**On-line Registration Instructions**

1. Click the relevant link (senior or junior) on Basketball Moe website
	* If you a registering a combination of seniors and juniors then select the junior link.
2. Enter the number of players that you wish to register
	* If you are using the senior link enter the number of adults (include any children playing seniors).
	* If you are using the junior link enter the number of children.
	* If you are using the junior link to enter a combination of juniors and seniors then you must enter the total number of players (including seniors) as children.
	* Family discounts will be applied (if applicable) provided all family members are registered together.
3. Enter the email address you wish to have associated with these registrations
	* If you are registering for the first time or registering using this email address for the first time you will sent an email which requires you to create a password. Follow the instructions on the email.
	* Once you have done this you can continue on the device that received the email however if you want to continue on a difference device then you will have to restart the process from the link on the Basketball Moe website.
	* If you are using the same email address to register as last season then you will be prompted for a password. If you can’t remember it then click the “forgot password” link which will result in you being sent an email with instructions on how to reset your password. Follow those instructions and then return to the logon form and enter your password. If you can’t return to the right place to enter your password then restart the process from the link on the Moe Basketball website.
4. Select the players from the list that you are registering or register a new player
	* You may well be confronted with multiple items for the same player (especially if you are a squad player) and in this case just pick one for that player. It does not matter which one but don’t do more than one. Hopefully we will be able to tidy this up in time.
	* Enter all the mandatory information for that player (mandatory fields are marked with a little red star). It is important that the information that is entered is 100% accurate.
	* Note that there is a mandatory field to select which team this player plays for. All teams should be listed but if it is not listed or you don’t know then select either “Juniors – Other” or “Seniors – Other”.
5. Fees will be applied as follows
	* All players will be charged a BVC Primary Affiliation fee of $40.58.
	* All players will be charged a Moe Base Registration fee of $35.00. Note that this will only be $15.00 for 3rd family members and beyond.
	* All adults (but not children) will be charged a Moe Adult Senior fee of $20.00.
	* All children between 14 and 18 years of age will have the option of selecting the Moe Child Senior fee of $20 and should do so if they are playing in the senior comp.
	* All adults over 35 years of age will have the option of selection the Moe Senior (2nd game) fee and should do so if they playing a 2nd game in the over 35s comp.
6. Repeat steps 4 and 5 for all players you wish to register for
	* Make sure you tick the box agreeing to the Terms and Conditions of Participation. If you don’t it will make you go back and do it.
7. Finalise and pay
	* Once completed for all players a list of total fees payable will appear. Ensure the fees are correct for each player registered.
	* Proceed to payment and follow the payment instructions on screen.
8. Questions
	* Call or text Mark van Dyk on 0402081561
	* Email Mark van Dyk on markandliesl@bigpond.com