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15 February 2017.

**TO: DISTRICT SECRETARIES
EXECUTIVE
MEDIA**

CIRCULAR 14/2017

BUSINESS LEAGUE REGISTRATION.

At the 2016 AGM, discussions took place with regards to Business Leagues and the importance of their capture into the BSA Database system. After many discussions with organisers and clubs actually running these business Leagues and Corporate days, a specification was defined and the development of such a system initialised.

The BSA Database **Business League** entry sessions have now been completed and are ready for use. All Club organisers running Business Leagues are requested to register an account with the BSA Database requesting access to a **Business League** role (Instructions attached) whereby they will receive an email of acknowledgement and confirmation of access to continue with their entries.

Club Administrators already registered will need to let the System Administrator know that they require this extra access via an email to hebouch@gmail.com.

Once registered the Systems Administrator will submit the Instructions for **Business Entity and Member entries**.

Please be advised that the system is here to make your lives easier. We capture the numbers for the benefit of your individual clubs and to meet the requirements of the Department of Sport & Recreation and SASCOC. If there are any amendments and/or additions that you would like to see, please do not hesitate to email them for consideration and discussion – we would welcome any “little bugs” found or new thoughts to add.

Kindly email your comments to hebouch@gmail.com

**JOHN RAVENSCROFT
OPERATIONS MANAGER**

Executive Committee:

President: Kallie Haupt, Vice President: Rob Forbes
Members: Heather Boucher, Trevor Davis, Charles Levy & Andrew Strong