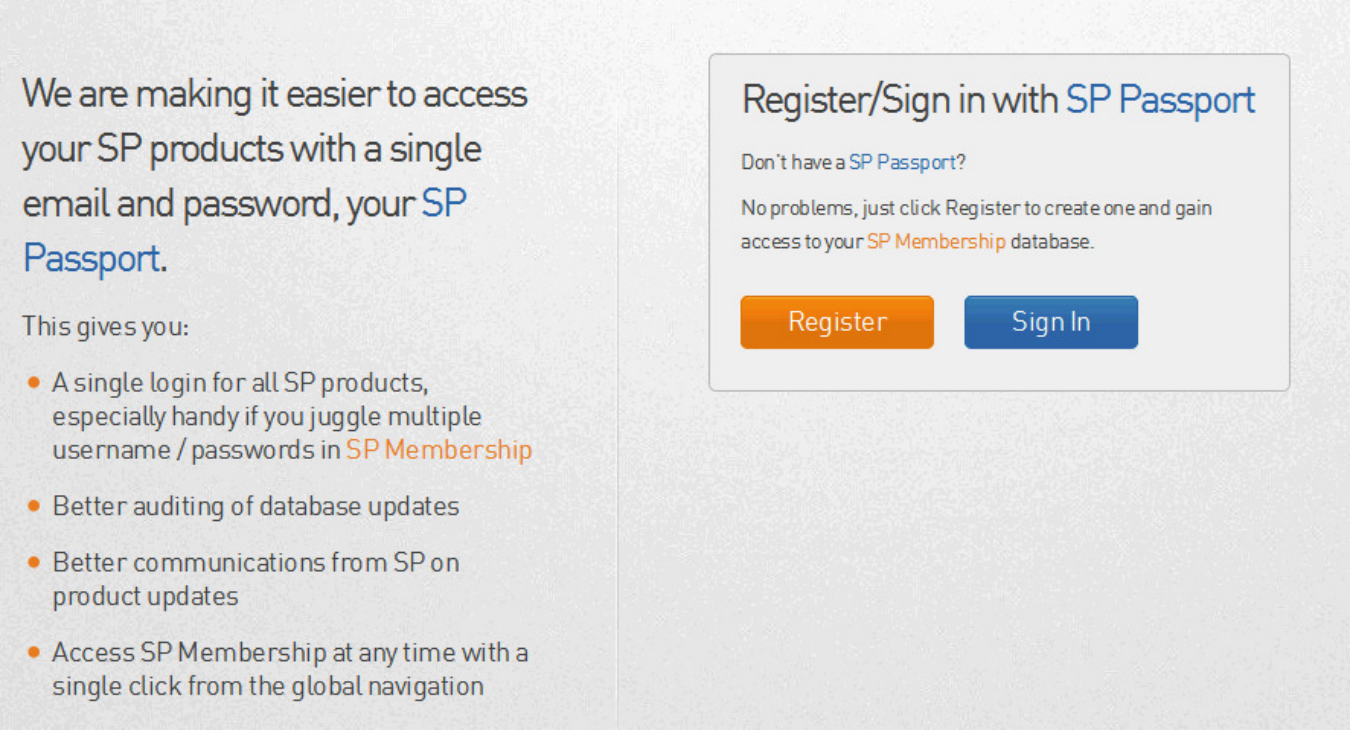
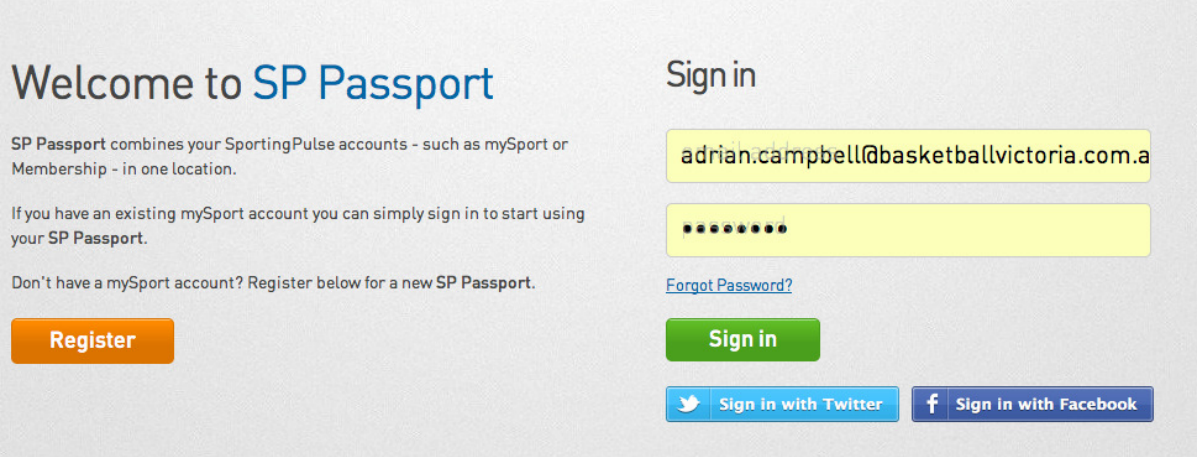
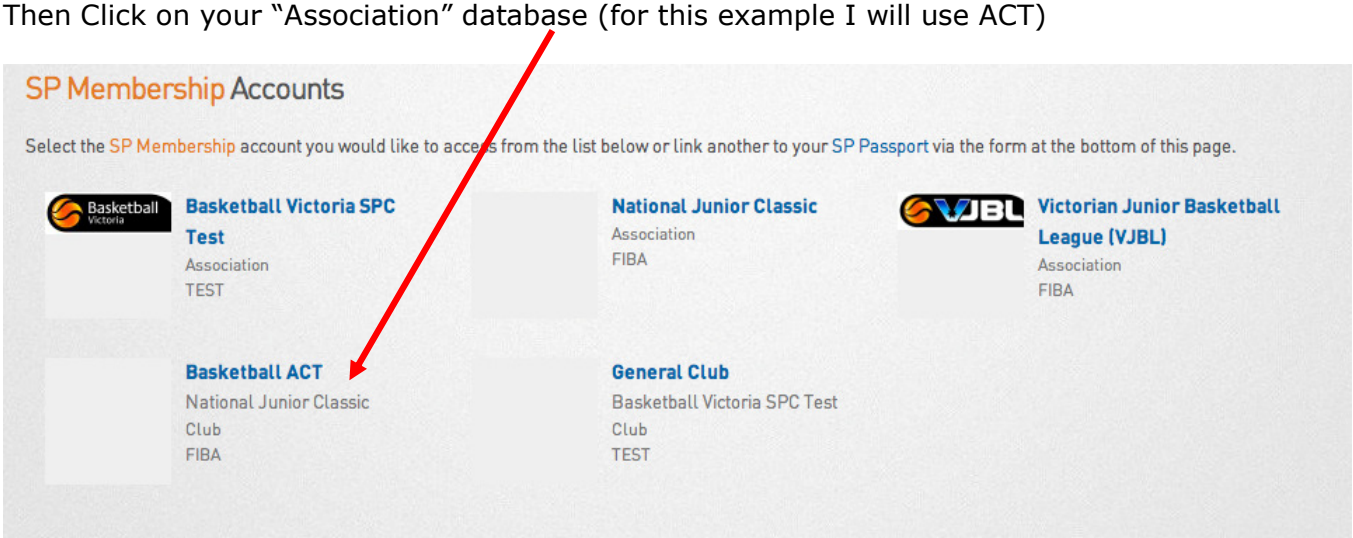
2017/18 MUVJBL GRADING
PLAYER REGISTRATION INSTRUCTIONS



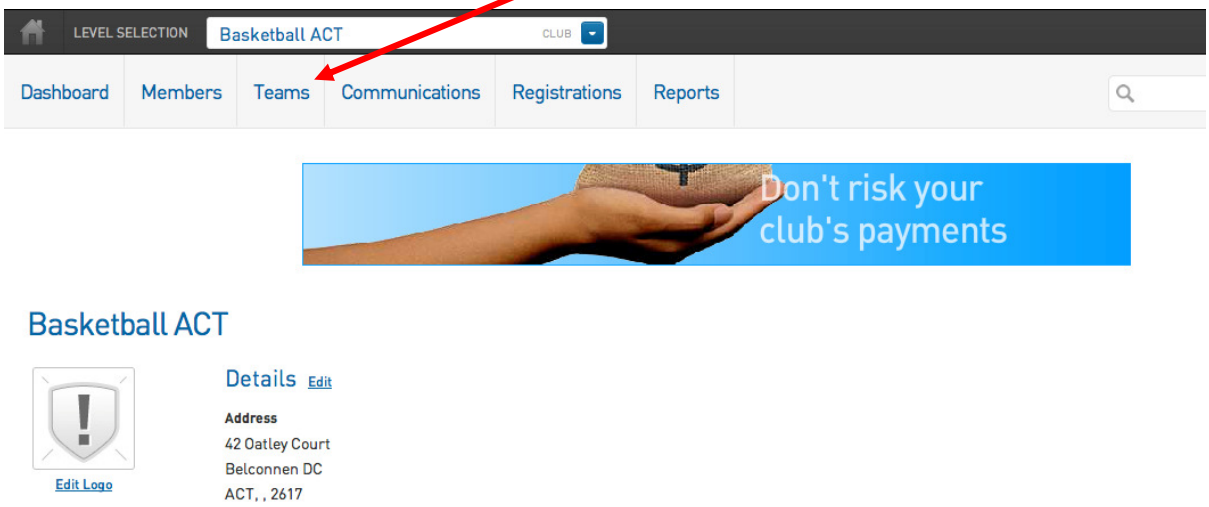
You will need to enter your SP Passport and Password to sign in.
(Please remember to send me your SP Passport Username first if you are the one VJBL contact)



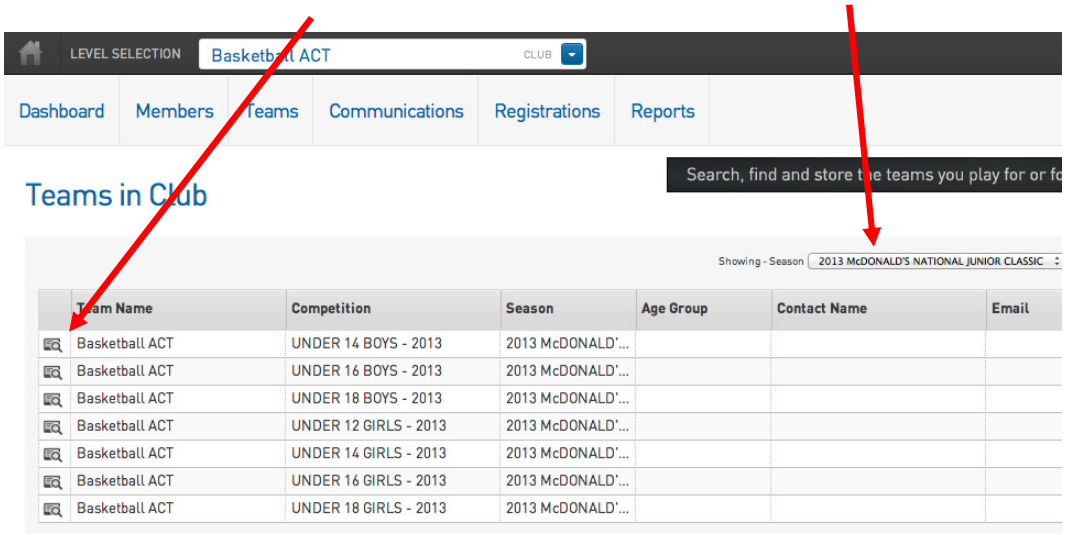
Then Click on your "Association" database (for this example I will use ACT)



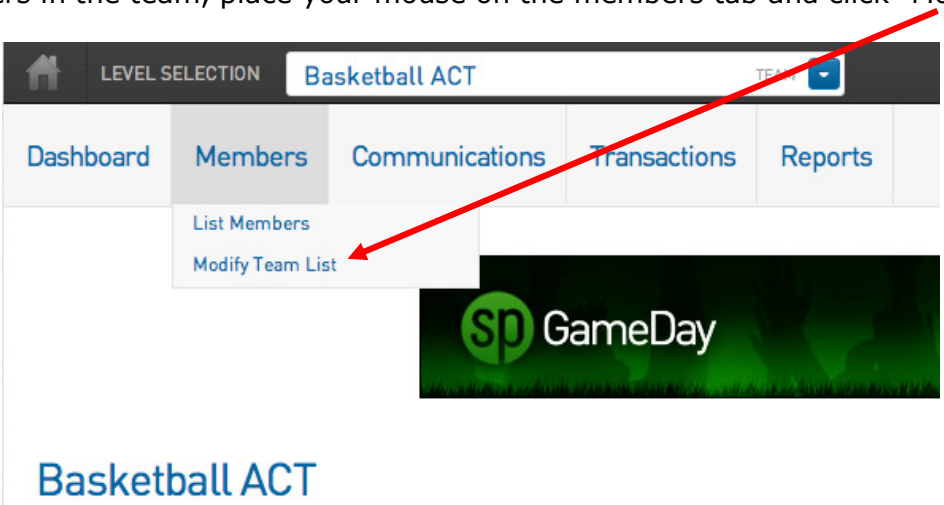
When you enter your home page, click on "Teams"



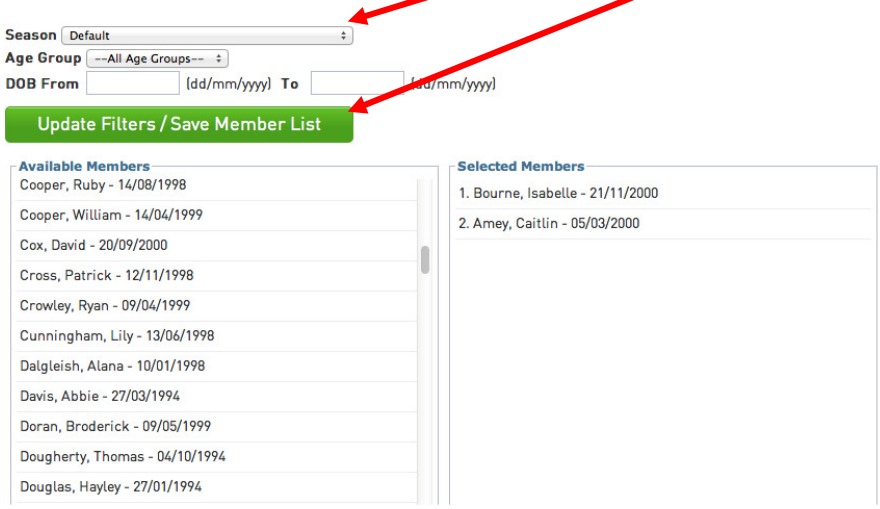
Then click on the team you wish to edit. (if no teams appear change season to 2017/18)



To edit members in the team, place your mouse on the members tab and click "Modify team list"

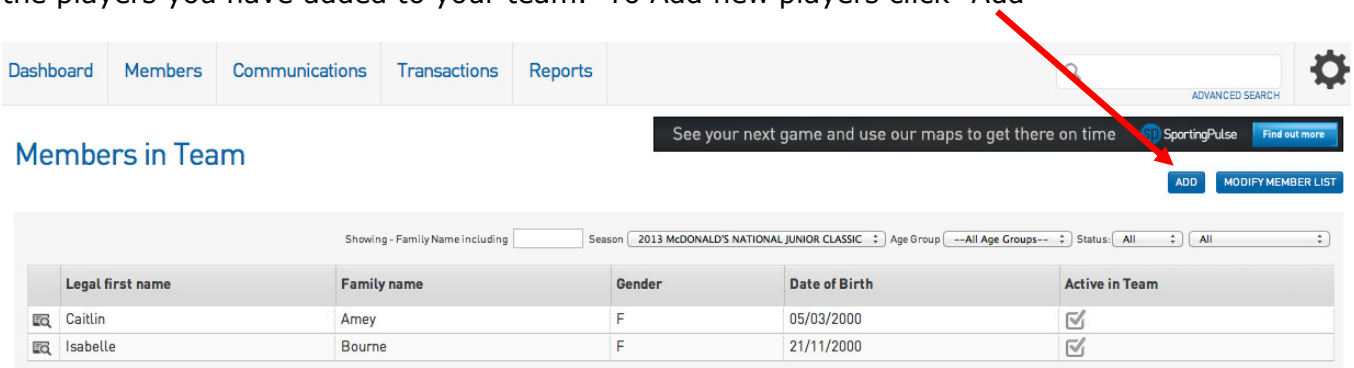


Some players will be registered from previous years, so you can modify your team list by dragging these players across into their teams and click "Update Filters/Save Member List". If no players appear, change the season tab to 'All Seasons'

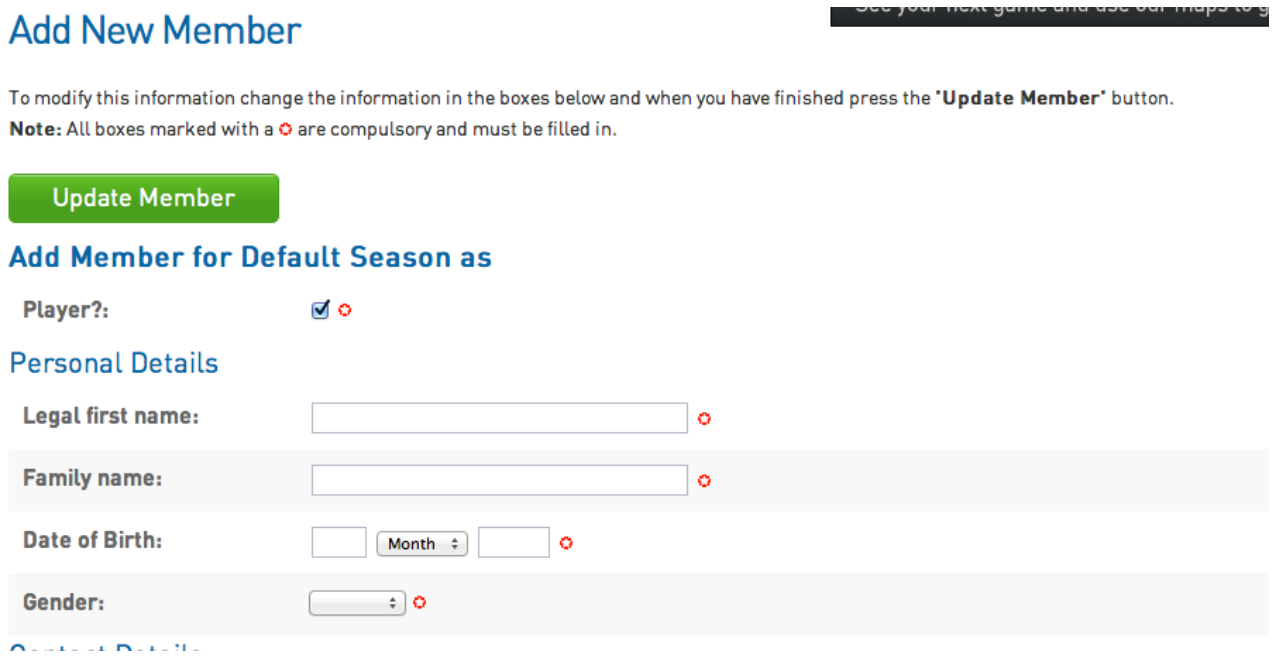


Players not appearing in the above list will need to be registered.

To Add a new player, instead of clicking on modify team list, click "List Members", it will show the players you have added to your team. To Add new players click "Add"



All details with a 'red o' are compulsory fields and must be completed.



You may get the following member is Possible Duplicate message, however this is ok and will need to be resolved by the MUVJBL Administration.

Member is Possible Duplicate The Member you have added possibly duplicates another record that already exists in this system. This Member has been temporarily added but their details will not be available. They will remain this way until your League has resolved this issue.

Complete the steps for each team entered into the 2017/18 Grading Games.

You can log back into the system at any time up until the start of Grading Phase One to make changes if required to any of the entered information.

Should you require any help with this process please feel free to contact the MUVJBL office on (03) 9837 8000 or email adrian.campbell@basketballvictoria.com.au