

**Bampton Aunt Sally Association**

# **Team Registration**

**User Guide**



# Bampton & District Aunt Sally Association

[www.bamptonauntsally.org](http://www.bamptonauntsally.org)

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## Introduction

From 2020, with the introduction of new features, captains have been required to register a username & password and log-in for certain actions, such as: -

- Register the team
- Register Competition entrants
- Enter scores
- Amend scores (NEW)
- Amend team/venue details

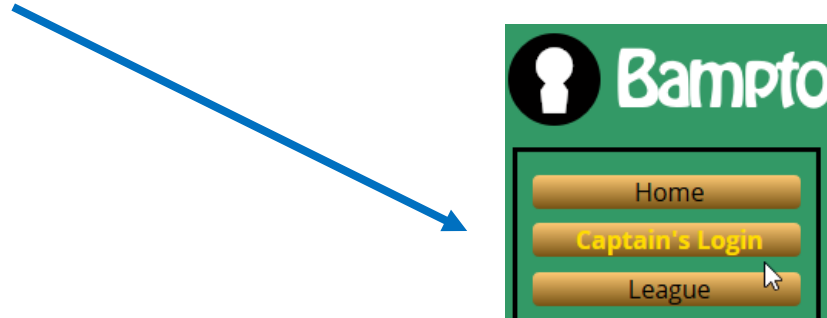
The ability to make your own changes will speed things up and reduce the workload on future Secretaries.

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## Registering a captain's username & password

On the Home page, click on 'Captain's Login'



On the next page, you have three options: -

1. Register for the first time
2. Login with your previously registered details
3. Shout for help

Let's look at first-time registration.

Clicking the link will take you to a new page which asks you for some basic one-off information.

All of the text information is mandatory.



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**Register**

In order to register your team, from 2020 you must fill in the following

Enter first name → **First Name**

Enter last name → **Last Name**

Enter your email address → **Email**   
Allow this email address to be displayed on the team contact page  Yes  No

Enter a contact telephone number → **Contact Number**   
Allow this number to be displayed on the team contact page  Yes  No

Choose Yes/No to have this published for use by other captains. (Secretary will have access to it anyway) *Ticking one or other button is mandatory\** →

Create an easily memorable username → **Username**

Create a simple password → **Password**

Re-type the password → **Retype Password**

When done, click to register →

This is not banking security, so your username & password can be short and simple and if your browser detects them and asks you if you want to store them, in this instance you can say yes.

This should result in the browser filling in the boxes when you come to log-in.

**NEVER STORE OTHER REALLY SENSITIVE/CRITICAL PASSWORDS IN YOUR BROWSER.**

*\*This is to comply with General Data Protection Regulations – you need to agree to having your details published*



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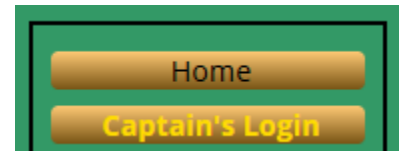
Once your details have been uploaded, you'll see this screen: -

From here, you can choose any of the 'protected' activities listed.

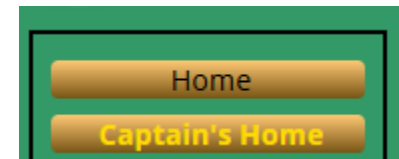
(Team Registration is dealt with shortly)  
This option will only be visible during registration period – Feb to end March.



Clicking 'Logout' will take you back to the Home page.



Clicking 'Home' will also take you back to the Home page, but you are still logged in.





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## Logging In

Once registered, you can log in by either typing your chosen username and password, or recovering it from your browser or password manager.

**Login**

Not registered yet? — [Click here](#)

**Username**  
barry

**Password**  
••••

Login

Forgotten your password? — [Click here](#)

## Forgotten Password

Should you have forgotten either your username or password, clicking 'Forgotten your password – Click here', will take you to a separate screen where you can either email or telephone the Secretary and either get or change your details.

**Forgotten Password**

Please contact Barry on [admin@bamptonauntsally.org](mailto:admin@bamptonauntsally.org) or 01367 253788



## Registering Your Team

Having successfully logged in, click on Register Team



This first part on the registration form is unchanged.

Click the 'Select Venue' drop down arrow and pick your venue from last year's list.

If you've changed to a new unlisted venue, or if you're a brand-new team, then click 'NEW'

**Team Registration**

**Select team & venue**

Firstly, select your venue from the list below.  
(If your venue isn't in this list, then select 'NEW').

Select Venue

- Select Venue
- NEW
- Beehive
- Bell Inn
- Carpenters Arms
- Carterton Football Club
- Carterton Social Club
- Chequers
- Clanfield Football Club

For this example, we'll choose 'Beehive'

Next click the drop-down arrow next to 'Select Team'.





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The list comprises all of the teams that were registered in the previous year. If your team is in that list, scroll down and select it.

If you are a new team, or not in the list, select 'NEW'

For this example, we'll choose 'Beehive' again.

When done, click 'Next'

So far there have been no changes from previous years, but the next screen contains differences.

There are three parts to the form: -

- Venue details
- Team details
- 8 A Side competition entry

The top section contains venue details- if an existing venue, details will have come from last year's database. Please check carefully and amend appropriately.

All asterisked\* fields are mandatory (now including licensee).

*(The reason the details haven't been blanked is that this is all public domain information)*



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## New in 2023 – Food Provision Agreement

Click here if you need to read about the concept

**Food Provision Agreement \***  
**My venue wishes to participate in the new food provision agreement** [See 'Document Downloads'](#)  
Also, I understand I need to ring participating venues to confirm attendance 24 hours prior to the match.  
 Yes  No

Make sure you've checked with your venue first, then choose Yes/No

NOTE: If you're part of a multi-team venue, you might see 'Yes' already selected, but greyed out.

**Food Provision Agreement \***  
**My venue wishes to participate in the new food provision agreement** [See 'Document Downloads'](#)  
Also, I understand I need to ring participating venues to confirm attendance 24 hours prior to the match.  
 Yes  No

This means that one of the other teams at your venue has already registered and chosen the 'Yes' option – you can't now change it.



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The form will display up to a maximum of 16 of last year's registered players – provided that they actually played!

***Some years, you'll find this blank & you'll have to type the players in manually. This is intentional to clear out clutter.***

Add, delete, and amend accordingly, including gender.  
*(Still only two choices at this time)*

If new players are added, type in the team that they played for last year or type 'None' (this is mandatory).

Finally, in the right-hand column, click against whoever is captain this year.

*(The person logged in, filling in this form may not be the captain!)*

**Team**

**Team Name**

Register a minimum of 6 players. You can add additional players at any time.  
Please enter the team played for last year, or type 'None'.

All fields marked with \* are mandatory.

No.	First Name *	Last Name *	Gender *	Played for last year *	Captain
1	<input type="text" value="Andy"/>	<input type="text" value="Webb"/>	<input type="text" value="Male"/>	<input type="text" value="Beehive"/>	<input type="radio"/>
2	<input type="text" value="Billy"/>	<input type="text" value="Lester"/>	<input type="text" value="Male"/>	<input type="text" value="Beehive"/>	<input type="radio"/>
3	<input type="text" value="Josh"/>	<input type="text" value="Marett"/>	<input type="text" value="Male"/>	<input type="text" value="Beehive"/>	<input type="radio"/>
4	<input type="text" value="Lez"/>	<input type="text" value="Edwards"/>	<input type="text" value="Male"/>	<input type="text" value="Beehive"/>	<input type="radio"/>
5	<input type="text" value="Mike"/>	<input type="text" value="Illingworth"/>	<input type="text" value="Male"/>	<input type="text" value="Beehive"/>	<input type="radio"/>
6	<input type="text" value="Phil"/>	<input type="text" value="Spencer"/>	<input type="text" value="Male"/>	<input type="text" value="Beehive"/>	<input type="radio"/>
7	<input type="text" value="Rob"/>	<input type="text" value="Illingworth"/>	<input type="text" value="Male"/>	<input type="text" value="Beehive"/>	<input type="radio"/>
8	<input type="text" value="Scott"/>	<input type="text" value="Bowhill"/>	<input type="text" value="Male"/>	<input type="text" value="Beehive"/>	<input type="radio"/>
9	<input type="text" value="Simon"/>	<input type="text" value="Marett"/>	<input type="text" value="Male"/>	<input type="text" value="Beehive"/>	<input type="radio"/>
10	<input type="text" value="Steve"/>	<input type="text" value="Wkey"/>	<input type="text" value="Male"/>	<input type="text" value="Beehive"/>	<input type="radio"/>
11	<input type="text" value="Tom"/>	<input type="text" value="Blair"/>	<input type="text" value="Male"/>	<input type="text" value="Beehive"/>	<input type="radio"/>
12	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
13	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
14	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
15	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>
16	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/>

If required, after completing registration, you can go back and change captain/login etc

The final section captures whether you intend to enter the 8 A Side competition this year. Not all teams do enter and it's important for the draw that we know in advance. Again, this field is mandatory.

**8 A Side Competition \***

Do you wish to be entered in this years 8-A-Side competition.

Yes  No

Please check all fields before submitting. All fields marked with \* are mandatory



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Review all details on the form carefully and click 'Submit'.

**Thank You Barry**

Your team Troutlets has now been registered.

You can check your entry by going to 'League-> 'Team Details.

The 'Register Team' link will disappear on the published closure date.

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