**HOW TO COMPLETE A TEAM MEMBER REGISTRATION**

**Via email initiation**

If you have received an email inviting you to complete your team registration, follow the steps below:

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| 1 | The email will contain a link which will take you to the registration form. |
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| 2 | If you have not competed in a competition using BasketballConnect before, select **New User – Register**  If you have previously used BasketballConnect, enter your login details |
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| 3 | The competition details will appear on the screen |
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| 4 | **If you have a Game Day profile, ensure you enter your details exactly as they were in Game Day:**  **First Name**  **Last Name**  **Phone Number**  **Email Address**  This will offer you a profile to claim |
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| 5 | If you have entered your details to match Game Day, a pop-up will offer you a profile to claim  Follow the prompts to claim your BasketballConnect profile which will include your current BQ membership information |
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| 6 | Confirm your email address |
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| 7 | Once your profile has been claimed, select **Next** |
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| 8 | Enter your emergency contact details then select **Add Details** |
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| 9 | Enter the details in the required fields then select **Review Order** |
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| 10 | This screen will give you a summary of your registration  Ensure you agree to the Terms and Conditions before continuing to the payment screen |
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| 11 | If you are paying by Direct Debit, enter your bank details then select **Submit** |
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| 12 | If you are paying by Credit Card, enter the details then select **Submit** |
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