

# Steve Nash Youth Basketball Program

“How to Apply  
To Be an Approved  
Site Organizer”

v1.9



## How to Apply to be an Approved Site Organizer of a Steve Nash Youth Basketball Program

1. Visit [www.basketball.qc.ca](http://www.basketball.qc.ca) for more information and instructions on how to apply for a Steve Nash Youth Basketball Program (SNYB) or call the Quebec Basketball Federation at (514) 252-3057.
  - a. All interested Site Organizers must apply online; to do this, you will need a Be One username and password. If you already have your Be One membership, please have your *username* and *password* ready and continue to Step 2.
    - i. ***If you do not have a Be One membership, you must contact the Quebec Basketball Federation to obtain one for the purpose of administering your SNYB Program. You will not be able to proceed with this process and obtain authorization for a SNYB Program until you acquire your username and password from the Federation.***
2. You must complete the online application form using the Be One Registration Management System (Be One RMS) as identified by your Provincial/Territorial Basketball Organization. To complete the online application, visit [www.basketball.qc.ca](http://www.basketball.qc.ca). *You will need your Be One username and password.*
3. After you have completed your online application, you must register as a “Club” using the Be One RMS by visiting [www.beone.basketball.ca](http://www.beone.basketball.ca). (NOTE: The term “CLUB” used in the System is simply for identifying System functionality). *You will need your Be One username and password to do this.* On instructions on how to register as a “Club” and what you need to know about this process, see below.
4. Once you are “approved” and you are notified by the Quebec Basketball Federation, you must download the PDF version of the **AFFILIATION AGREEMENT** from [www.basketball.qc.ca](http://www.basketball.qc.ca). Please complete it, sign it and fax it back to the Quebec Basketball Federation at (514) 252-3357.
5. Once you have sent the signed **AFFILIATION AGREEMENT**, the Quebec Basketball Federation will review the Agreement for final sign-off. Once this is complete, you will be an Authorized Site Organizer of a SNYB Program.
6. At this point:
  - a. You will be added into the Be One Registration Management System (Be One RMS) by the SNYB representative from the Quebec Basketball Federation to allow you to set-up your SNYB registration system.
  - b. The SNYB representative from the Quebec Basketball Federation will contact you upon approval of your site and provide you with the following documents to support you in creating and implementing your Be One RMS:
    - i. Be One RMS Implementation and Best Practices Guide
    - ii. Be One RMS Setup Guide
    - iii. Be One RMS Administrator’s Manual

Included in the *Be One RMS Implementation and Best Practices Guide* you will be instructed on how to effectively advertise and communicate your SNYB Program and registration to your participants.

7. Throughout registration, you will have unlimited access to all the data of your participants in the SNYB Program for you to manage. Detailed instructions on how to manage your registration is found in the *Be One RMS Administrator’s Manual*.

### Instructions on How to Register using the Be One RMS for Clubs

1. If you are **NOT logged in** already, go to the Be One site at [www.beone.basketball.ca](http://www.beone.basketball.ca) .
  - a. Click on your province/territory of residence on the Be One map of Canada
  - b. Click on the *Club Sanctioning* button
  - c. Enter your Be One Username and Password and click on the *Login* Button
  - d. Continue and see below to Step 3.
2. If you **ARE logged in**, click on the *Submit New Club* link located towards the top left part of the screen.
3. Complete the information on the Club Details Page (Step 1)
  - a. **Please note you must preface name field with “SNYB” and follow it by the most identifiable name for your Site, that is, the city it is being hosted in, or your Club Name. For example, “SNYB – Rosemere”.**
4. Confirm “Club details” and submit the application
  - a. Once your “Club” information has been entered into the Be One RMS, your profile will need to be approved by the Quebec Basketball Federation.