

Registering Online with City of Sydney Basketball Association (CSBA)

Introducing an easier way to renew your BNSW membership

1. Simply visit www.sydneybasketball.com.au
2. You'll notice an icon that looks exactly like this, click it.



3. You will then be directed to the BNSW online registration service, which looks like this:



4. Let's look closely at the 3 buttons in the login area and see what they mean.



The **log in** icon is for existing users that have already set up their BNSW online service. If you have already set up your account this is what you would click to renew or browse your membership history.

The **new user** icon is for players who are completely new to basketball and do not have a BNSW registration number. This button has caused a lot of confusion, DO

NOT CLICK THIS ICON IF YOU HAVE EVER PREVIOUSLY BEEN REGISTERED WITH BNSW. If you play elsewhere and have previously paid BNSW registration fees, then your details are on the system and you do not need to create a new account.

The **forgot password** icon is for members who have previously registered with BNSW and who have a registration number. It may feel awkward clicking **forgot password** when you have never created a password, but this is what you need to do in order to maintain your current information in the BNSW system.

5. Let us explore the **forgot password** icon a little more. If you currently play in a CSBA domestic competition and you noticed on game day that there was a registration expiry notice next to your name on the scoresheet eg. John Smith [EXP: 7/5/14], you need to renew your membership. After clicking **forgot password** you will see this screen, simply fill in the prompts:

Reset Password

Welcome to basketball registration. This page is for people who have forgotten their previously held on-line user name and password AND people who have never logged in, but they have already been issued a NSW Basketball registration number and registration card. We will send you an email with a login name and password.

Forgot Password? Tell us your date of birth and name and surname. We will display your secret question - you tell us your secret answer. You may also tell us your email address if this has changed. Please contact your local association if you have forgotten your secret answer.

Never Logged In? Tell us your date of birth and name and surname and email address. We will ask you for your secret question and your secret answer. You may also tell us your email address if this has changed.

First Name

Surname

Date of Birth 1 | Jan | 2011

E-mail

6. After completing these details you will be asked to fill in a secret question and secret answer. Once you've done this click, "send password". An email will be sent to you containing your registration number, a randomly generated password as well as a link. Click on the link, which will direct you to the main login page shown in step 3.

7. It is important to note that your user name is your BNSW registration number. Use this number to login and the randomly generated password from the email and then click **log in** from the main page (step 3.)

8. If successful you will be directed to a page showing your details which are stored on the BNSW database. To edit your details simply click "update your details" in the top task bar (as shown below):



From here you can edit your details. It is recommended that at this stage you change your password to something more easily remembered. The "Change Password" box


is located in the bottom left hand corner of the update details page. Once you are satisfied with your edit, simply click “submit.”

9. Now it is time to pay fees. In the above task bar shown in point 8 simply click **pay fees**. After this, you will notice a list will come up of your registration history. To

add a new registration simply click

[add new registration](#)

10. You will then be directed to a page for you to insert your details. **You have to ensure that the association listed is City of Sydney:**

Association 

Your registration type:

Registration Type Primary Secondary

A secondary registration (or affiliation) is for a player who is currently registered with another Association, but plays in our domestic competition. Please note if you are a current representative player for Sydney Comets your primary registration must be with the City of Sydney Basketball Association. Secondary registrations will be discussed further in point 17.

11. Next phase is to make sure that you are registered under the correct category:

Senior (over 18)

Junior (Under 14, 16 & 18)

Miniball (under 10 & 12)

Category/Year Senior 2014

[show history>>](#)

Are you registering as a player? 

You can register as a player and register in other categories as well, but you cannot play if you have not registered as a player.

If you are not registering as a player uncheck the tick. If you are a referee, team manager or coach click these other roles shown in this box.

Your roles (tick one or more)

- Coach
- Manager
- Referee
- Official
- Statistician
- Administrator
- Trainer
- Volunteer

Once you are happy with all the details you have entered click 'yes' that the details are correct and then click "validate".

12. A similar page will now appear with the addition of the added by-laws of BNSW. You must click each box before you can continue registering.

Local registering body's By-Laws Yes, I agree to be bound by them, as displayed [here>>](#)
NSW Basketball Association Tribunal By-Laws Yes, I agree to be bound by them, as displayed [here>>](#)
Risk Management Yes, I accept the risk management statement, as displayed [here>>](#)

13. Confirmation of your new registration will appear, with the fee quotation attached. click "accept" to proceed.

14. A list of your registration history with your new registration will be displayed. Click "press to pay" to proceed.

15. Complete your payment details and click "authorise payment". If the transaction was successful you will see on your screen a receipt of payment. You will also receive an email once your registration is processed. Once all is complete don't forget to log out from the BNSW online registering service.

16. Now we will investigate the [new user](#) option. This is for players that have never registered with BNSW before and do not have a BNSW registration number. If you have any questions/doubts about your registration status speak to the court supervisor or call the stadium on 9699 3822. If you aren't previously registered and have clicked [new user](#) you will be asked to complete some personal details about yourself. Please make sure that your default association is listed as City of Sydney. Once satisfied click create "new user". From here the process is much the same as if you clicked forgot password.

17. A note about affiliations, if you are affiliating (secondary registration) with City of Sydney, this means your primary registration is with another Basketball Association. You need to ensure that your primary registration is current before the BNSW online system will accept your payment for secondary registration. If you believe that your primary registration is current, but the online registration system is indicating that this is incorrect, you will have to contact the association with whom you have your primary registration. To make sure your secondary registration is processed correctly please make certain that the association is listed as **City of Sydney** and registration type is secondary (Junior under 18 or Senior over 18). The process of payment is then the same as the points listed above.

18. If you have any questions please do not hesitate to contact the CSBA on 9699 3822.