting the **3 dots** next to their name, or resend their invitation if they didn't receive it upon your registration.



If you need to resend the invitation, a pop-up will appear where you can enter their details for them to receive the invitation.

