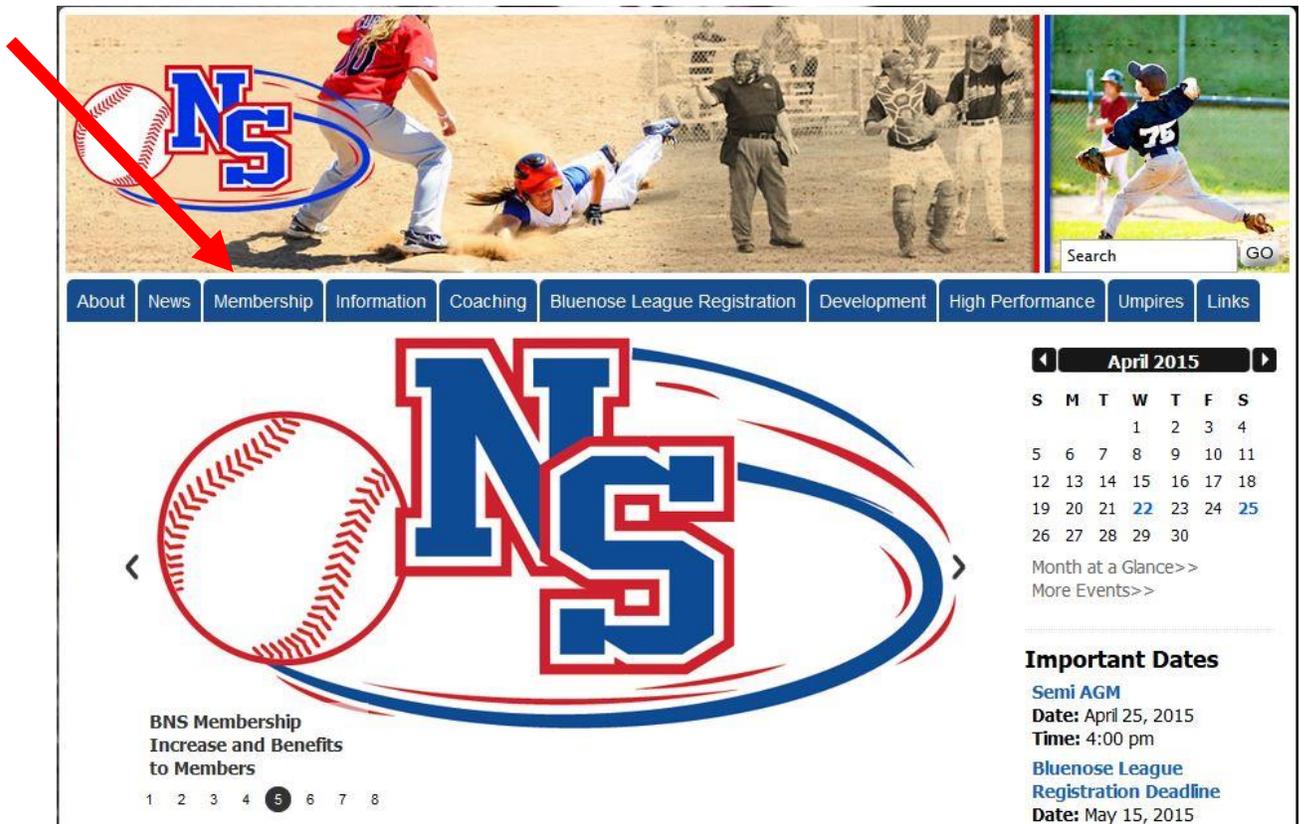


# Baseball Nova Scotia Membership Registration Instructions

1. Login by going to the Baseball Nova Scotia website, [www.baseballnovascotia.com](http://www.baseballnovascotia.com) and click on the "Membership link."



2. If you are the club registrar or president contact the Baseball Nova Scotia office, [clerette@sportnovascotia.ca](mailto:clerette@sportnovascotia.ca) to have a login setup.
3. Login to the membership portal via the link on the membership page.
4. Login with the username and password provided. Click "Login".

The login form consists of the following elements: a text input field for 'Userid/E-mail', a text input field for 'Password', a dropdown menu for 'Language' set to 'English', and three buttons: 'Login', 'Beta Login (New Look)', and 'Forgot Password'. Red arrows point to the 'Userid/E-mail' and 'Password' fields, and the 'Login' button.

5. Once logged in click "register"



6. To register returning players: Click "Existing Members"



6.1. Select the category you wish to register, easiest to do one category at a time. Click "Search"

Page Instructions  
Select the category to register players to. If you want to search for players outside the age range of the category, set the from and to birthdates. You may limit the search by entering a 'From' and 'To' last names. Select the players from the search results list then press **Register Selected Players!**

Group Registration Search

|               |               |             |                |              |        |              |        |
|---------------|---------------|-------------|----------------|--------------|--------|--------------|--------|
| Category Name | From Birthday | To Birthday | From Last Name | To Last Name | Gender | Show         | Search |
| 11U           | 2004 Jan 01   | 2014 Dec 31 |                |              |        | UnRegistered |        |

Group Registration Selection List

| Select             | Player ID | First | Last | DOB | M.F. | Role Name | Category Name | Team Name | Action |
|--------------------|-----------|-------|------|-----|------|-----------|---------------|-----------|--------|
| No entries in list |           |       |      |     |      |           |               |           |        |

This will bring up a list of all kids eligible to play in the selected category.

- 6.2. 1. Select the checkbox for all returning player..
2. Select the role (in this case player)
3. Click “Register Selected Players”

| Player ID                                | First   | Last     | DOB        | M/F | Role Name | Action               |
|--|---------|----------|------------|-----|-----------|----------------------|
| <input type="checkbox"/> 8644            | EVAN    | BAXTER   | 2005-11-14 | M   | Player    | <a href="#">View</a> |
| <input checked="" type="checkbox"/> 8645 | TYSON   | BAXTER   | 2008-12-26 | M   | Player    | <a href="#">View</a> |
| <input type="checkbox"/> 8651            | STEVE   | CALDWELL | 2014-01-01 | M   | Player    | <a href="#">View</a> |
| <input type="checkbox"/> 8655            | CHAD    | COCHRANE | 2004-09-03 | M   | Player    | <a href="#">View</a> |
| <input checked="" type="checkbox"/> 8657 | GRAYSON | COCHRANE | 2008-02-11 | M   | Player    | <a href="#">View</a> |
| <input type="checkbox"/> 8661            | JAIMIE  | CONNORS  | 2007-01-22 | F   | Player    | <a href="#">View</a> |
| <input type="checkbox"/> 8662            | JOHN    | COPAS    | 2014-01-01 | M   | Player    | <a href="#">View</a> |
| <input type="checkbox"/> 8663            | WYATT   | COPAS    | 2005-11-28 | M   | Player    | <a href="#">View</a> |
| <input type="checkbox"/> 8665            | NOAH    | CULL     | 2006-01-30 | M   | Player    | <a href="#">View</a> |
| <input type="checkbox"/> 8666            | TYLER   | CURRIE   | 2014-01-01 | M   | Player    | <a href="#">View</a> |

- 6.3. Repeat step 6.1 for all categories that your club has. Rally Cap, 11U, 13U, 15U, 18U, 21U, Intermediate, Challenger and Executive.

## 7. To register new members who have not played (or registered with Baseball Nova Scotia) in the past.

- 7.1. If you only have a small number of new players, click “Register”



7.2. Click "Member"

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Setup Register Communicate Report

Processes

Register:  
[Existing Members](#)  
[Point of Sale](#)

View/Manage: **Member**  
[Merge Player](#)

Batch Invoices:  
[League Statement](#)

7.3. Click "Add New"

Search Member

Player ID  First Name  Last Name

Member Search Results List [Add New](#)

| Action             | Player ID | First | Last | DOB | M/F | Home | Address | City | Postal |
|--------------------|-----------|-------|------|-----|-----|------|---------|------|--------|
| No entries in list |           |       |      |     |     |      |         |      |        |

7.4. Fill in the member's information, Note: all fields with a \* are required. Click "Add."

Add Member Information

|                   |  |
|-------------------|--|
| First Name *      | <input type="text"/>   |
| Last Name *       | <input type="text"/>   |
| Date of Birth     | <input type="text"/> <input type="text"/> <input type="text"/> |
| Gender *          | <input type="text"/>   |
| Home Phone        | <input type="text"/>   |
| Address           | <input type="text"/>   |
| Address 2         | <input type="text"/>   |
| City *            | Windsor  |
| Prov/State *      | NS   |
| Postal/Zip Code * | <input type="text"/>   |
| Cell Phone        | <input type="text"/>   |
| Work Phone        | <input type="text"/>   |
| Work Extension    | <input type="text"/>   |
| Email Address     | <input type="text"/>   |

Add Cancel

7.5. Click “Player Registration” if the person is a player or team official registration if the person is a coach or club executive etc.

Member Summary [\[Details\]](#)

|               |            |
|---------------|------------|
| Player ID     | 8645       |
| First Name    | TYSON      |
| Last Name     | BAXTER     |
| Date of Birth | 2008-12-26 |
| Age           | 6          |
| Gender        | M          |
| Home Phone    |            |

Member Registration List (1 items) [\[Player Registration\]](#) [\[Team Official Registration\]](#) [\[Game Official Registration\]](#) [\[League Official Registration\]](#)

| Action  | Reg | Category | Role Name | Reg Date   | League Name               | End Date   |
|---|-----|----------|-----------|------------|---------------------------|------------|
| <a href="#">[Edit]</a> <a href="#">[Delete]</a><br><a href="#">[De-act.]</a> <a href="#">[Unreg.]</a> | Yes | 11U      | Player    | 2015-04-22 | West Hants Minor Baseball | 2015-09-30 |

7.6. For a player, select the category (if the player is playing on a team who will register for Bluenose League or Provincials add a division name and team name). Termination date can be left empty. Click “Save”.

Player Registration

|                  |     |
|------------------|-----|
| Category Name *  | 11U |
| Division Name    | N/A |
| Team Name        | N/A |
| Termination Date |     |

7.7. For a coach or executive member select the category that person will be coaching at or executive (for executive member). Choose a role for that member. If the person will be working with a team participating in bluenose league or provincials select a division name and team name. Click “Save.”

Team Official Registration

|                  |     |
|------------------|-----|
| Category Name *  | N/A |
| Division Name    | N/A |
| Team Name        | N/A |
| Role Name *      |     |
| Termination Date |     |

- 7.8. To register multiple new members go to the Baseball Nova Scotia Membership page and download the excel file. Note the following fields are required when filling out the form: First Name, Last Name, City, Gender, E-mail, Birthdate, Category (11U, 13U, etc.), Role (Player, Coach, etc.).

## 8. To Register NEW Coaches/Executive

- 8.1. To register coaches go to the Baseball Nova Scotia Membership page and download the excel file. Note the following fields are required when filling out the form: First Name, Last Name, City, Gender, E-mail, Birthdate, Category (11U, 13U, etc.), Role (Coach, etc.).
- 8.1.1. If a coach will be coaching in bluenose league or provincial championships please also include the team name as it appears on our website.

## 9. To transfer an existing member from another association.

- 9.1. Follow instructions for 7.1 and 7.2.
- 9.2. Fill in the first name and last name of the player/coach you wish to transfer.

Search Member

Player ID  First Name  Last Name

Member Search Results List [Add New](#)

| Action             | Player ID | First | Last | DOB | M/F | Home | Address | City | Postal |
|--------------------|-----------|-------|------|-----|-----|------|---------|------|--------|
| No entries in list |           |       |      |     |     |      |         |      |        |

- 9.3. Click "Search All"
- 9.4. Click the "Transfer" link next to the name you wish to transfer.

Search Member

Player ID  First Name  Last Name

Member Search Results List (1 items) [Add New](#)

| Action              | Player ID | First | Last    | DOB        | M/F | Home | Address | City    | Postal | League Name          |
|---------------------|-----------|-------|---------|------------|-----|------|---------|---------|--------|----------------------|
| [Select] [Transfer] | 3         | Chris | Lerette | 1990-04-11 | M   |      |         | Halifax |        | Baseball Nova Scotia |

- 9.5. Check the box to the left of the name and click "Submit Request."
- 9.5.1. Once this is completed, they must be approved by BNS – this is checked multiply times a day by BNS staff.

Page Instructions

The player you have selected for registration is currently in the system under another league. A request must be made to transfer this player prior to completion of the registration. To

Transfer Request (1 items)

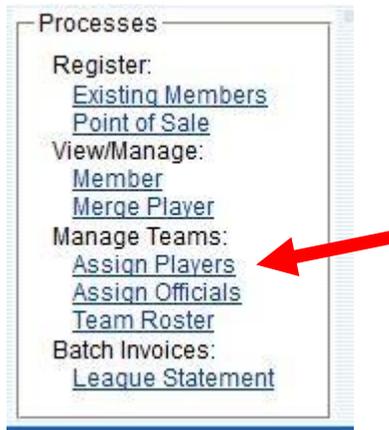
| Select                              | First | Last    | From League Name     | To League Name            |
|-------------------------------------|-------|---------|----------------------|---------------------------|
| <input checked="" type="checkbox"/> | Chris | Lerette | Baseball Nova Scotia | West Hants Minor Baseball |

- 9.6. Once transfers are approved you can go in and add them the same way you register a returning member.

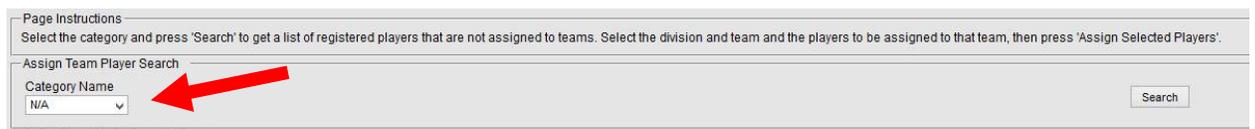
## 10. To add players to team rosters, Note this is only required for teams planning to register for provincials or Bluenose League.

10.1. Follow Steps 1 through 5 above

10.2. Click "Assign Players"



10.3. Select the category of the team (E.g. 11U, 13U, etc.) you wish to add a roster to and then click "Search." (this will bring up a list of all registered kids in the category).



10.4. Select the team name of the roster you are adding as well as the check boxes next to player you wish to add to the team. Click "Assign Selected Players"



10.5. Repeat Step 10 for each team you wish to add a roster to. Note: Currently only Bluenose League teams will show up when adding rosters. However If your team for bluenose league will be the same as it will be for provincials you will not have to add the roster a second time. If your team is not registered in bluenose league but will be registering in provincials you will need to register the team for provincials online first (this will be available beginning the week of May 25<sup>th</sup>).