

Individual Registration: My players/coaches say they have completed registration BUT they are not in the system.

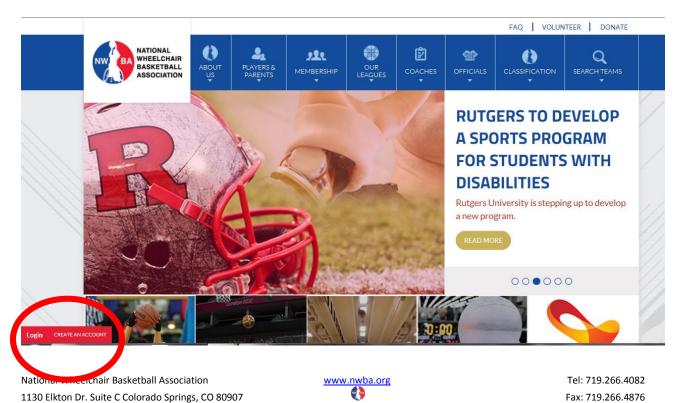
Registration is a 2 step process. <u>Both steps must be completed</u> to be fully registered.

Step #1 – Sign up for a Sport Ngin Account

Every Individual member (coaches, players, officials, classifiers, volunteers, etc.) will need to register as a SportNgin user. This is a brand new platform, your old NWBA username and password WILL NOT work in this system.

This is a quick 3 minute process.

This is only the first part of the Individual registration process. Players, coaches etc will not show up in the NWBA system if they only do the SportNgin registration.





Go to the NWBA Website. Find the **RED Login box** in the lower left corner.

Click on Create an Account

Individuals will register with their Name, email, username, password and phone number.

Once registered in the SportNgin system, you will receive a Confirmation Email similar to this, which you have to respond to:



Action Required: Account Activation for National Wheelchair Basketball Association

Hi Luis,

Welcome, and thank you for creating an account on the National Wheelchair Basketball Association website.

To confirm your email address and activate your account, please click on the following link or paste the URL into your browser:

https://login.sportngin.com/account/activate/ 25b65cbd8c9522fe032d4171a5de4e 7a7b4505f51fc26e946531d764e757f491? set_site_id=9310&next_url=http://www.nwba.org

Your Username is: lamaro37

You have 72 hours to activate your account before it will be removed from our system.

Thank You,

National Wheelchair Basketball Association http://www.nwba.org





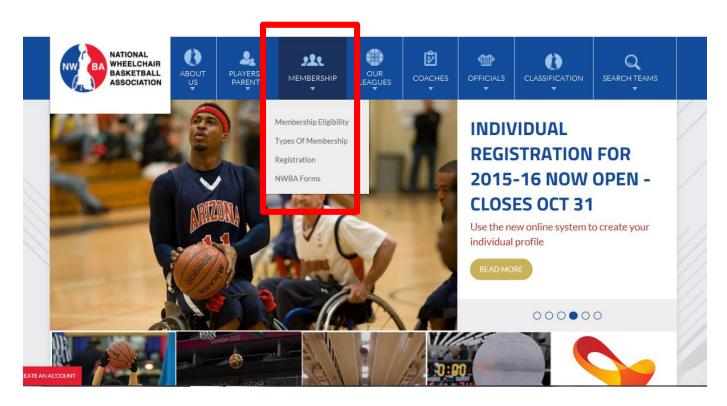


Each person needs to respond to this email by clicking on the link to activate your SportNgin Account within 72 hours of regsitration.

Once your account is activated you will be directed to the NWBA Individual Registration site. Your user name and password **should be saved** and available for future access to your individual registration information.

Step #2 - Individual Registration as NWBA Member

Once registered with SportNgin return to the website and pick the Membership tab.



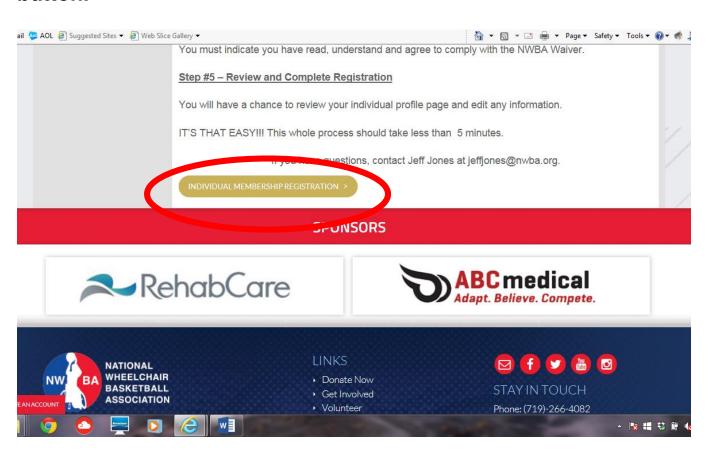
Click on Registration





Review the information so you will be ready to respond to the registration questions.

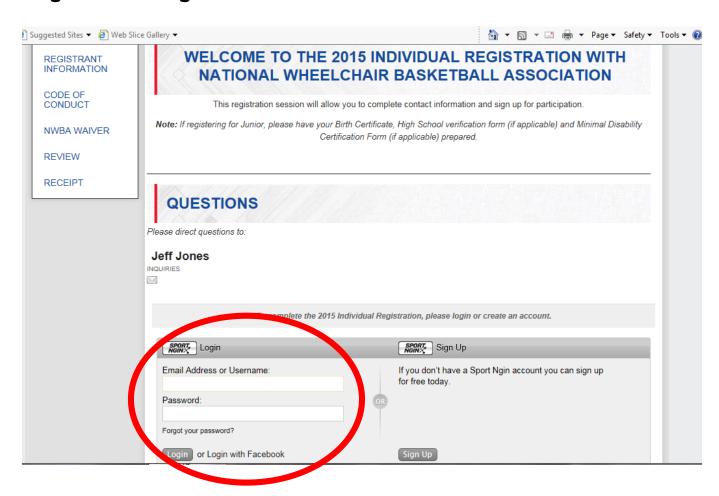
Scroll to the bottom of the page and click on the registration button.







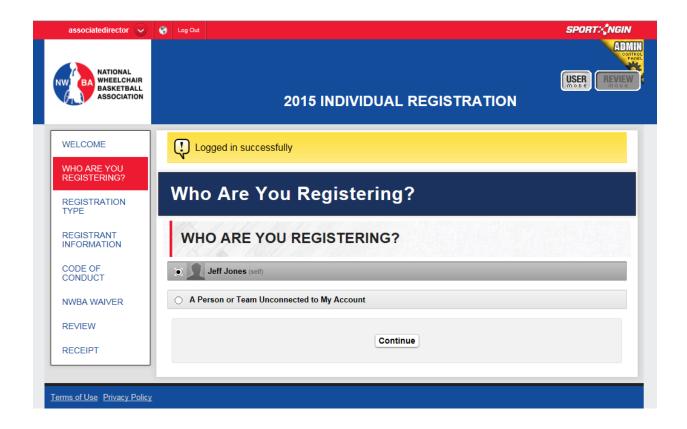
You should now be on the NWBA 2015 Individual Registration Page.



You wil need to log in with your email address or SportNgin Username and password. If you can not remember your password, use the forgot password option.







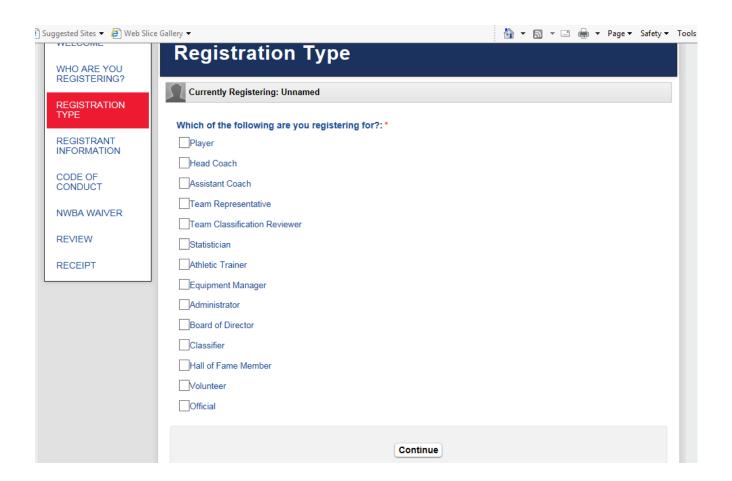
Select you name and click on continue...

If you are a Team Representative registering a player select option 2...A person or team unconnected to my account. It is very important that when registering other people that you use their email and that you inform them tht they have to respond to a Registration Email that will be sent to them so that their membership is activated.





If your player does not have an email account use a team account of the Team Representative's account.



Check off all that apply and click on Continue... the rest is simply responding to the requested information.

Registrant Information

Name, address, gender, race, disability, date of birth, and a secondary email address.





Additional Registrant Information

Division, Team, number of years playing, t-shirt size, military status.

Note: If your team is not listed on the pull down menu, select "other" and type in your team name.

Note: Junior Forms – when registering a Varsity or Prep player, you will need to have a Birth Certificate, Minimal Disability Form and High School Verification Form ready to scan and upload for each player.

Note: If you selected more than one team position, you will need to complete this section more than once.

Step #3 – NWBA Code of Conduct

You must indicate you have read, understand and agree to comply with the NWBA Code of Conduct.

Step #4 – NWBA Waiver

You must indicate you have read, understand and agree to comply with the NWBA Waiver.

Step #5 - Review and Complete Registration

This is your chance to review your individual profile page and edit any information.

If you play on or coach more than one team, you need to complete the register process for each team. After your first registration, most of your information will already be filled in.

Once complete you will receive an email with your membership profile. If you DO NOT receive an email with summary of your membership profile you did something wrong and you are not in the system. Start over and make sure you complete all registration qustions.

www.nwba.org



Information needs to be changed on Team or Individual profile

The following link is designed to help you through issues of registration and editing information in your profile or profile of one of your team members.

How does a Registrant edit their entry

- http://help.sportngin.com/customer/portal/articles/1670496

If you are still having difficulty, please email the Sport Ngin Help Center (help.sportngin.com).

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