



Basketball Wales
Online Registration User
Guide v1

WWW.BWREGISTRATIONS.COM

BWREGISTRATIONS.COM is an online membership website operated by Basketball Wales (BW)) to allow people to register and licence as either Players, Coaches, Referees, Table Officials, Team Follower/Volunteers and Associate Members. Once you have registered you will be fully insured and eligible to participate in all BW sanctioned events.

Membership fees for the 2014/15 season are as follows

Membership Type	Fee
Senior	£17
U18	£12
U16	£7
U14	£7
U12	£2
U10	FREE
Team Follower/Volunteer	FREE
Associate Member	£10

Membership for Coaches, Referees and Table Officials are as per the age category they fall into. Anyone who registers as a player can for no additional cost be registered as a coach, referee and or Table official provided they hold the relevant qualifications.

For a full breakdown of the membership benefits please click this link below to view our registration pack.

<http://basketballwales.com/index.php?downloadreq=55326>

Getting Started

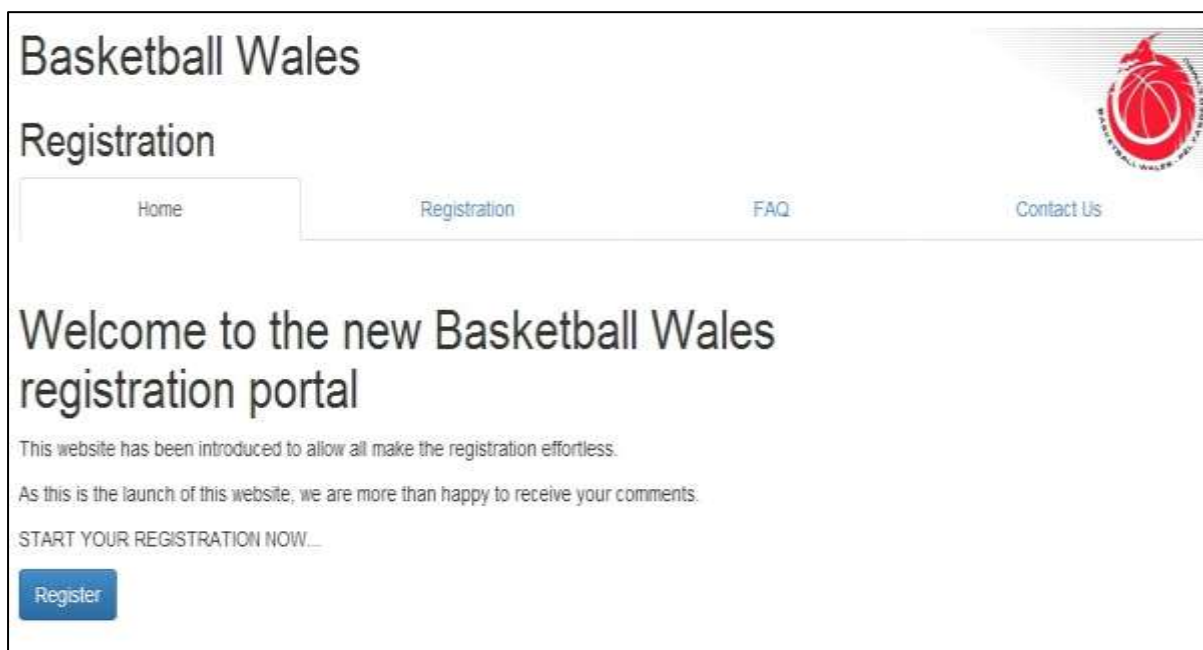
For best performance of this system we would recommend you use Google Chrome, or if unavailable the latest version of Internet Explorer.

To complete the registration process successfully you will need to have a **Credit/Debit Card** for payment of the BW Licence (if applicable), as well as a photograph of yourself or the person that is going to be licenced stored on your PC. Please note that for the photo to upload correctly it needs to be **less than 1MB** in size. Please reduce the picture size/quality before you start this procedure.

Home Page

Once you have navigated to www.bwregistrations.com the home page will open.

Now you are ready to start the registration process. Remember to have your payment card ready, and a photo of the person that is being registered stored on your PC - Click **REGISTER**



The screenshot shows the Basketball Wales registration portal. At the top left, the text "Basketball Wales" is displayed in a large, dark font. Below it, the word "Registration" is written in a slightly smaller font. In the top right corner, there is a red circular logo featuring a basketball and the text "BASKETBALL WALES" around the perimeter. Below the logo, there is a navigation menu with four items: "Home", "Registration", "FAQ", and "Contact Us". The "Registration" item is highlighted with a blue underline. The main content area features a large heading: "Welcome to the new Basketball Wales registration portal". Below this heading, there are two lines of text: "This website has been introduced to allow all make the registration effortless." and "As this is the launch of this website, we are more than happy to receive your comments." Below the text, there is a link that says "START YOUR REGISTRATION NOW..." and a blue button labeled "Register".

Step 1. D.O.B

- At this step you will need to enter your date of birth.
- If you are registering someone who is under 18 you will need to enter their date of birth.
- The system will automatically calculate the age group and the fee you will need to pay.
- Once this is done click **NEXT**.

Basketball Wales

Registration



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Step 1 - Your D.O.B.

Welcome to the Basketball Wales registration page. As first step, please Select the date of Birth of the Registerer.
(If under 18, you will require to provide guardian information later in the process).

Select your D.O.B.:

Please make sure you are entering the registerer DOB and not the guardian info. They will be required later in the process.

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Step 2. What to Register for

- At this step you will need to select what you, or the person you are registering for, are registering as. e.g. Player, Coach, Referee, Table Official or a combination.
- Here you can select multiple options. Simply click on the relevant buttons and select your qualification level for each.
- Please note that qualification levels will be checked by Basketball Wales and clarification may be required after the registration process is completed.
- If you don't know or simply can't remember what level qualification you currently hold select **UNSURE**. BW will follow this up after registration is complete.
- When you have finished click **NEXT**.

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Step 2 - What to register for

In this page you will have to select what you are registering for.

Player Coach Referee Table Official Team follower Associate Member

Your Coach Level :
Unsure
None
Unsure
Leader/activator
Level 1
Level 2
Level 3
UKCC Level 1
UKCC Level 2
UKCC Level 3

Player some explanation of a player
Coach some explanation of a player
Referee some explanation of a player
Team follower some explanation of a player

Please select on or more option by clicking the button. When finished click next.

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Step 2 - What to register for

In this page you will have to select what you are registering for.

Player Coach Referee Table Official Team follower Associate Member

Your Table official Level:
Unsure
None
Unsure
Level 1
Level 2
Level 3

Player some explanation of a player
Coach some explanation of a player
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Team follower some explanation of a player

Please select on or more option by clicking the button. When finished click next.

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[Referee](#)

[Table Official](#)

[Team follower](#)

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In this page you will have to select what you are registering for.

- [Player](#)
- [Coach](#)
- [Referee](#)
- [Table Official](#)
- [Team follower](#)
- [Associate Member](#)

Your Referee Level: [Unsure](#)

Your Table official Level: [Unsure](#)

Your Coach Level: [Unsure](#)

Player some explanation of a player

Coach some explanation of a player

Referee some explanation of a player

Team follower some explanation of a player

Please select on or more option by clicking the button. When finished click next

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Step 3 - Personal Information

- At this step you will enter the personal information of the licensee.
- If you are registering someone under the age of 18 you will need to enter the name and address of that person, but the contact number and email address should be of the parent/guardian.
- Please ensure the **email address** is correct as the BW licence will be sent to this address.
- If registering as a Player please select which **Club** you play for e.g. Swansea Storm.
- Please also select the league for which the club plays. The options are: **North Wales Basketball Association, South Wales Basketball Association, Mid and West Wales Basketball Association**; for University clubs please choose **BUCS**.
- Then select **Gender**.
- Once you have completed all the personal information click **NEXT**.

Step 3 - Your Information

This is the last information we will require before continuing to the payment page. Please make sure all the information provided are correct.

First Name*:

Last Name*:

Address*:

Postcode*:

Contact Number*:

Club:

Height: FT IN

League of registration*:

Gender*:

Nationality:

Email Address*:

Confirm Email*:

Step 4 – Your Picture

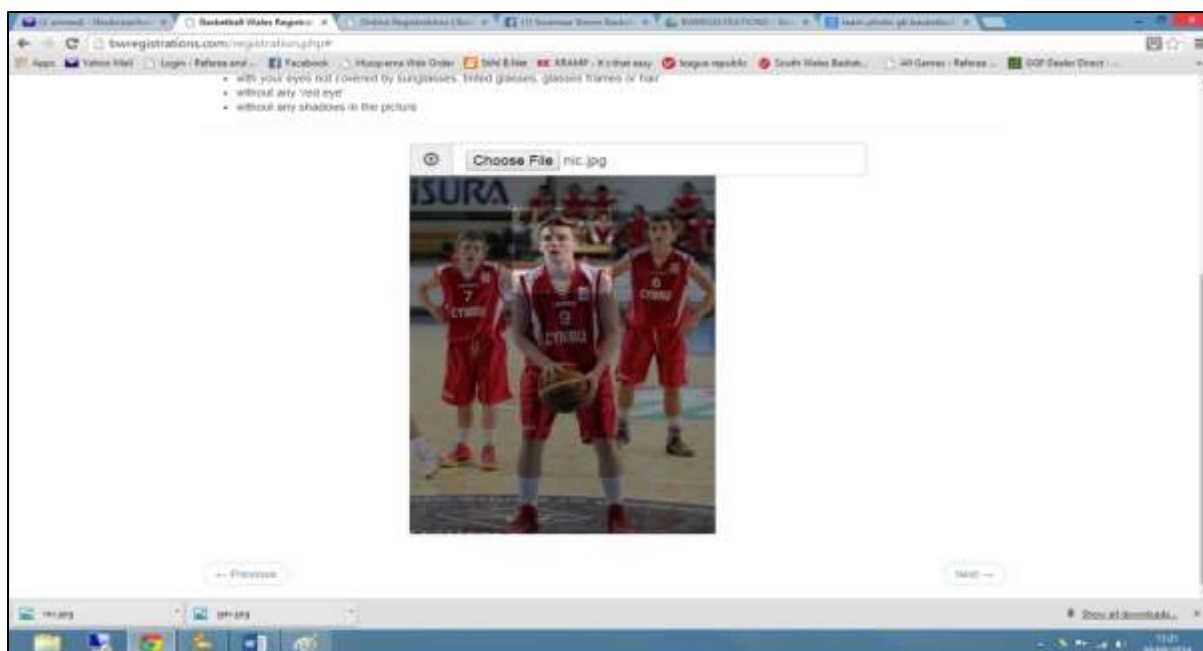
- At this step you will need to upload a photo of yourself or the person you are registering.
- Click on the **Choose File** button and locate your picture (**Less than 1MB**).
- Once your image has loaded please crop the photo to highlight the face as this will be used by referees when checking licences during all Basketball Wales sanctioned competitions.
- Click **NEXT**.

Step 4 - Your picture

Now we need you to upload a picture that will be used to create your unique license card. Please make sure the picture is clear, as this will be used by referee to identify players at the start of the match. Your photos may be rejected unless they show you:

- facing forward and looking straight at the camera
- with a neutral expression and your mouth closed
- without anything covering the face
- in clear contrast to the background
- without a head covering (unless it's worn for religious or medical reasons)
- with eyes open, visible and free from reflection or glare from glasses
- with your eyes not covered by sunglasses, tinted glasses, glasses frames or hair
- without any 'red eye'
- without any shadows in the picture





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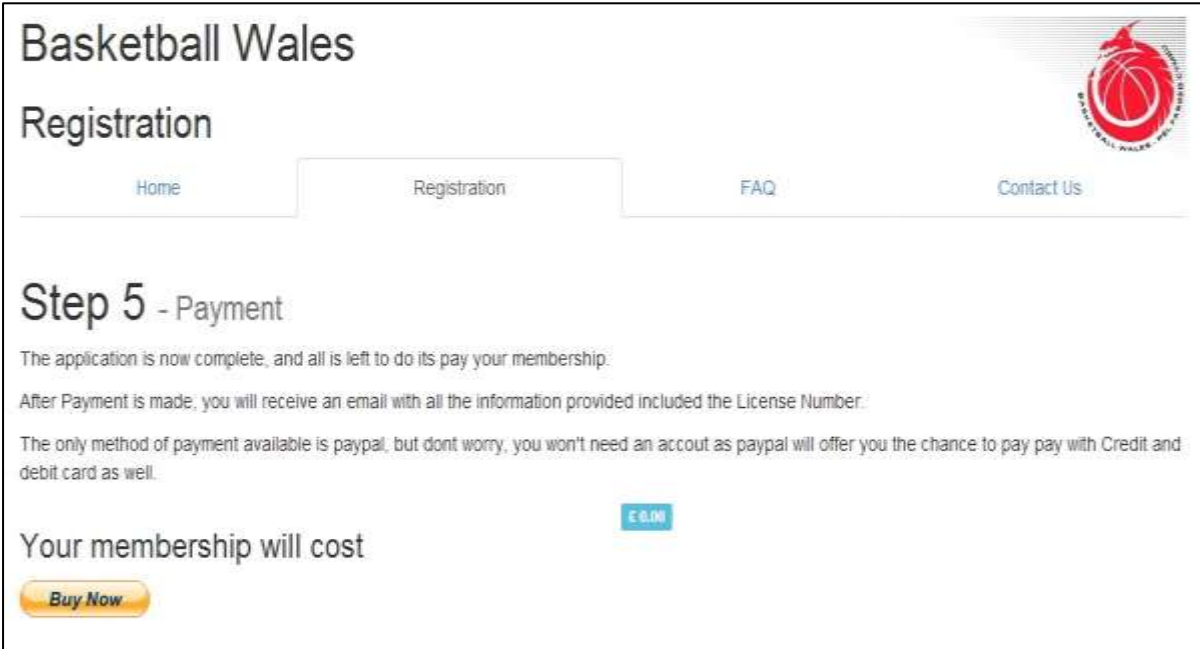


We are saving the images, this operation may take up to 2 minutes.

You will be redirected to next page when the images will be processed successfully.

Step 5 – Payment

- You have now completed the application process. Now all you have to do is make the payment.
- The amount you are required to pay will show on this screen.
- Accept the Terms and Conditions listed.
- Then click **BUY NOW**.
- You will then be navigated to Pay Pal to complete the payment process.
- If you have a Pay Pal account simply enter your email and password and complete payment.
- If you don't have a PayPal account don't worry! Simply select the '**Pay with debit or credit card**' option where you will be asked to enter your card details.



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Step 5 - Payment

The application is now complete, and all is left to do is pay your membership.

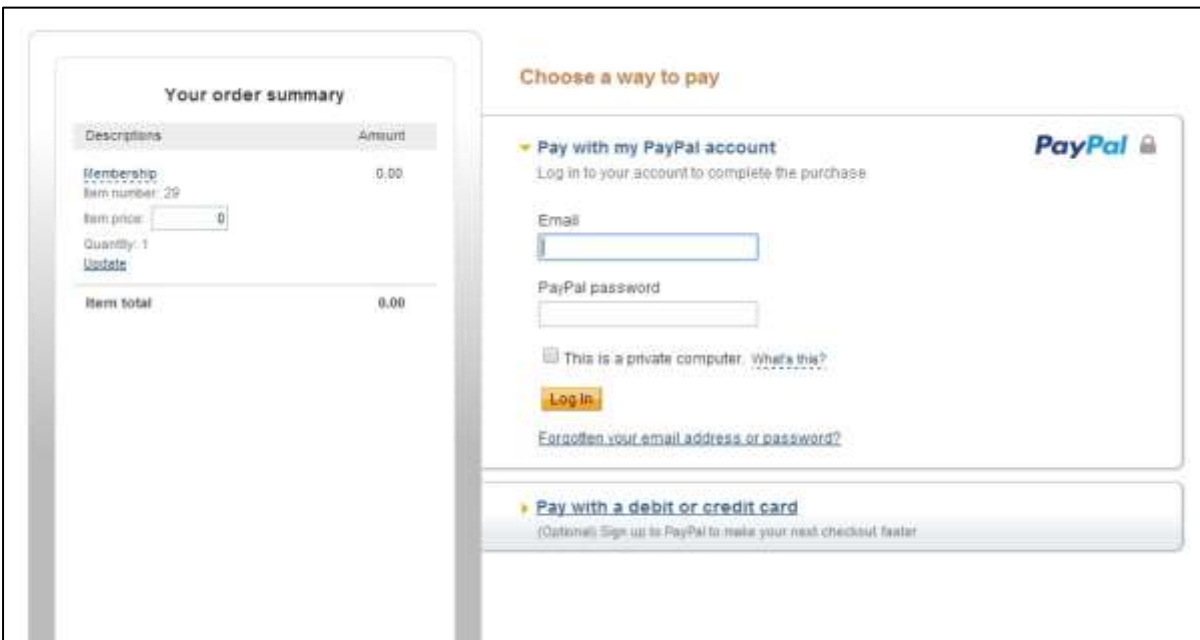
After Payment is made, you will receive an email with all the information provided including the License Number.

The only method of payment available is paypal, but don't worry, you won't need an account as paypal will offer you the chance to pay with Credit and debit card as well.

£ 0.00

Your membership will cost


Buy Now



Your order summary

Descriptions	Amount
Membership Item number: 29	0.00
Item price: <input type="text" value="0"/>	
Quantity: 1	
Update	
Item total	0.00

Choose a way to pay

Pay with my PayPal account 

Log in to your account to complete the purchase

Email:

PayPal password:

This is a private computer. [What's this?](#)

Log In

[Forgotten your email address or password?](#)

Pay with a debit or credit card

(Optional) Sign up to PayPal to make your next checkout faster

That's it all done!

- You have now successfully completed your registration with Basketball Wales.
- You will now receive an email from BWREGISTRATIONS.COM with your unique BW licence number and all the relevant details you will need this season.
- Please print this email out and keep it on you when you attend any BW sanctioned game as you may be asked to produce proof that you are licenced by a BW Referee.
- If you have licenced as a player your club will automatically receive a copy of your licence for their records and they will also be instructed to take copies of the licences with them for all BW matches.
- If you experienced any issues when using this website please send us a message via the **CONTACT US** tab or email membership@basketballwales.com
- Have a great season!