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## NCBBA 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.

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 [Zac.Ramirez@CollClubSports.com](mailto:Zac.Ramirez@CollClubSports.com) with the subject line "NCBBA 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:

Send	To...	<a href="mailto:zac.ramirez@collclubsports.com">zac.ramirez@collclubsports.com;</a>
	Cc...	
	Bcc...	
Subject:		NCBBA Team Manager Login Request

Dan Brown  
Manager  
Test School



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 [www.NCBBAbasketball.org](http://www.NCBBAbasketball.org) then clicking on the LOGIN button in the top right hand corner.

Login



LEAGUE

INFO

CONTACT

SPONSORS

SHOP

STEP 3: On the ColClubSports 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.

### Colclubsports Management Portal

Welcome to the ColClubSports Management Portal.

**INSTRUCTIONS:**

PLAYERS – If this your first time accessing the ColClubSports Management Portal, CLICK the 1st TIME I directly to the EXISTING USER/RETURNING PLAYER LOGIN.

LEAGUE ADMIN, CONFERENCE COORDINATORS, TEAM MANAGERS, OR RETURNING PLAYERS - Looking PLAYER LOGIN to gain access.

#### Existing User/Returning Player Login

E-mail

Password

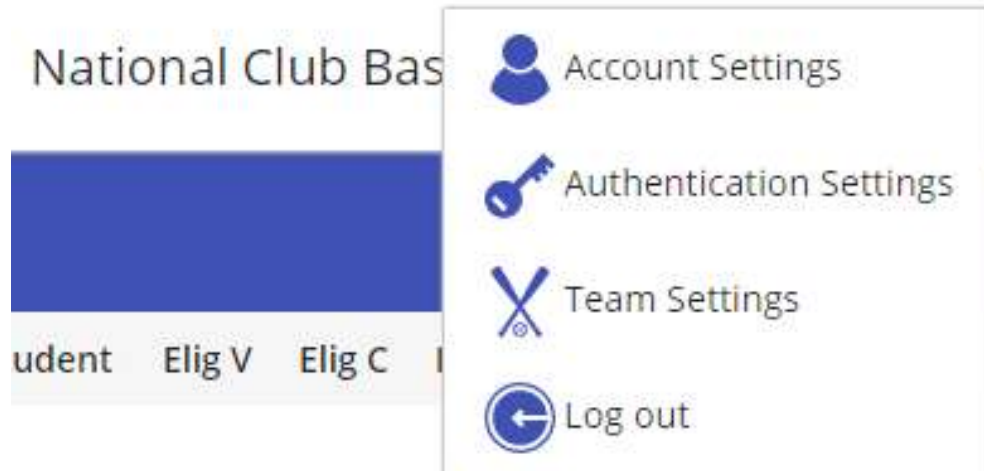
Remember e-mail

[FORGOT PASSWORD?](#)




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

National Club Basketball Association 





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 forget to hit SAVE after making any changes.

National Club Basketball Association 

### Authentication Settings

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#### E-mail settings

Change your e-mail by filling up the form below.

Old E-mail  
sandy.sanderson8@gmail.com

New E-mail\*

Confirm E-mail\*

#### Password Settings

Change your password by filling up the form below.

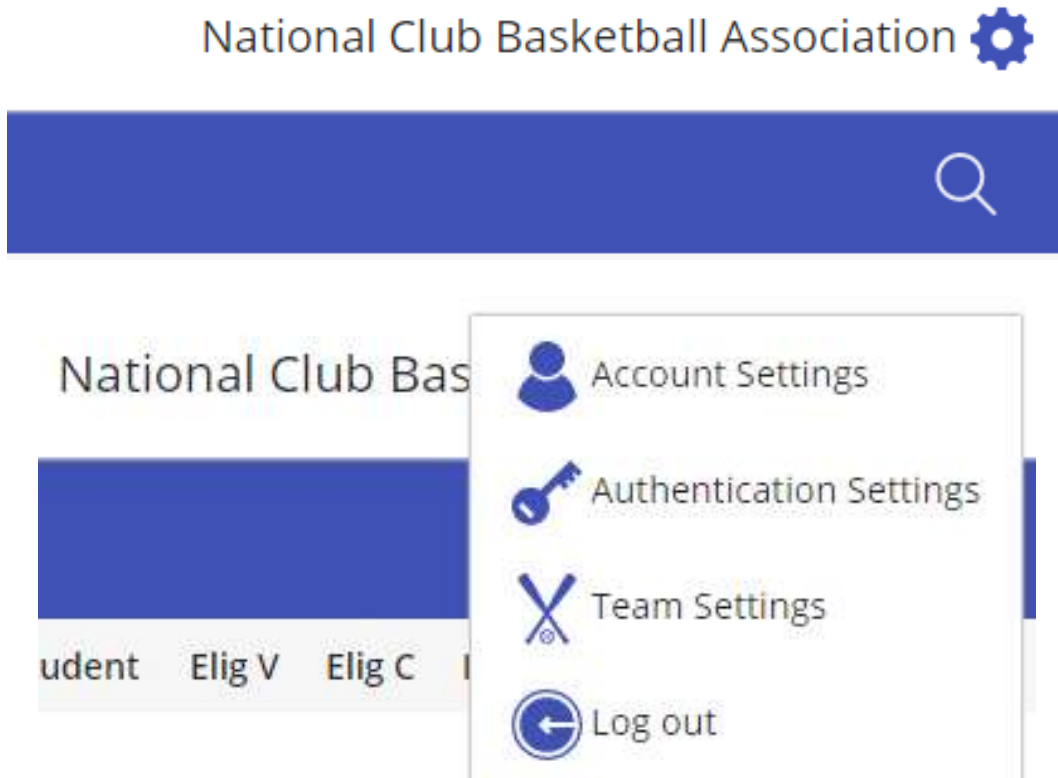
Old Password\*

New Password\*


Confirm Password\*



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



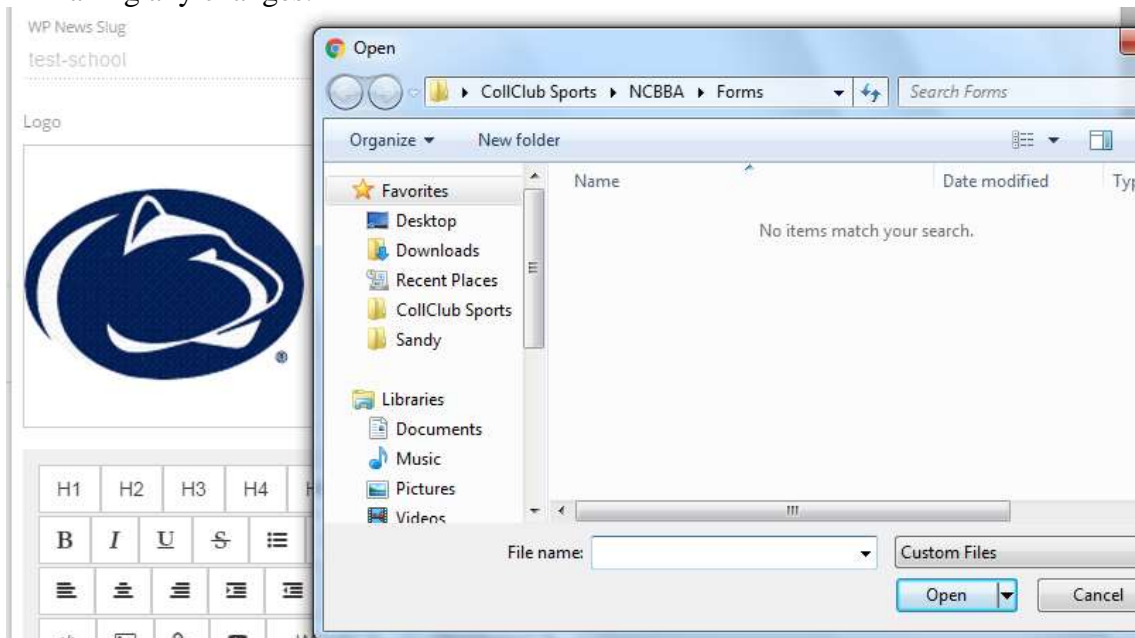
STEP 7: From here you can add/change your team's facebook and/or twitter links, team email address, or edit your school's website url. These contact/social media links will appear on your team page on the front end of the NCBBA website. Don't forget to hit SAVE at the bottom after making any changes.

National Club Basketball Association 

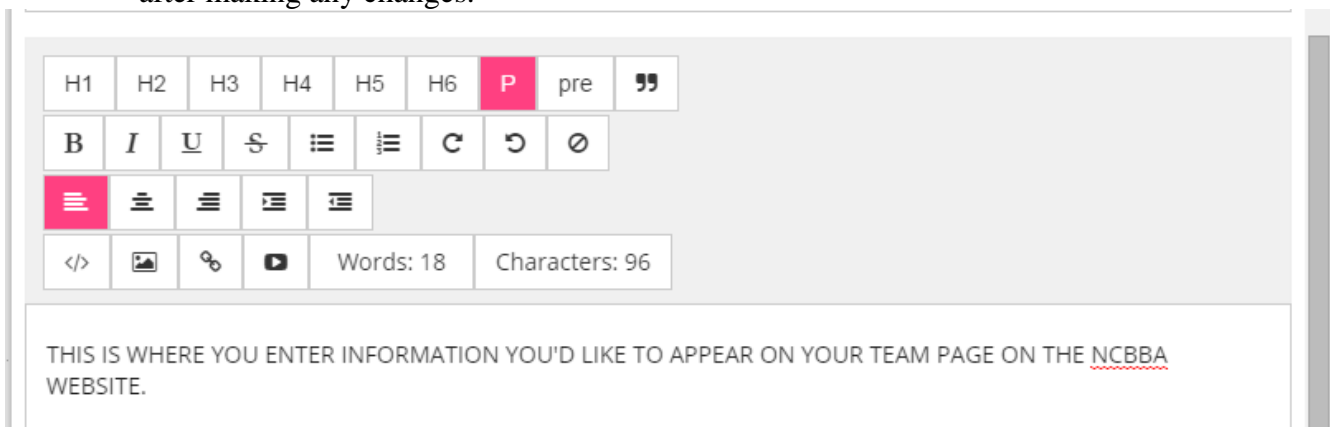
### Edit Team

Nickname*	Full School Name*
TEST SCHOOL	NCBBA TEST University
Facebook	Twitter
OUR TEAM FACE BOOK LINK	OUR TEAM TWITTER LINK
School Url	E-mail
www.testschool.edu	info@collclubsports.com

**STEP 8:** 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 forget to hit **SAVE** at the bottom after making any changes.



**STEP 9:** 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 forget to hit **SAVE** at the bottom after making any changes.





**NATIONAL CLUB**  
**BASKETBALL**  
**ASSOCIATION**

850 Ridge Avenue  
Suite 301  
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Office: (412) 321-8440  
Fax: (412) 321-4088

STEP 10: 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 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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Team Code

Nitta0779

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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

First Name	Last Name	Last 4 Social	Pro	Age at Enroll	Year since DIFE	Student	Elig V	Elig C	Elig T	Gender	Last Updated
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- 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

First Name	Last Name	Last 4 Social	Pro	Age at Enroll	Year since DIFE	Student	Elig V	Elig C	Elig T	Gender	Last Updated
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- 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.





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

Dashboard	Game						
	Week	Game	Visiting Team	Score	Home Team	Score	Last Updated
Roster	Week 1	Game 1	Gonzaga		TEST SCHOOL		10/28/15 8:57 PM
Registration Queue	Week 3	Game 1	TEST SCHOOL		Texas		11/2/15 1:52 AM
Player of Week	Week 9	Game 1	TEST SCHOOL		Tennessee Tech		11/2/15 1:53 AM
Game							



- 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.

### Edit Game Notes

Field Name

US Air Arena

Field Address

675 Jordan Blvd, Chicago, IL 12345

Tuesday

Official Start Time

1pm

[GAME STATS](#)

CANCEL

SAVE

- 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.



## Game Stats

### STATS

Robert Bell  Game Played

FGM	3PM	FTM	FTA	REB
1	1	1	0	0
AST	STL	TO		
0	3	0		

UPDATE

- 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!