NATIONAL CLUB BASKETBALL ASSOCIATION

850 Ridge Avenue
Suite 301
Pittsburgh, PA 15212
Office: (412) 321-8440
Fax: (412) 321-4088

NCBBA-W TEAM MANAGER INSTRUCTIONS

The NCBBA website enables team managers to login directly to the site and make changes on behalf of their team directly. Such changes include: changing the team's logo image; changing the team's contact email; changing the team's external website link; uploading player stats for each game played; and adding the day, start time, field name, and address for all home games. Additionally the team manager is able to log in and view the players awaiting approval to be added to the team roster as well as those who have already been approved.

IMPORTANT NOTE:

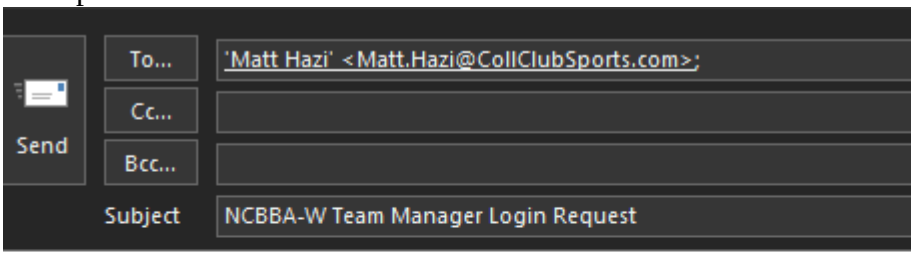
It is important that team managers logging in to the website be sure that the content that they upload is appropriate and accurate. Use of foul language or knowingly uploading false statistics can result in the team being placed on probation by the NCBBA.

We have experienced some school email servers blocking our emails to school issued email addresses. We recommend using a personal email such as gmail, yahoo, or Hotmail so that your account confirmation reaches you.

Here are the steps to begin accessing the CollClubSports Management Portal IF YOU DO NOT ALREADY HAVE LOGIN CREDENTIALS. IF YOU DO, PLEASE PROCEED TO STEP 2:

STEP 1: Send an email to Matt.Hazi@CollClubSports.com with the subject line "NCBBA-W Team Manager Login Request". In the body of the email simply list the first and last name of the team's designated team manager who will be in charge of accessing the NCBBA Site Manager, their position with the team (example Head Coach, President, Vice President, Statistician, etc), and school team name. A Username and Password will be emailed to you shortly.

Example:



Jill Duffy
President
South Hampton Institute of Technology

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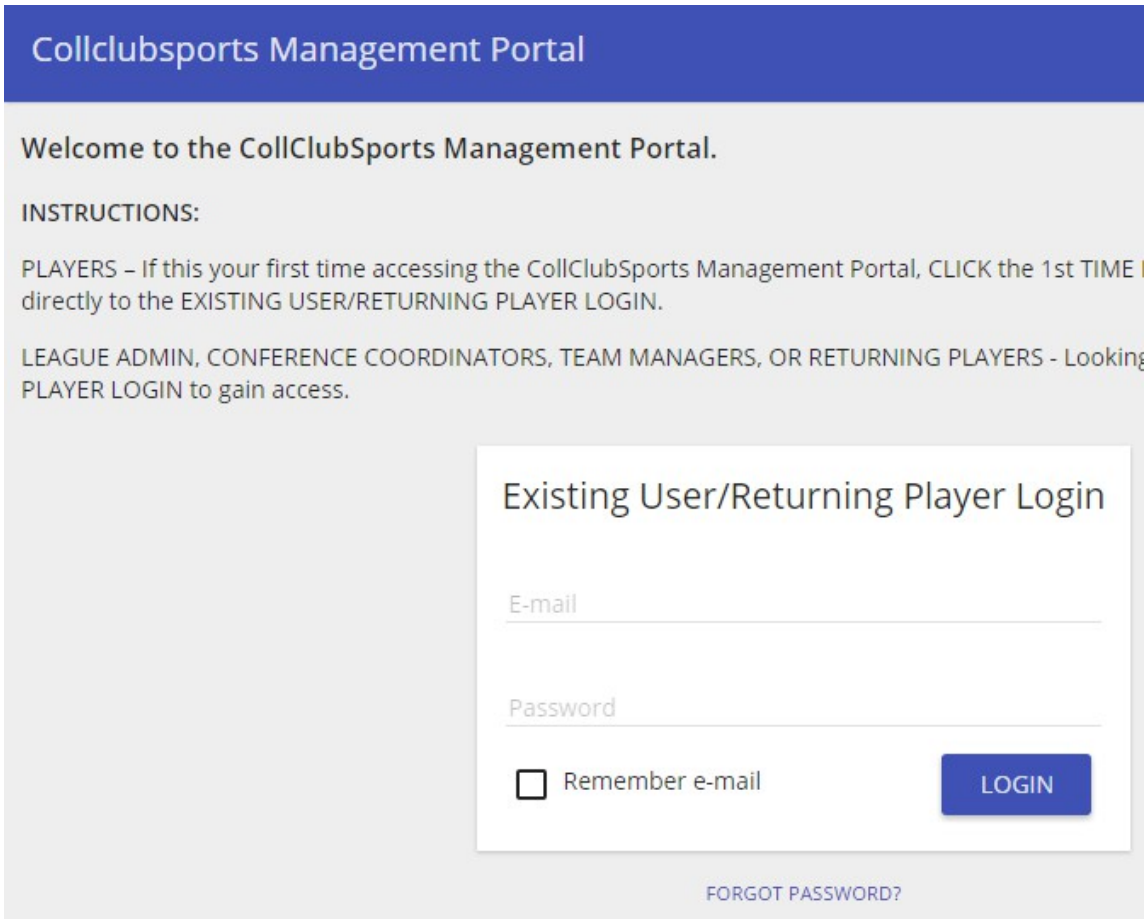
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STEP 2: In the email you receive you will find your Username and Password as well as a link to login. You can use this link or you can access the ColClubSports Management Portal by going to https://womens.ncbbabasketball.org/ then clicking on the LOGIN button in the top right hand corner.



STEP 3: On the CollClubSports Management Portal screen, go to "Existing User/Returning Player Login" and enter your email/username and password. Notice the forgot password button underneath for future reference.

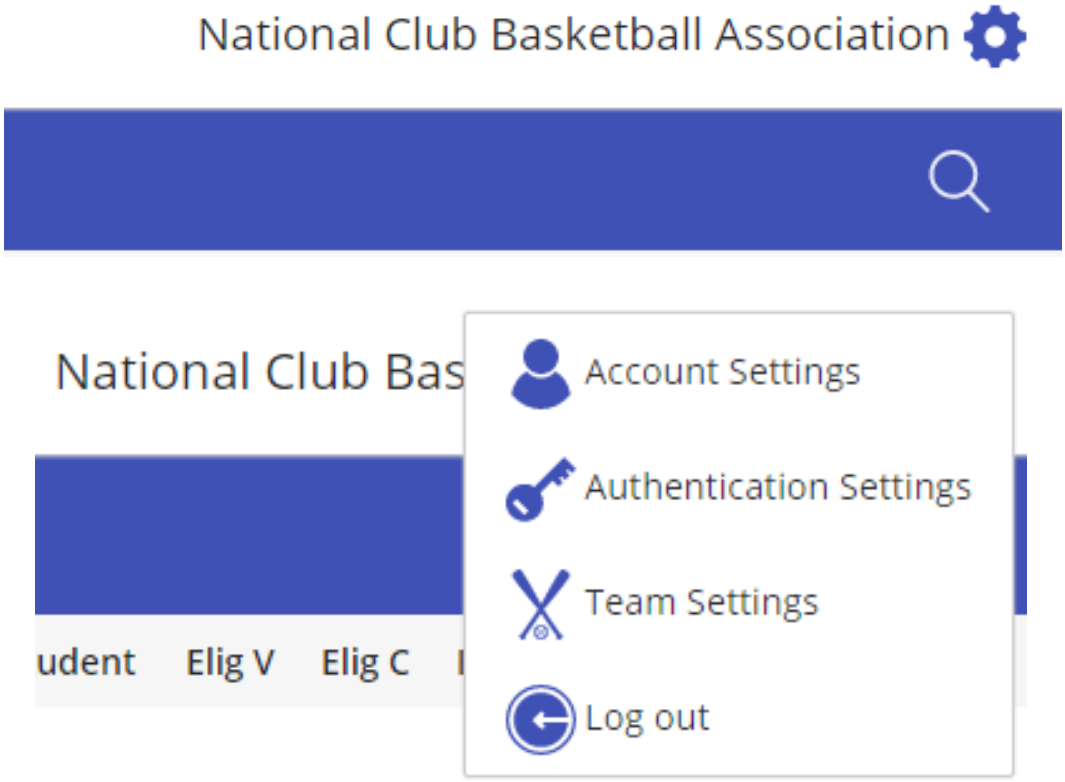


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STEP 4: Once in, click on the Gear in the top right corner. Then click on Authentication Settings.

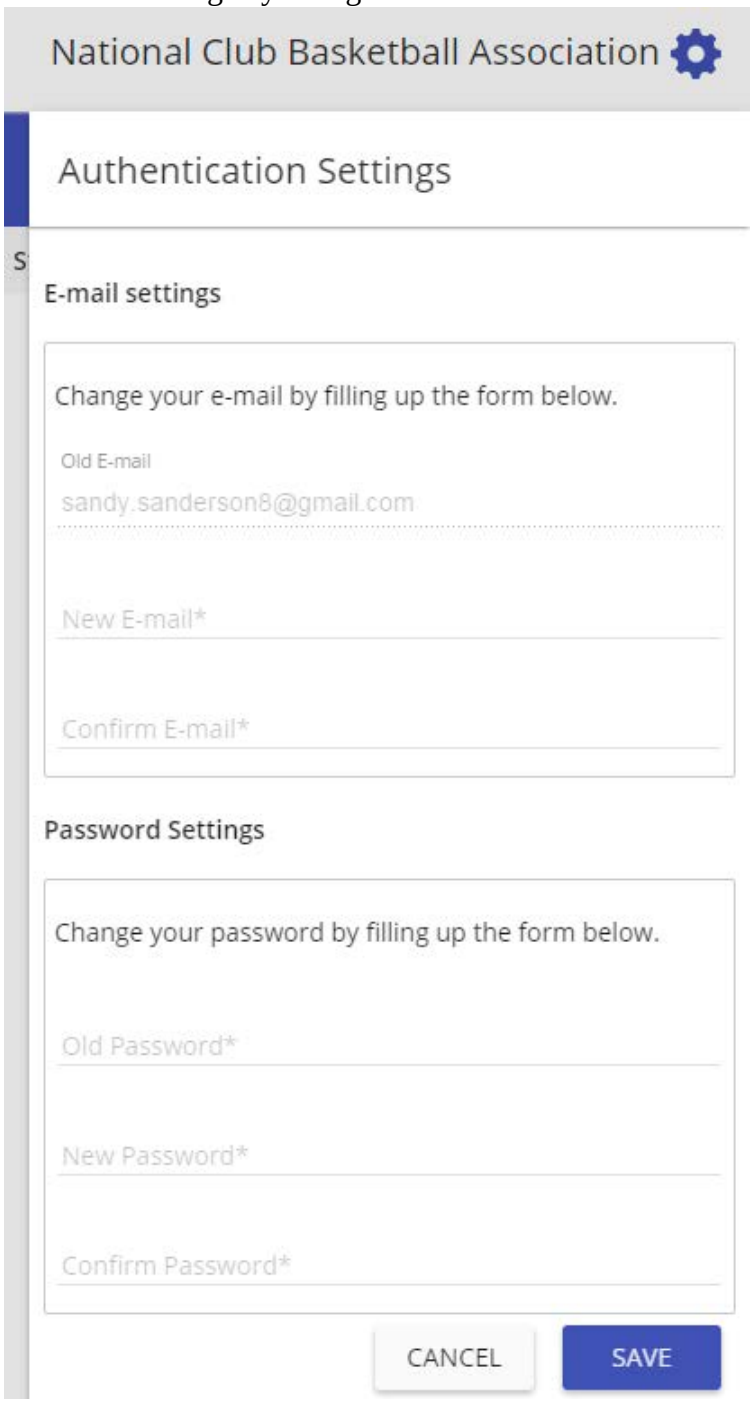


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STEP 5: From here you can change your username/email if needed and you can change your password to something a bit easier to remember than the auto generated one you were originally sent. Don't for get to hit SAVE after making any changes.

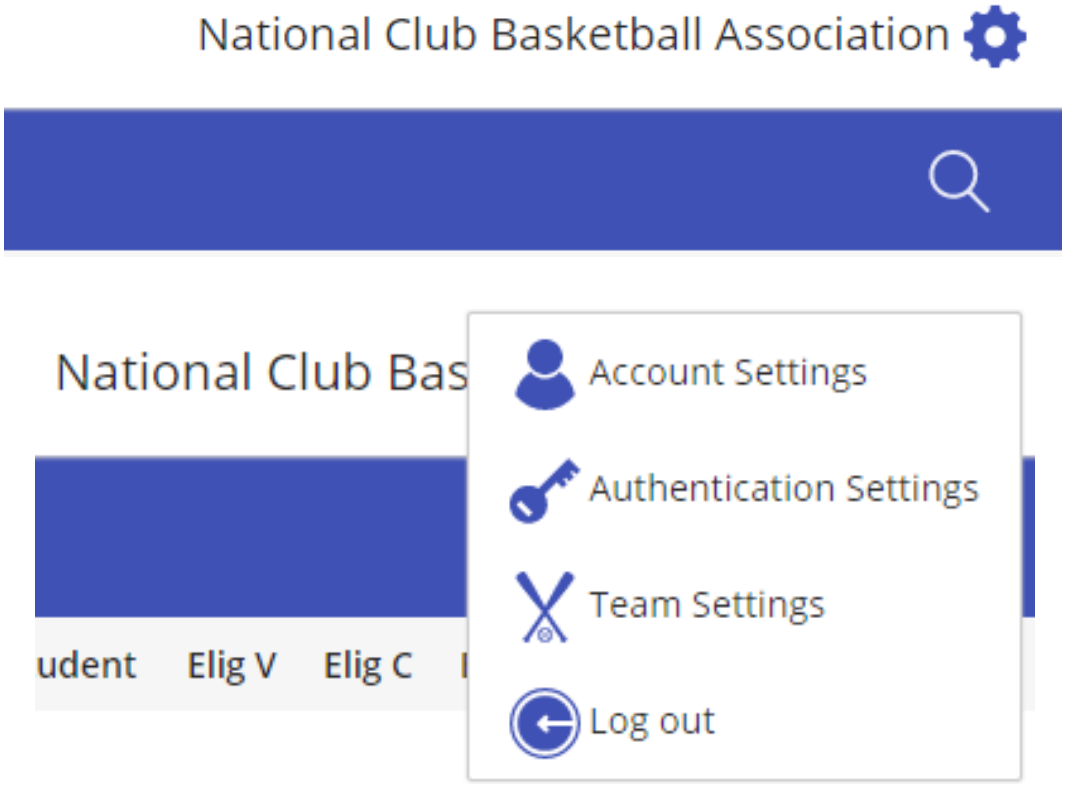


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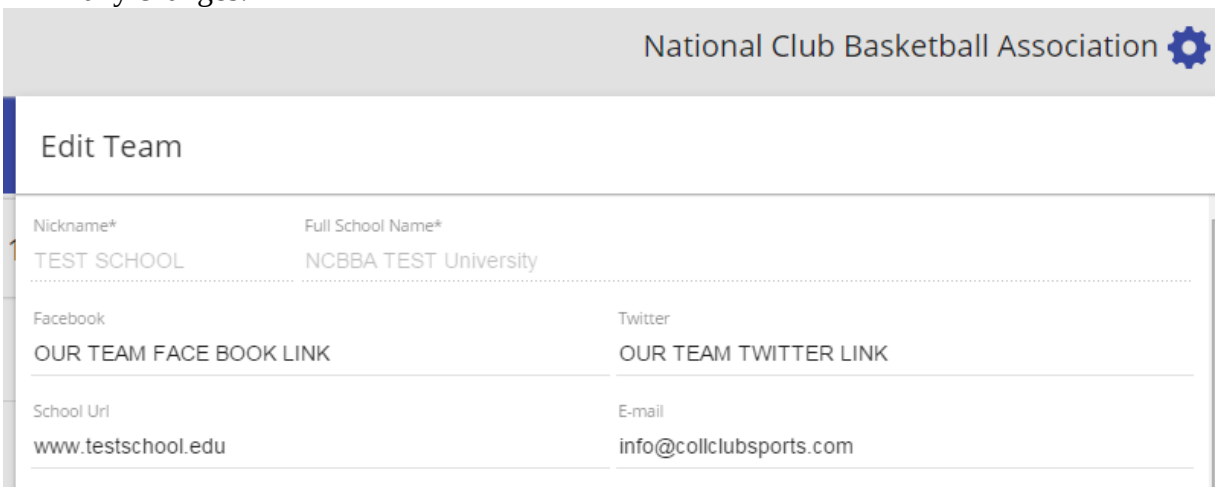
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STEP 6: Again, click on the Gear in the top right corner. Then click on Team Settings.



STEP 7: From here you can add/change your team's facebook and/or twitter links, team email address, or edit your school's website url. These contact/social media links will appear on your team page on the front end of the NCBBA website. Don't for get to hit SAVE at the bottom after making any changes.

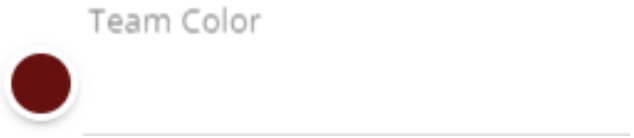


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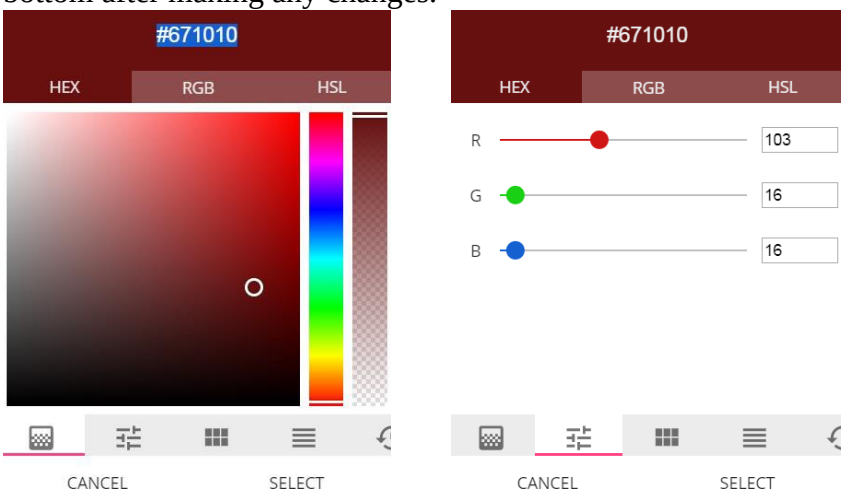
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STEP 8: Every team has their own team page on the NCBBA website, you can control the main color of your team page so that it appropriately matches your schools colors. To start simply click on the dot under “Team Color”.



A box will open up that will allow you to drag to the color you feel matches your school colors best. If you know your school color RGB color code, you can set your website color to exactly match your school colors by clicking on the 3 broken lines above “CANCEL”, then plug in the RGB color code for you school color and click SELECT. Don’t forget to hit SAVE at the bottom after making any changes.

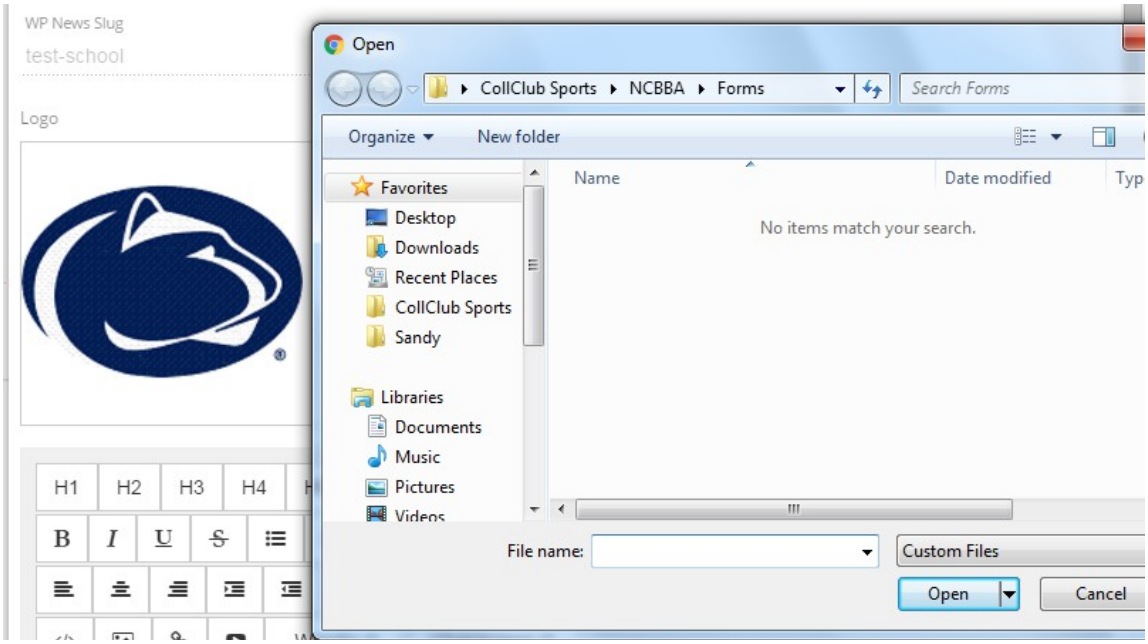


STEP 9: Additionally, on this page you can change your school’s logo that is linked to your team on the front end of the NCBBA website. To change the logo, simply click on the logo that is currently there and browser window open prompting you to upload another logo. KEEP IN MIND: For best results use a high resolution version of your logo and it should be dimensionally SQUARE or else it will appear skewed on the website. Don’t for get to hit SAVE at the bottom after making any changes.

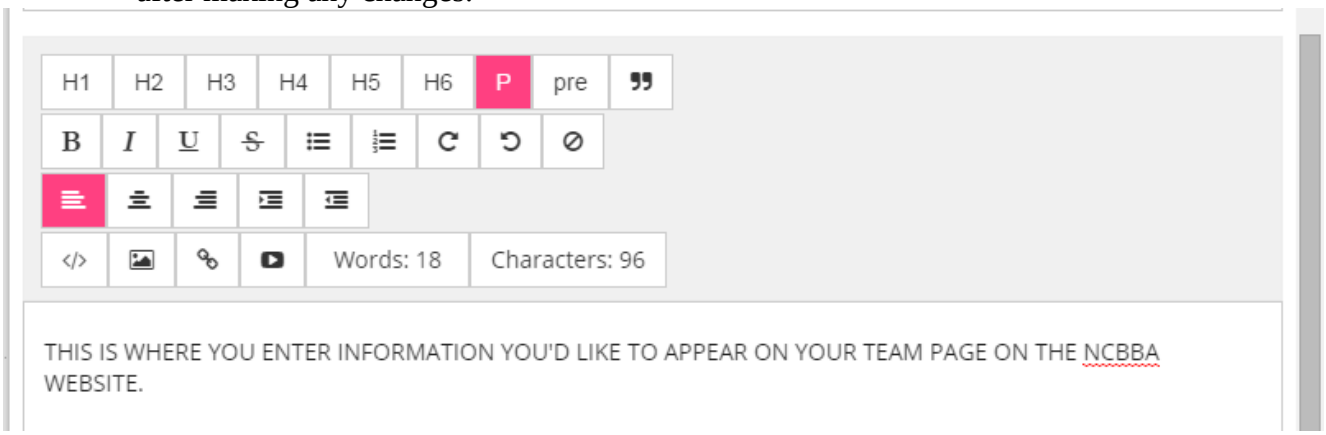
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STEP 10: Additionally, on this page you can scroll down and get to a section where you can control the content on your specific team page on the front end of the NCBBA website. There are editing options that allow you edit text, upload links, post video, or pictures. This is great for customizing your team page with perhaps a team picture, highlight video, announcements about tryouts, or perhaps even promoting a team sponsor. Don't for get to hit SAVE at the bottom after making any changes.



STEP 11: This step is VERY IMPORTANT. You'll notice there is an auto generated "Team Code" listed on the right hand side of this menu. This Team Code is specific for your team, and must be referenced by your players when they complete the online player registration. Before any of your players can become eligible to compete in the NCBBA, they must first complete the online player registration. Player registration instructions will be sent separately. When they begin the

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process of completing their player registration, they will be asked to enter a Team Code which they will need to get from you. When your Team Code is entered during the player registration process, this is what tells the database that the player is registering to eventually be added to your team's roster as opposed to a different team in the NCBBA. So make sure you let all of your players know what your team code is prior to them completing their player registration. If at any time you feel your team code has been compromised and needs to be changed, simply click on the two pink arrows to the right and the system will auto generate a new team code for you.



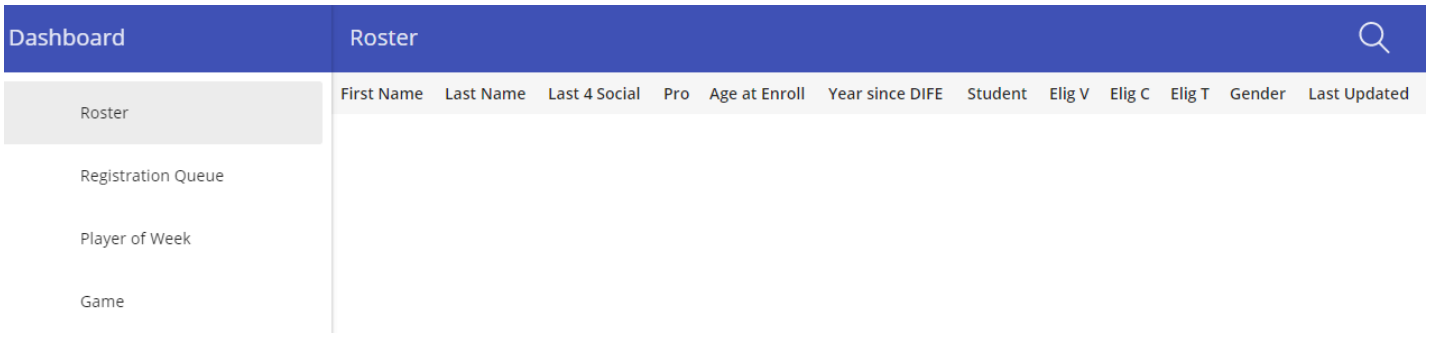
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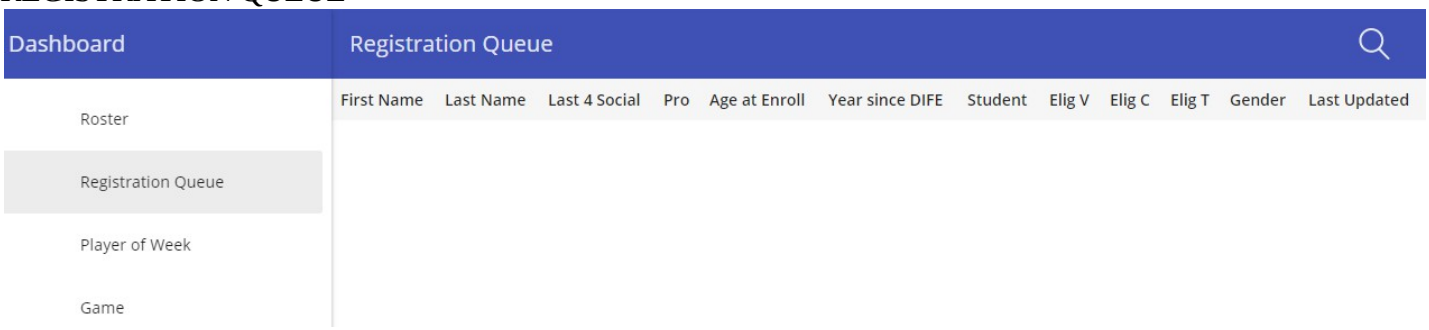
Below are further instructions on how you can use the CollClubSports Management Portal to control other aspects of the NCBBA website:

ROSTER



- This tab will display a list of the players currently on your eligible NCBBA roster. The players on this list are the only players currently eligible to compete in any NCBBA Sanctioned basketball games. Only the players on this Roster list show up on the front end of the NCBBA website on your official roster. Additionally, only the players on this list are eligible for selection as player of the week and only these players are able to have stats recorded for them.
- Players get on this list by completing the online player registration and then being approved by the NCBBA front office as being academically and athletically eligible to compete.

REGISTRATION QUEUE



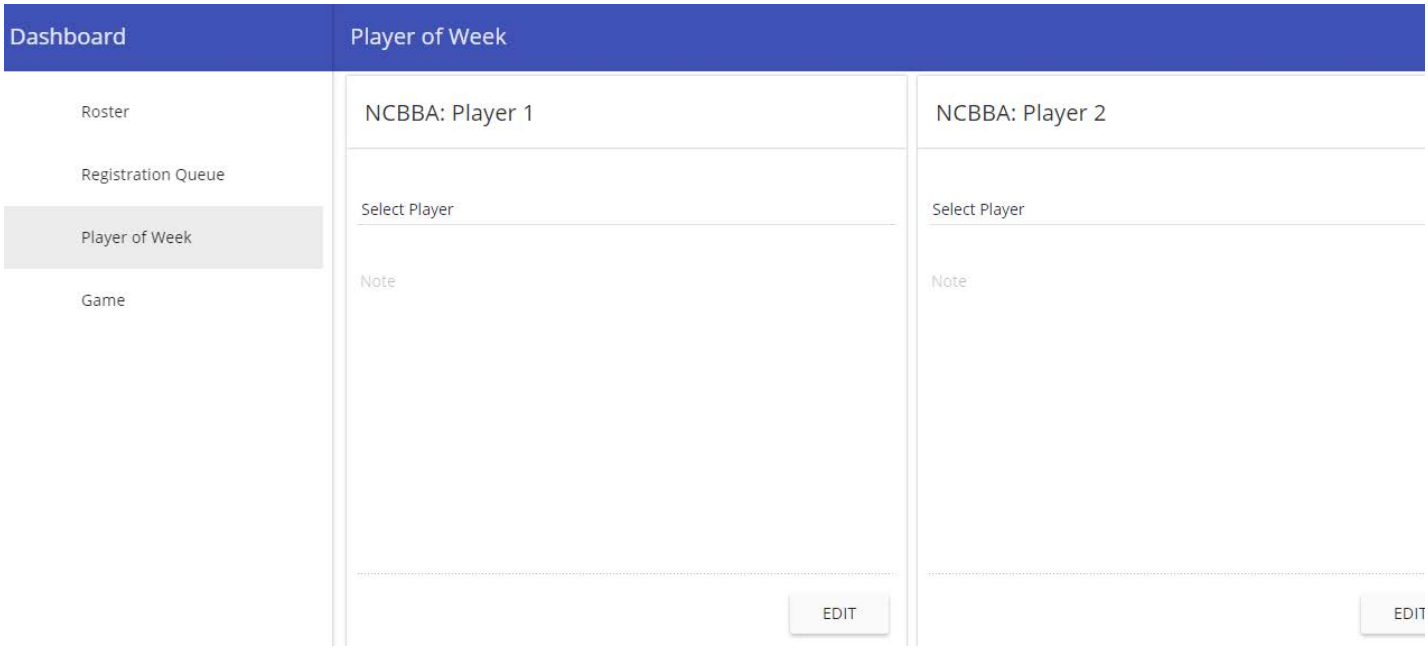
- This tab will display a list of the players currently awaiting approval by the NCBBA front office as being academically and athletically eligible to compete. This may be because their name has not yet been included on an academic eligibility letter sent to the NCBBA or perhaps they have recently registered and the NCBBA has yet to process their eligibility clearance. The players on this list are NOT yet eligible to compete in any NCBBA Sanctioned basketball games.
- If a player has red text to the right of their name, it means they are not eligible to compete in the NCBBA for that particular reason. Perhaps they have played pro, are not a current student, or have run out of NCBBA eligibility.
- Players get on this list by completing the online player registration.

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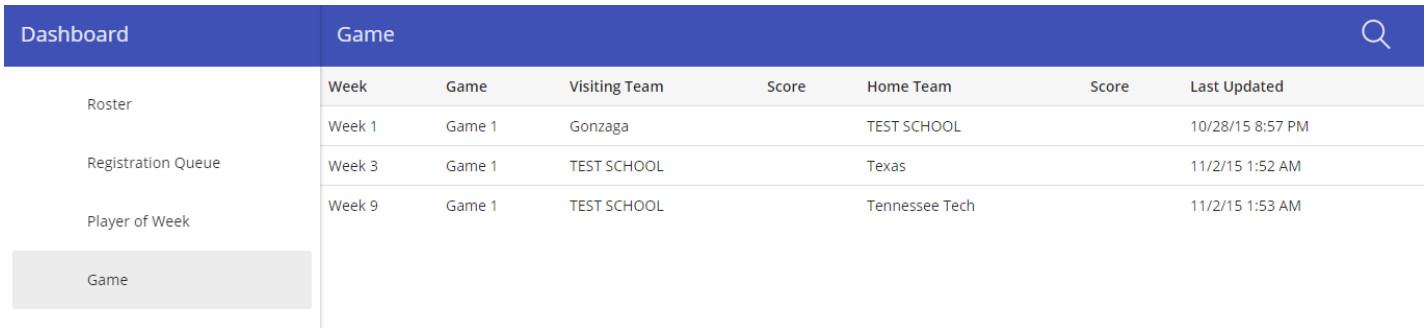
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PLAYER OF THE WEEK



- This tab enables you select up to 2 players at a time from your Roster and have them display on your specific team page on the front end of the NCBBA website.
- Simply click on EDIT, and then select the player you want to honor from the drop down list. In the notes section, add a description of what he did that week to be the team's player of the week. It's good to mention how many games the player competed in that week, who the opponent(s) were and including stats is encouraged. Then simply click SAVE.
- It is important to get your team players of the week selected and posted to no later than midnight each Monday night because every Tuesday the NCBBA looks at all the team players of the week posted on the NCBBA website and from that group selects the conference players of the week honorees. Likewise each Wednesday, the NCBBA selects the National Player of the week winners. Thus it's important to not only post your team players of the week on time but also to "sell" your player's performance by posting a meaningful description of their performance for that week.

GAME

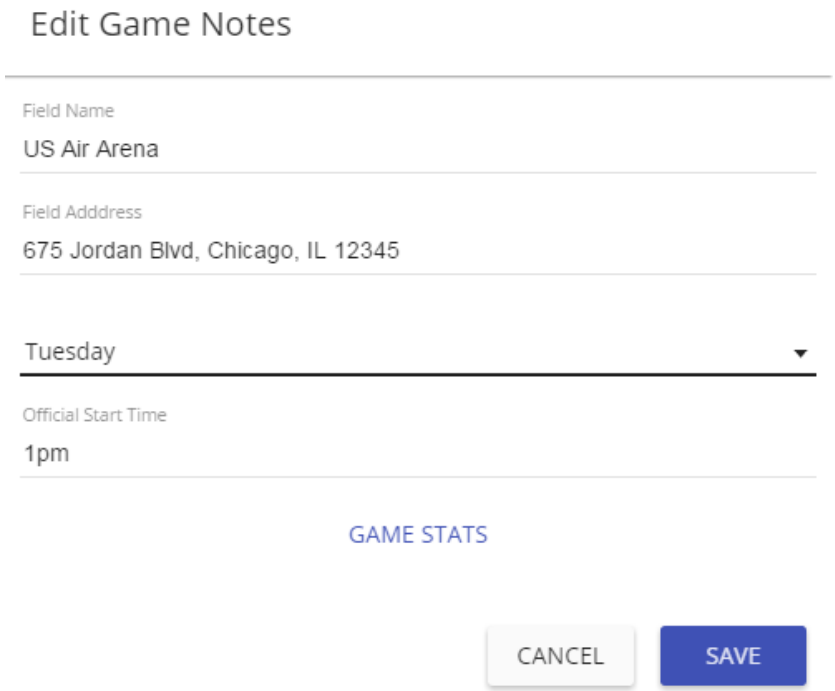


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- This tab enables you to upload game stats for your players and upload game logistics such as day of game, start time, and court name/address for your home games and away games where your opponent is not a member of the NCBBA. Please note that you do not have access to upload game location details for games where you are the visitor and the home team is another member of the NCBBA. In this case, they have access as home team to upload these details.
- To upload game details or stats for a game, simply click on the game which you want to upload content for.

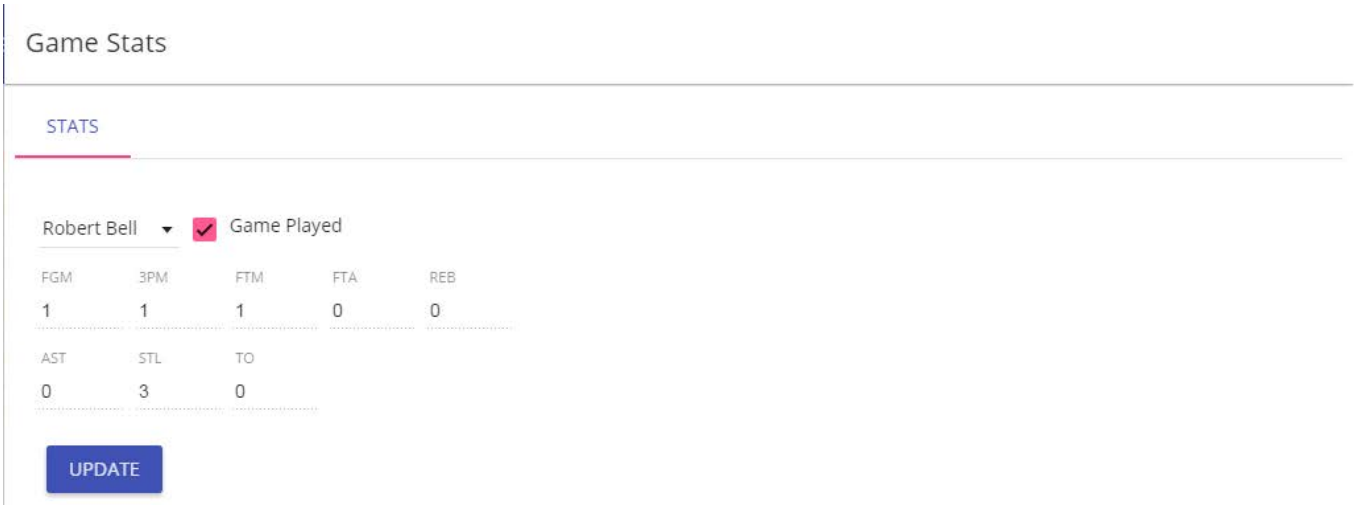


- Simply enter the name of the Venue where the game is being played, the street address, pick the day of the game from the drop down, and select the start time and hit SAVE.
- Or click on GAME STATS to move to the stat entry page for that game.

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- Select the first player on your roster from the drop down list that you want to upload stats for that game. Check the box that he played in that game, then toggle up and down the number of Field Goals Made, Three Pointers Made, Free Throws Made, Free Throws Attempted, Rebounds, Assists, Steals, and Turnovers the player had in that specific game. Then click UPDATE. The site will calculate the total points scored and percentages for you. These stats will display on the front end of the NCBBA website under the players bio, your team stats page, your specific team page, and the league leaders stats page.
- Then select the next player from the drop down that you want to enter stats for that game.
- After you have finished entering all player stats for that game, click the BACK button so that you can move on to the next game you want to enter stats for.

Thank you for taking the time to learn how to use the CollClubSports Management Portal. Please save these instructions should you need to reference them in the future or need to pass them along to future officers. By taking advantage of the full functionality of the NCBBA website you help the NCBBA to be the best collegiate basketball organization it can!

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