

# SBYB Registration Instructions

Registration sites will be available starting May 01, 2018

1. Request a username/PIN for SBYB registration by emailing:
  - a. [sbyb.boys.registrar@gmail.com](mailto:sbyb.boys.registrar@gmail.com)
  - b. Include your parent representative email address, team information (name, affiliation, grade) and whether you want to register in the boys or girls division.
2. After receiving your logon information proceed to:

- a. GIRLS:

[https://script.google.com/macros/s/AKfycbwhMjB5zXyn3NoZ\\_rE6c9LylyZ5Dpe5yBcni\\_2g8nY7KXDtuNO8/exec](https://script.google.com/macros/s/AKfycbwhMjB5zXyn3NoZ_rE6c9LylyZ5Dpe5yBcni_2g8nY7KXDtuNO8/exec)

oogle.com/macros/s/AKfycbyE8bLIB6uac3fEUC86VAffotkMlc3-BQZx095MB6Fr/dev

**SBYB Girls Registration 2018**

If you need a username/password please send an email to [sbyb.girls.registrar@gmail.com](mailto:sbyb.girls.registrar@gmail.com)  
Include your parent representative email address, team grade, division (boys/girls) and team name  
Registration Closes July 01, 2018

Enter email address:

Password:

- b. BOYS:

<https://script.google.com/macros/s/AKfycby7Ll3gqtnglZNIalGVRiYI8hgVsQYCRy6sVqY-Zx7YILKB2P8/exec>

not by Google.

**SBYB Boys Registration 2018**

If you need a username/password please send an email to [sbyb.boys.registrar@gmail.com](mailto:sbyb.boys.registrar@gmail.com)  
Include your parent representative email address, team grade, division (boys/girls) and team name  
Registration Closes July 01, 2018

Enter email address:

Password:

3. Login to the registration page using the given username/PIN. You can register multiple teams using a single username/PIN. If you need to register a team in both the boys and girls division, you will need a separate username/PIN for each site.
4. If no team has been created, press “Create New Team”

5. The team entry screen displays.

6. Enter your team data. To save the team, the team grade, team name and head coach must be entered. The data will be available for viewing and editing until the registration close date July 01, 2018.
  - a. Fields for internal use only: Team Check, Coach Conduct and Player Waivers. You are not allowed to modify them.
  - b. The “Div Req” is to request a division placement for your team. This is only a request – the final decision on where to place your team is decided by SBYB.
  - c. The “New Player” is to indicate if the player is new to your team. First grade teams do not need to select that field since your entire team is new.
  - d. If the player is “new,” your grade coordinator will contact you requesting additional information.
7. Press the “Save” button to periodically save your work.
8. To open an existing team, use the “Select Existing Team” combo box. It lists all the teams you created (a user is allowed to create a max of 9 teams).
  - a. Selecting a team from the combo box will display the data entered for that team. You are allowed to edit most of the roster except for: the team grade and team name. If you need to update those, you will need to delete this team and create a new one.
9. Once you are satisfied with your roster, generate the waivers/conduct forms. The forms will be sent to the username/email address. This operation could take several minutes to complete.
10. Have the waivers and conduct forms signed. When complete, scan the forms and email them in a single email to the respective registrar.

- a. Boys:
    - i. [sbyb.boys.registrar@gmail.com](mailto:sbyb.boys.registrar@gmail.com)
  - b. Girls:
    - i. [sbyb.girls.registrar@gmail.com](mailto:sbyb.girls.registrar@gmail.com)
11. Mail the league fee (\$700) to (Checks must be postmarked by July 08, 2018):  
SBYBasketball  
2785 Pacific Coast Highway #713  
Torrance, CA 90505  
Attn: Boys Registrar or Girls Registrar (depending on the team)
  12. This completes the registration process but does not indicate acceptance to participate in the league.  
Formal acceptance is determined by the SBYB board and will occur after the close of registration.

Please delete any teams you create that are no longer valid or if you are no longer interested in playing in the league prior to July 01, 2018. This will make the registration process easier.

You can only view or edit teams that you created. You cannot view the team roster of any other user.

Please realize this is BETA software and report any bugs or anomalies to:

[sbyb.boys.registrar@gmail.com](mailto:sbyb.boys.registrar@gmail.com)

Thank you and happy registration.