

# STEP 2 - Set up profile in Platform

### Actions Required

<b>Actions</b> 78	<b>De-Registration</b> 0 Awaiting Approval	<b>Transfer</b> 0 Awaiting Approval	<b>90 Day + Offline</b> 0 Awaiting Refund	<b>Government Vouchers</b> 0 Pending	<b>Restri</b>
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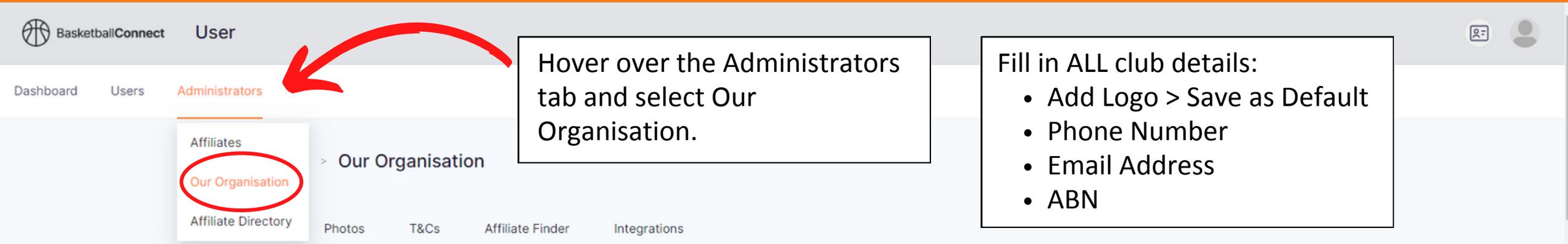
### Overview

<b>Revenue: Last 7 days</b> 2 days ago	<b>Users: 2023</b> Registered
<b>Registration</b> Last 7 days	<b>Shop Purchases</b> Last 7 days \$0.00

From the home screen, navigate to the User module, by using the house icon in the top right corner, to set up your organisations profile and details.

The navigation menu is located in the top right corner of the interface. It contains several icons for different modules: Home, User, Registration, Competitions, Match Day, Communication, Shop, Referees, Finance, Advertising, and Websites. The 'User' icon is circled in red, and a red arrow points from the house icon in the top right corner of the page to the 'User' icon in the menu.

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BasketballConnect User

Dashboard Users Administrators

Affiliates  
**Our Organisation**  
Affiliate Directory

> Our Organisation

Photos T&Cs Affiliate Finder Integrations

Hover over the Administrators tab and select Our Organisation.

Fill in ALL club details:

- Add Logo > Save as Default
- Phone Number
- Email Address
- ABN

Organisation Name\*

Organisation Logo\*



Save as Default

Selected file must be less than 2 MB and jpg, jpeg, png, webp formats are supported.

Organisation Type Association/ League

Affiliated To Basketball SA Country

Please input affiliate address\*

Phone Number\*

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Contact3 Remove

First Name\*  
Jess

Middle Name  
Middle Name

Last Name\*  
Lee

Email\*  
admin@sacbci.com.au

Phone Number\*  
0447125811

Permission Level ?  
Admin  
User - Read Only  
Web Admin - Finance  
Web Admin - Umpires

Cancel Update



Scroll down and add all key contacts and define their Permission Level. Click Update.

All contacts MUST be setup with personal contact details (not association emails), to not create duplicate profiles in the system.



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The screenshot shows the 'BasketballConnect' user interface. At the top, there is a navigation bar with 'BasketballConnect' and 'User'. Below this, a breadcrumb trail shows 'Dashboard > Users > Administrators'. The main content area is titled 'Affiliates > Our Organisation'. Underneath, there are tabs for 'General', 'Photos', 'T&Cs', 'Affiliate Finder', and 'Integrations'. The 'T&Cs' tab is circled in red, and a red arrow points from a text box above to it. Below the tabs, the 'Terms and Conditions' section is visible, with two radio button options: 'File Upload (File Type: PDF)' and 'Link'. At the bottom of the page, there are 'Cancel' and 'Update' buttons.

BasketballConnect User

Dashboard Users Administrators

Affiliates > Our Organisation

General Photos **T&Cs** Affiliate Finder Integrations

Terms and Conditions

File Upload (File Type: PDF)

Link

Cancel Update

Feel free to add photos, affiliate finder details and integration details. These can be completed at a later date.

Please ensure you have some type of T&Cs attached to your organisation. If your club does not have it's own written policies, please link to the SA Country Policies and Procedures page on our website. <https://sacbc.com.au/admin/policies/> Click Update.