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Maharashtra Badminton Association

What Is BAI ID?

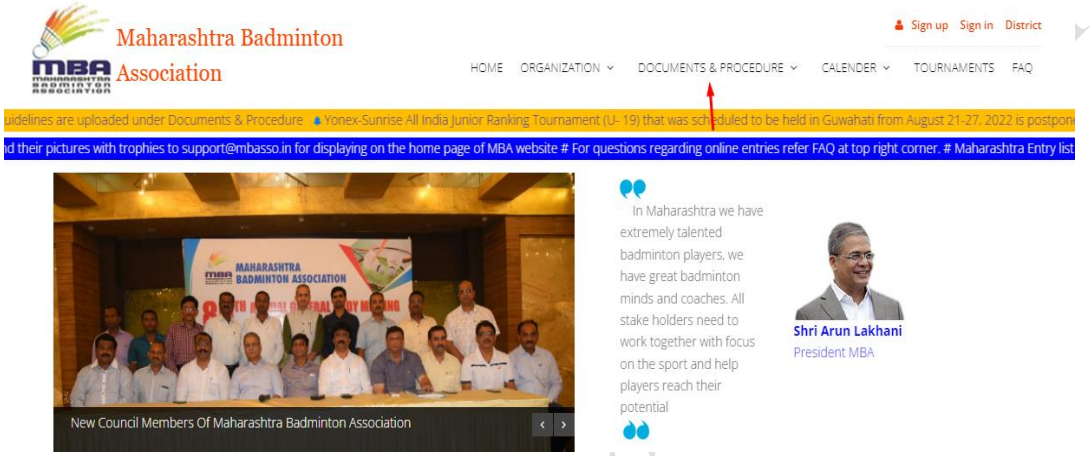
➔ BAI ID is unique Id given to every player who registers with Badminton Association of India.

Why BAI ID?

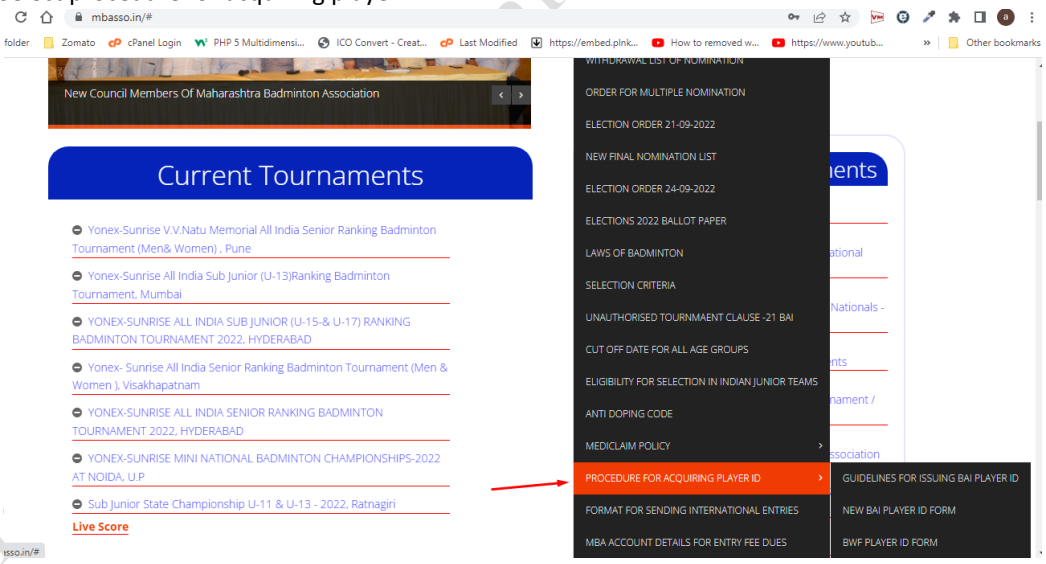
➔ To Play any “ALL INDIA” tournament player needs BAI ID.

Procedure for BAI ID

➔ Go to document and procedure menu



➔ Select procedure for acquiring player ID



➔ Click on New BAI Player Id Form
➔ Read “Guidelines for Issuing BAI Player ID “
➔ Fill-up complete form
➔ Submit this from to your District Association.
➔ Further information will be given by your District Associations

How to Update you BAI ID in your MBA profile?

➔ Once you got your BAI ID then contact your district secretary and ask them to update BAI ID in your profile. (District secretaries contact details are on your district page)

➔ Make sure you copy support@mbasso.in while sending any BAI ID related mail to your district secretary.

What is BWF ID?

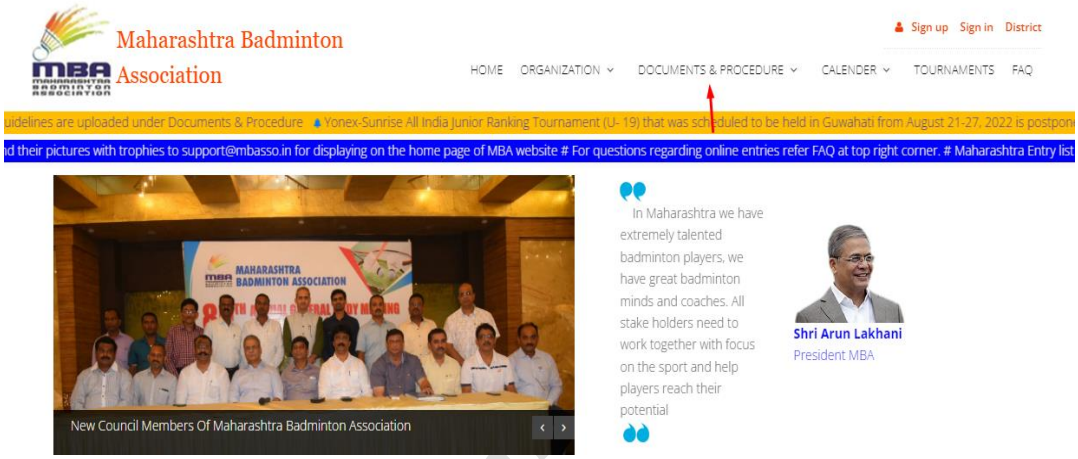
➔ BWF ID is a unique ID given to players who registers with Badminton World Federation.

Why BWF ID?

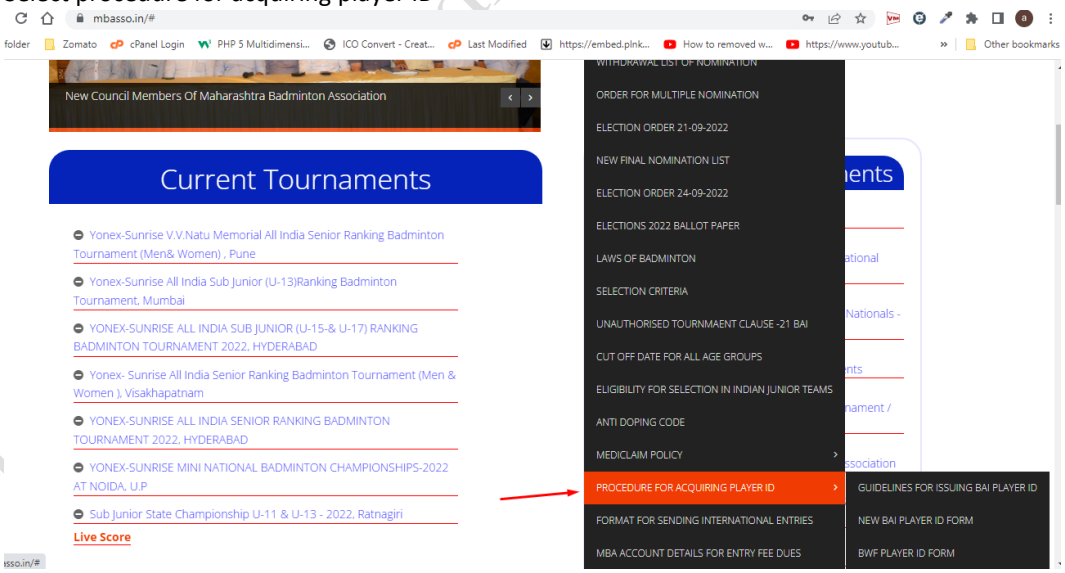
➔ To play any International Tournament Players Need BWF ID

Procedure for BWF ID?

➔ Go to document and procedure menu



➔ Select procedure for acquiring player ID



➔ Click on BWF Player ID Form

➔ Download this form and fill up complete and correct information including the tournament name of the first international tournament that you wish to play

➔ send it to support@mbasso.in

➔ Your Email should be in following format

Subject: - BWF ID Request for <Player Name, BAI ID >
Please find attached BWF ID Form and assign new BWF ID for <Player Name> <BAI ID>.

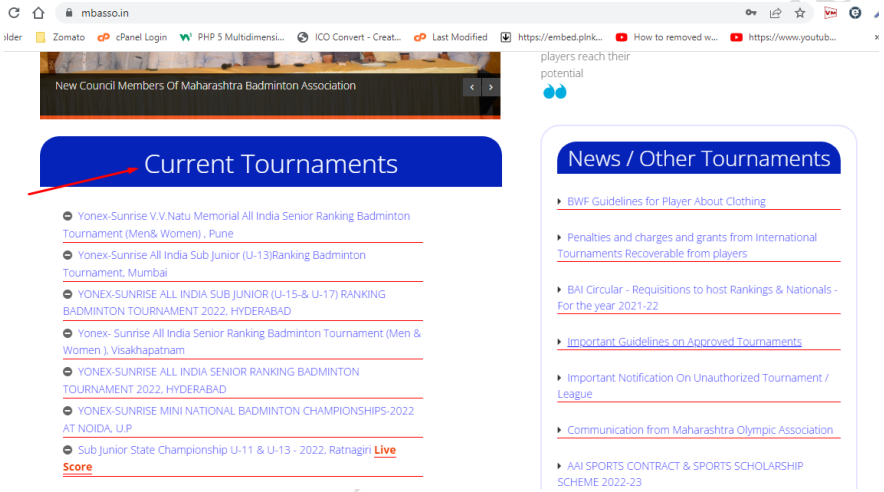
- Conditions
  - You must have registered with any affiliated Unit of Maharashtra Badminton Association.
  - You must have BAI ID.

How to Update your BWF ID in your profile?

- Once you got your BWF ID then contact your district secretary and ask them to update BWF ID in your profile. (District secretaries contact details are on your district page)
- Make sure you copy support@mbasso.in while sending any BWF ID related mail to your district secretary.

How to get circular for upcoming all "All India" and "State" Tournaments?

- Go to www.mbasso.in
- Find Current tournaments

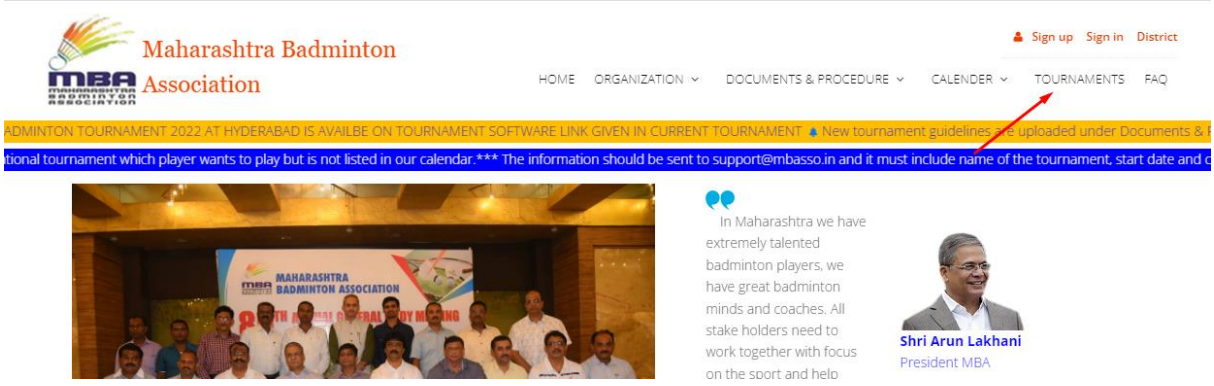


- You will get all upcoming tournaments with circulars (**circular** contains all information related to that tournament).

OR

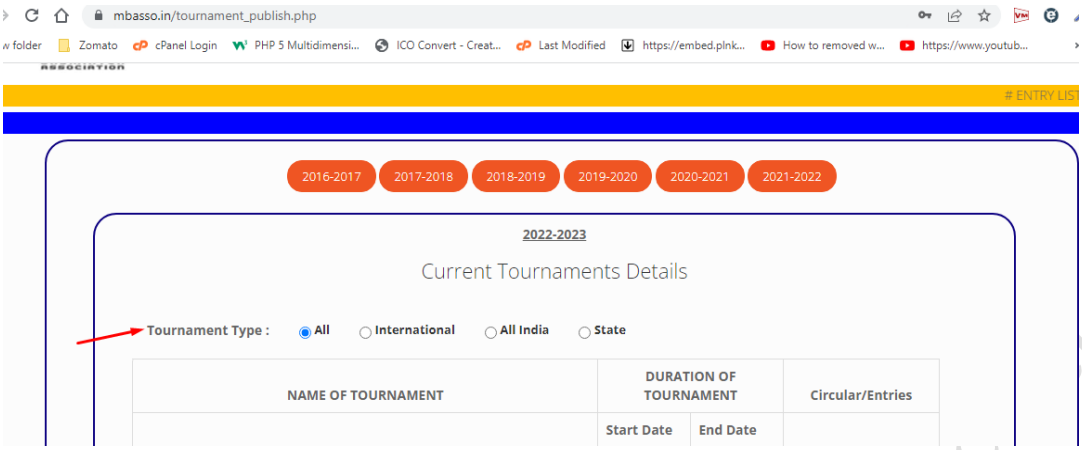
For past tournaments (including Draws)

- Go to www.mbasso.in
- Go to **TOURNAMENTS** menu

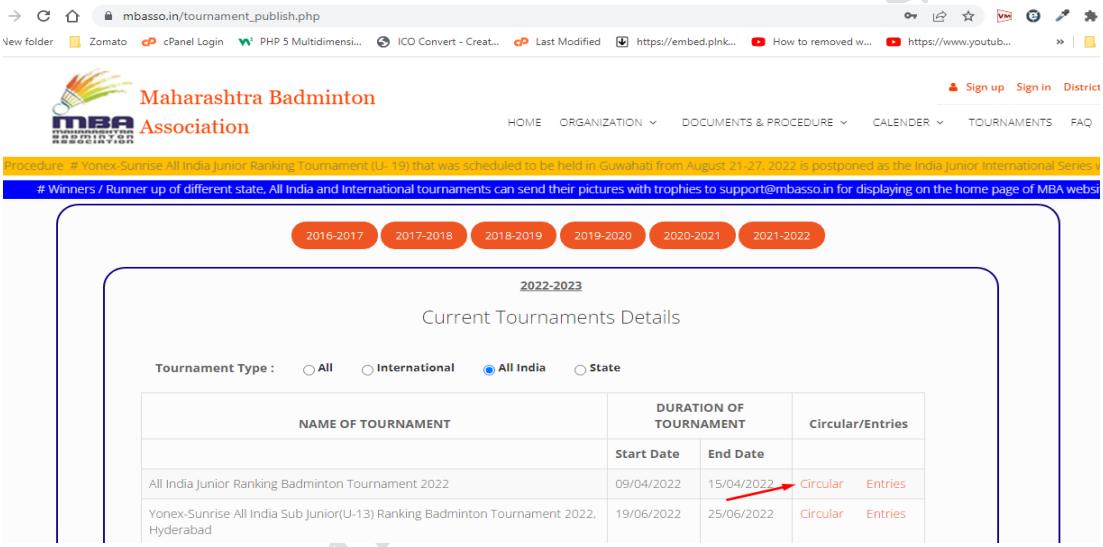


Maharashtra Badminton Association

➔ Select your tournament Type

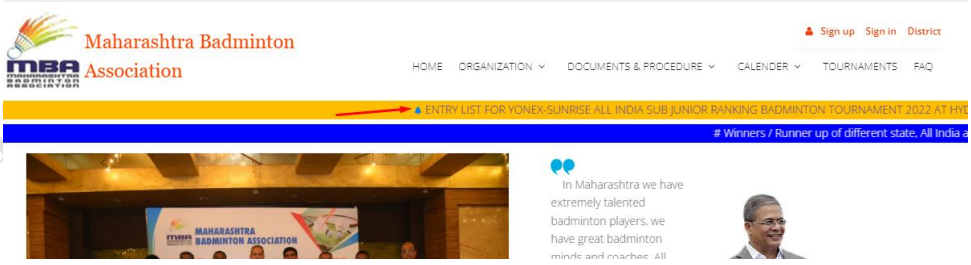


➔ Click on circular



Where to look for notifications and new updates from MBA?

➔ There are 2 scrolling sections on your screen



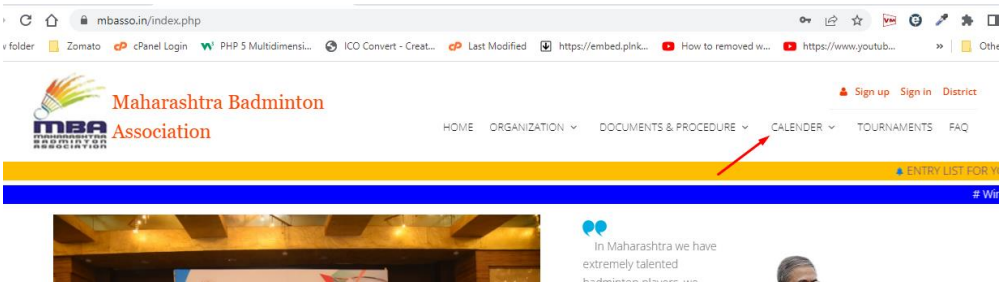
➔ 1: - Shows updates for all tournaments (District, State, All India and International)

➔ 2: - Shows any other important Information.

Where to find calendars (BAI / MBA)?

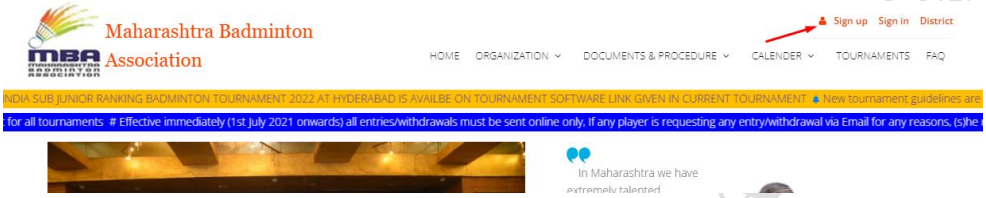
➔ Go to www.mbasso.in

➔ Look at right topmost corner of your screen there is an option of calender.

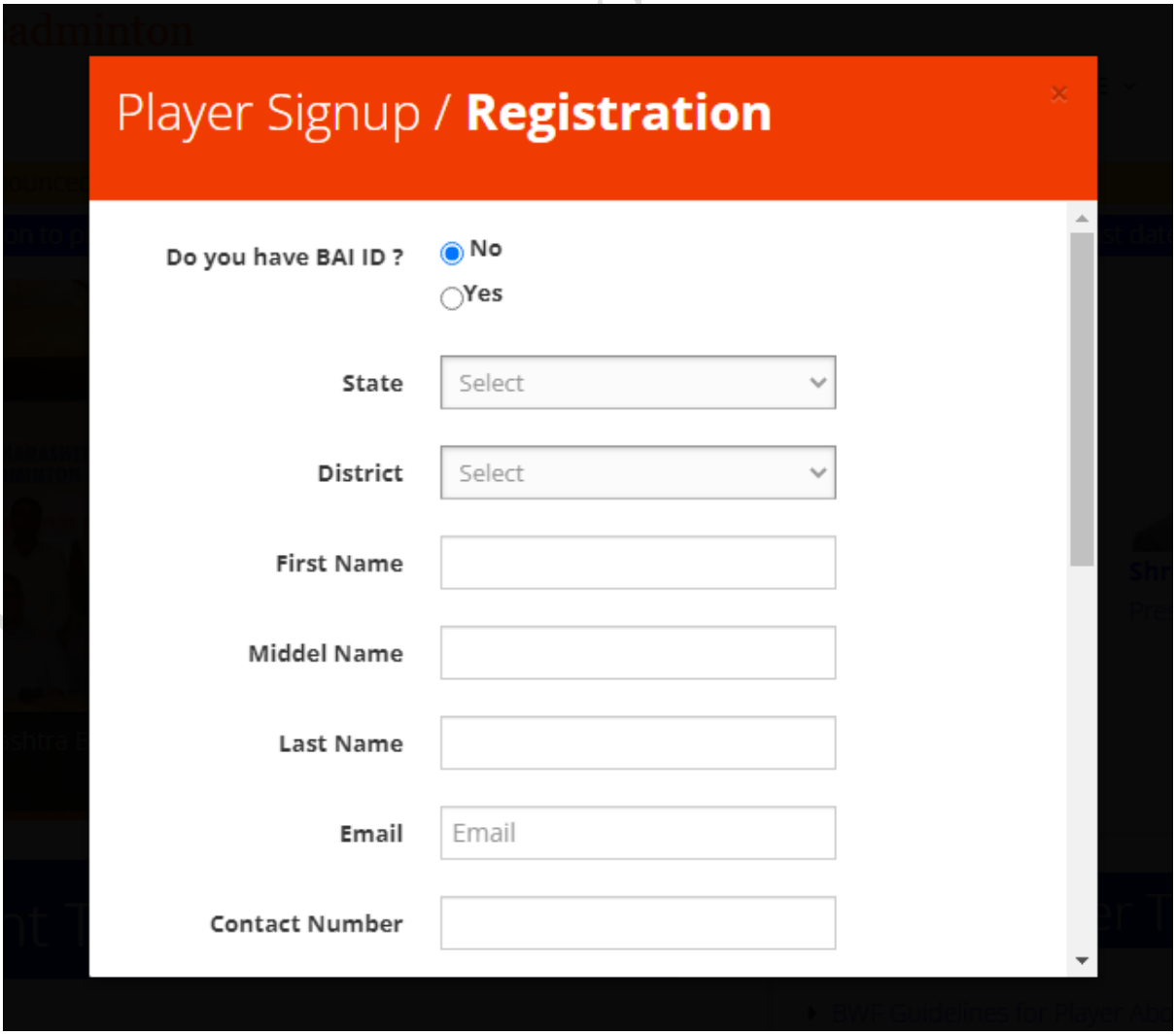


How should a player register with MBA?

- ➔ Go to www.mbasso.in
- ➔ Click on “Sign up”



- ➔ You will see a “Player Signup/Registration” page as shown below



➔ Fill up complete registration form.

General Information (each option is explained in detail after general information): -

1) If you have already registered with BAI and you have BAI ID then enter your BAI ID otherwise select "no".
2) Any number, special character and blank space not allowed in First Name, Middle Name and Last Name.
3) Duplicate email address not allowed. Each player should have their own unique email address.
4) Captcha is case sensitive. Make sure you enter correct captcha.
5) A player must have a valid email id for registration. It is necessary as all future communication from MBA or respective district organization will be sent to this email ID.
    - On this registered email ID Players will also get
        - Acknowledgment of their entry
        - Acknowledgment of their withdrawal of entry, if any
        - Confirmation of their entry being approved by district secretary and forwarded to MBA
        - Confirmation of their entry being approved by MBA and forwarded to BAI for All India and international Tournaments
        - Intimation of Change of tournament dates (if any) for which player has sent in entry
        - And some more…
6) If you have not received login details on email, then you can directly go to the login page and use reset password option.

➔ Read the details below to know more about filling up the Sign Up / registration form……

1. ***Do you have BAI player id?***
    - If player has BAI –Id, then Select the Circle as YES and enter BAI-Id. If player does not have BAI-id, select the circle as NO.
    - This will automatically generate a unique ID for the player and information will be emailed to the player on the registered Email ID.
2. **Select State**
    - Select State name from the dropdown list. State of which the player is a resident and which the player shall represent.
3. **Choose District**
    - Choose district name form dropdown list. District which the player is resident of and shall represent.
4. **First Name Middle Name Last Name**
    - Enter players name (Do not use any suffixes like : Mr ,Mrs, Sau, Ms, Smt, Ku etc.)
    - Do Not Use Special Characters or any number.
    - Space not allowed.
5. **Email Address**
    - Email address is mandatory. Player must provide a valid email id for communication and for Logging In (for tournament entry, withdrawal etc.)
6. **Contact number**
    - Mobile number should be a valid 10 digits or a valid landline no with STD code.
7. **Aadhar Number**
    - Aadhar number should be a valid 12.
8. **Address**
    - Enter players postal address along with Pin Code
9. **Club Name – District Admins should create a list of clubs for their district**
    - Select players club. This is required information and will be used during tournament draw for club separation. If player does not play for any club select "self". If players club does not appear in the list user "Other" as option and enter the new name.
10. **Gender**
    - Male or Female

Maharashtra Badminton Association

11. Date of Birth

- Player's valid date of birth as it appears in the proof of birth that is or will be submitted for associations records.

12. Security code

- Enter the text you see in the given box properly. Security code should be entered exactly as it appears, same Case (capitol letters or lower case as they appear) no spaces.

➔ Click on Sign Up
(if you fill all correct information and valid email address you will get a mail about your player ID and Password)

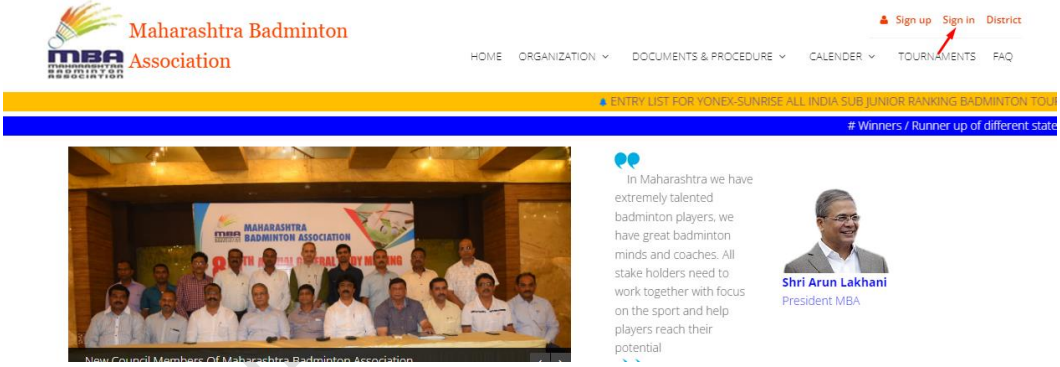
Why this registration is needed?

A player who wishes to participate in any District tournament that is organized by respective affiliated District of MBA or represent respective District at State level tournament or represent MBA at All India tournaments or represent India at international tournaments, must first register on MBA website. Only after registering can that player send entry for any of the tournaments described above.

Entries booked through MBA website will follow the same approval procedure i.e. first District Secretary will approve and then it will be available to MBA for state tournaments or for forwarding to BAI for All India tournaments, international tournaments.

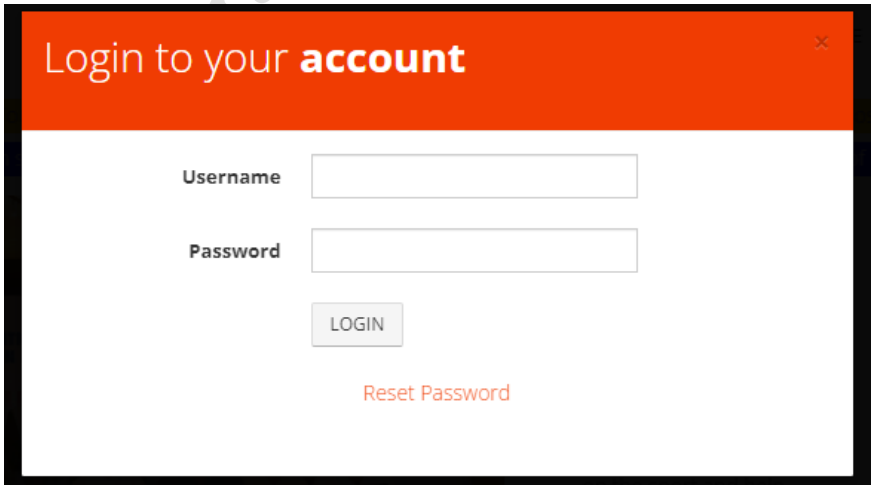
How to login to player Account?

➔ Go to www.mbasso.in



➔ Click on Sign in link on top-right corner

➔ Following screen will appear



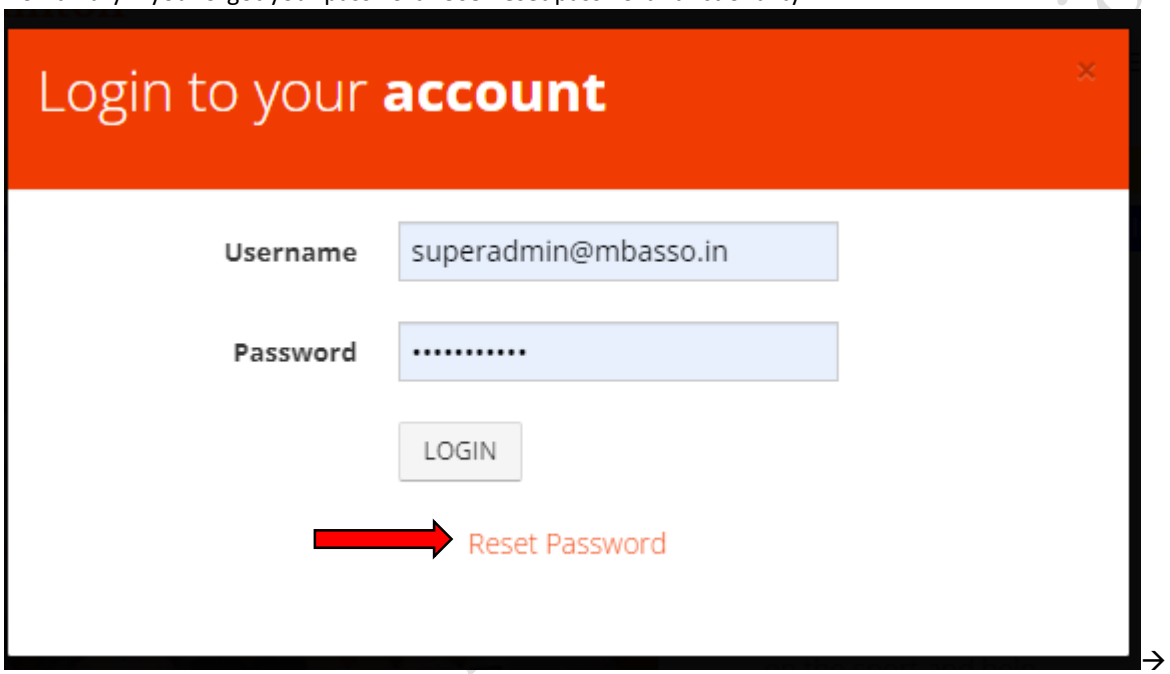
➔ **Enter player's login details:**

- In the first box that appears below "Sign in" enter player's Email Id – this is the email ID player entered Sign up / Registration. Enter player's password in the next box. This is the password that is Emailed to the players on the Registered Email ID.

➔ **Click on "Login" and player will be directed to his/her profile page which displays all standard information that player entered during Sign up / Registration process.**

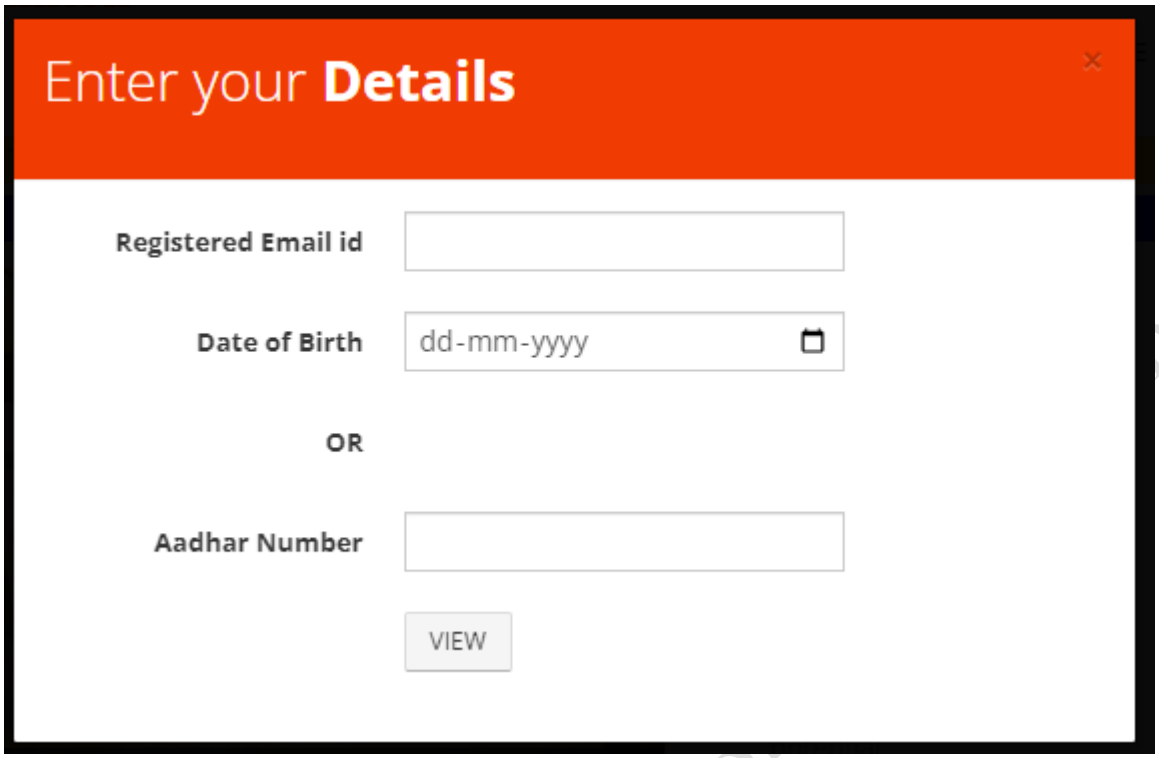
What Should I do if I forgot password for my Account?

➔ Don't wary if you forgot your password. Use Reset password functionality.



Maharashtra

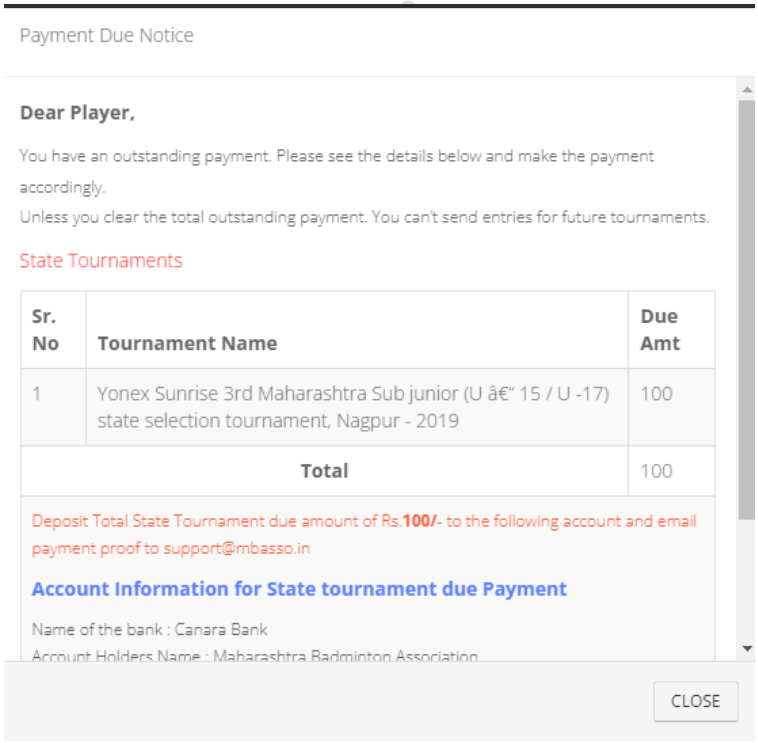
After Clicking on Reset password insert your registered email address and date of birth or Aadhar number.



➔ Click on View and you will get login details.

What should I do if my account is lock due to pending entry fees?

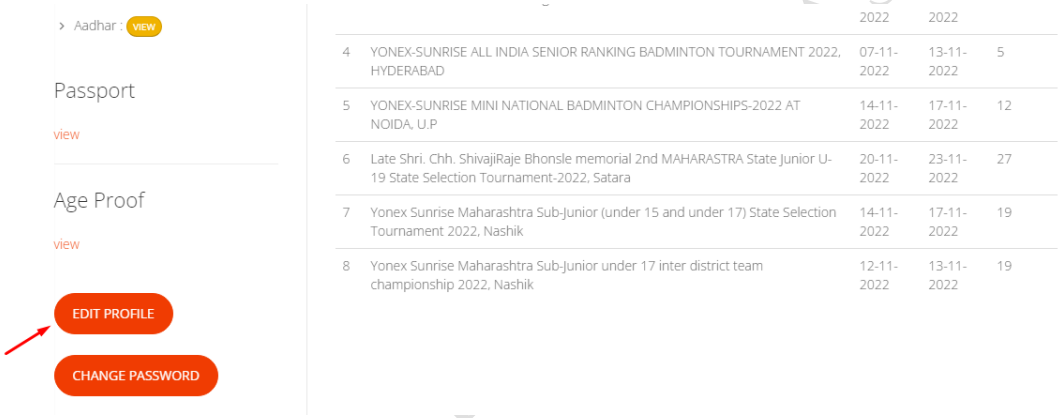
➔ When you try to send entry from your own login and try to send entries for any tournament you may get a message (as shown below) about Payment Due Notice. That means you have un-cleared tournament entry fee dues. If you try to do entries from someone else's login, then only a message will pop stating you have payment due.



- First look at the top of notice that show which tournament you have pending due either it is district or State or All India or International. It also shows name of that tournament.
- If you have dues for international tournaments, then account information about BAI Bank account is given in same notice. You have to deposit amount which is specified in this notice and send transaction details to support@mbasso.in
- If you have dues for State or All India Tournaments, then account information of MBA Bank Account is given in same notice. You have to deposit amount which is specified in this notice and send transaction details to support@mbasso.in
- If you have dues for district tournaments, then simply contact with your district secretary and ask them about procedure for depositing amount for district tournaments.
- After depositing amount to respective account send transaction details with proof of deposit (counter sleep, message from bank, screen shot of successful payment in case of online banking) . Your mail must include player name, Player ID, date of deposit amount to bank, for which tournament you have due, transaction number etc.

How to Edit Player Profile?

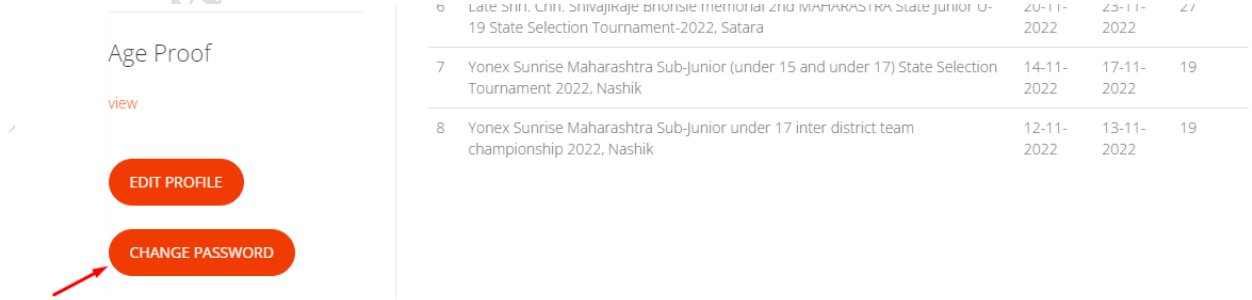
- After Login to your account click on “Edit My Profile”



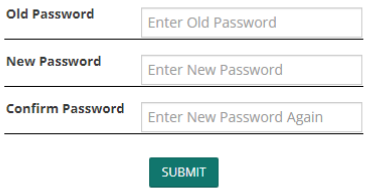
- Now you can change most of your information and update your kitting size, passport information. You can change your club, coach name, Contact etc

How to change Password?

- After Login to your account click on “Change Password”



- Enter your old password
- Enter new Password and conform
- Click on Change Password

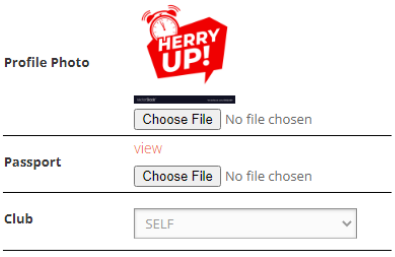


How to update Aadhar Copy and Passport Copy?

- ➔ Login to your account
- ➔ Look at left bottom side of your screen there is an option of update Aadhar Card copy(only once you can update the Aadhar copy).
- ➔ Click on edit profile and you can see option to update passport copy.
- ➔ Click on choose file
- ➔ After selecting file form your computer click on “Submit” Button
    - Your File Size should be within 1MB

How to change my profile Picture?

- ➔ Login to your account
- ➔ Click on Edit profile
- ➔ Very first option Is for profile Photo.

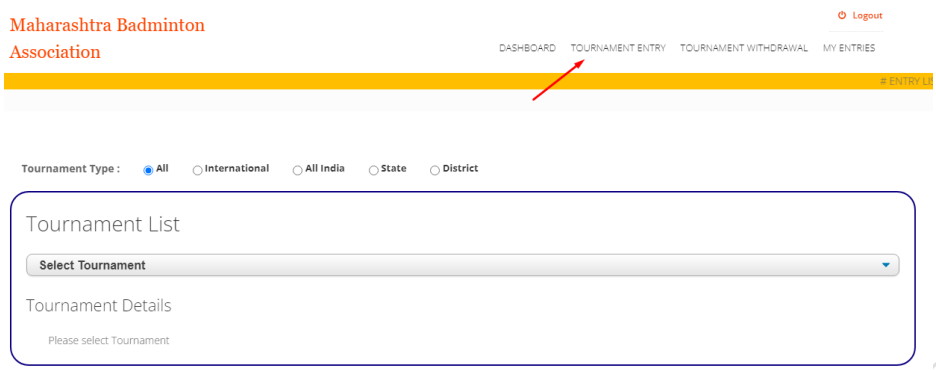


- ➔ Click on Choose file
- ➔ Select your photo form your computer and click on submit button.

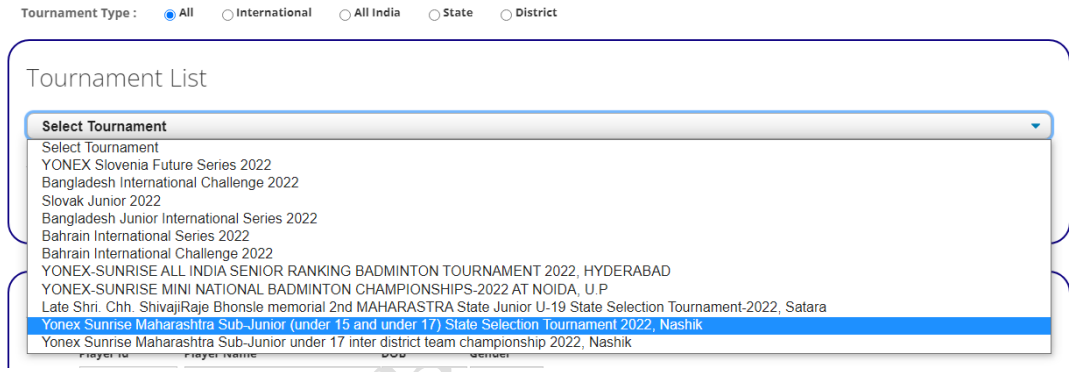
Badminton Association

How to Send entry?

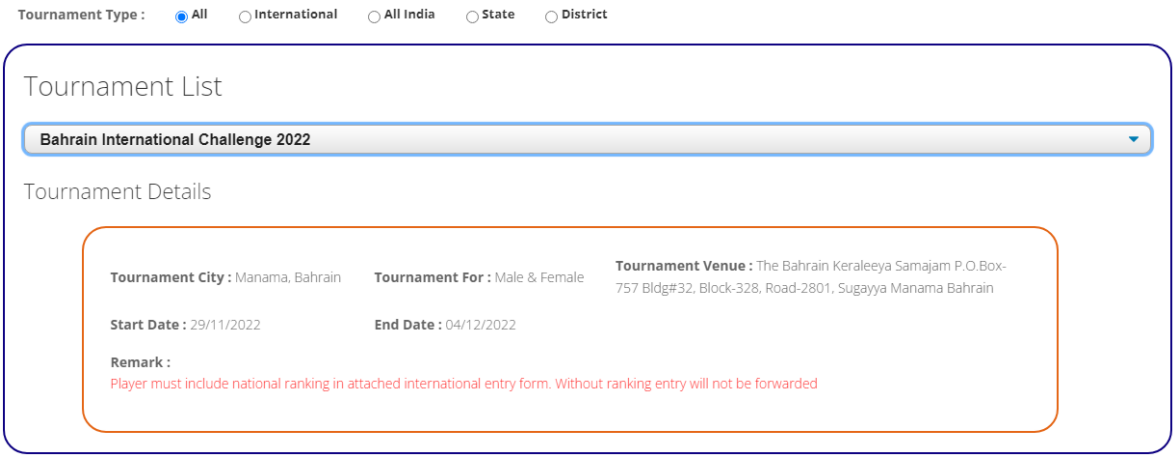
- ➔ Login to your account Click on “TOURNAMENT ENTRY” tab
- ➔ Following screen will appear



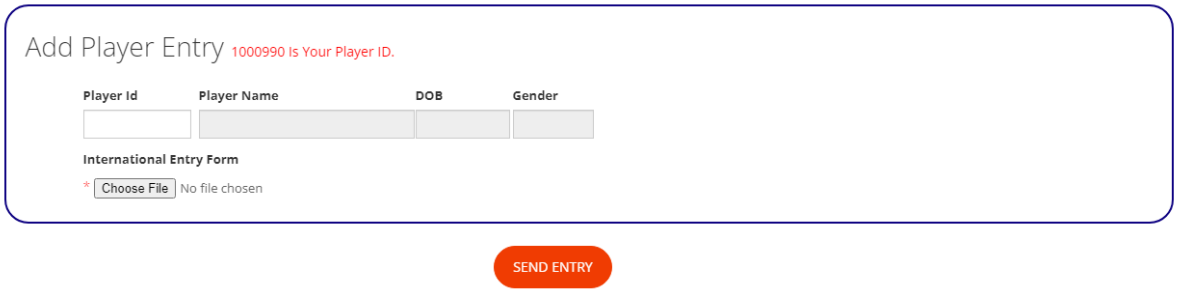
- ➔ Select tournament type (International, All India, State, District)
- ➔ Choose tournament from list *(Note** only tournament for which last date of entry is not over will be displayed)*



- ➔ Once tournament is selected, tournament details will be displayed and this is just for player’s information and ready reference.



- ➔ The bottom half of screen has provision for adding player’s entry.



- ➔ This is where the entry for a particular tournament be given
- ➔ Enter player id in the box given and press "tab" key. Other details of player like Name, DOB & Gender will automatically be displayed. This information is provided by the player during registration process and displayed here for confirmation.
- ➔ Select appropriate age group. Here system will match players date of birth with the cut-off date for the age group selected by the player. If player is eligible to play in that age group, the player will now be asked to select category.
- ➔ Player to choose from Singles, Doubles and Mix Doubles
- ➔ If player selects Singles
  - The entry is complete.
  - Click on send entry button.
- ➔ If player selects Doubles (read below paragraph "For partners from state other than Maharashtra")
  - A box will open next to category. Here player has to enter partner ID and press "tab" key – and for that must know partners Player ID
    - In case of doubles – partner must meet the age criteria and should be of same sex
  - Once a valid partner ID is entered, Partners details will automatically be displayed for confirmation
  - The entry is now complete. Click on send entry button.

- ➔ If player selects Mix Doubles **(**read below paragraph "For partners from state other than Maharashtra")
  - A box will open next to category. Here player has to enter partner ID and press "tab" key – and for that must know partners Player ID
    - In case of mix doubles – partner must meet the age criteria and should be of opposite sex
  - Once a valid partner ID is entered, Partners details will automatically be displayed for confirmation
  - The entry is now complete. Click on send entry button
- ➔ As soon as player submits entries, a confirmation message will be displayed at the top
- ➔ Player will also receive "Entry Receipt Confirmation Email" on the registered email ID. In case of doubles entry both players will get confirmation email. In case player has booked entries for other players, respective players will get confirmation email stating who has booked their entry.
- ➔ Player can also check the entries under My entries tab.
- ➔ Now the entry will automatically be available to District Association for approval. There is no need to forward or send individual email to District Association.

For partners from state other than Maharashtra

In case of Doubles and Mix-Doubles entries for All India Tournaments, if partner is not from the state of Maharashtra but is partnering with Maharashtra player, special provision is made

- A box will open next to category. Here player has to enter partner's BAI ID and press "tab" key and for that must know partner's BAI ID

Maharashtra Badminton Association

- Partner must meet the age criteria (software will not perform any checks and will just record the DOB entered) and Gender will be selected automatically.
- As the partner is not from Maharashtra and not registered with us, **it is the responsibility of the player to**

Ensure that Partners correct information is entered.

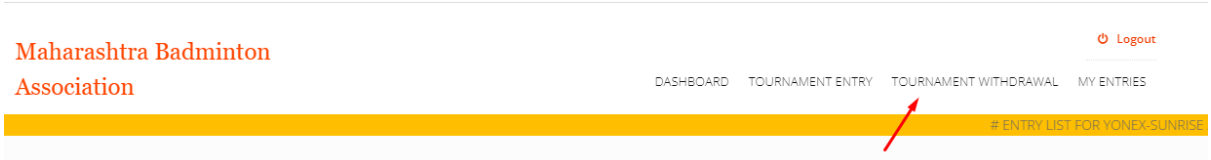
- Enter Partner's name; Enter Partners Date of Birth
- The entry is now complete. Click on send entry button.
- In this case entry receipt email will be sent to Maharashtra player only and not the partner.

In case of International tournaments, for doubles and mix-doubles same rules as mentioned above apply. In addition, there is provision made to upload the international tournament entry form. This form should have details of all the players and entries that are entered there.

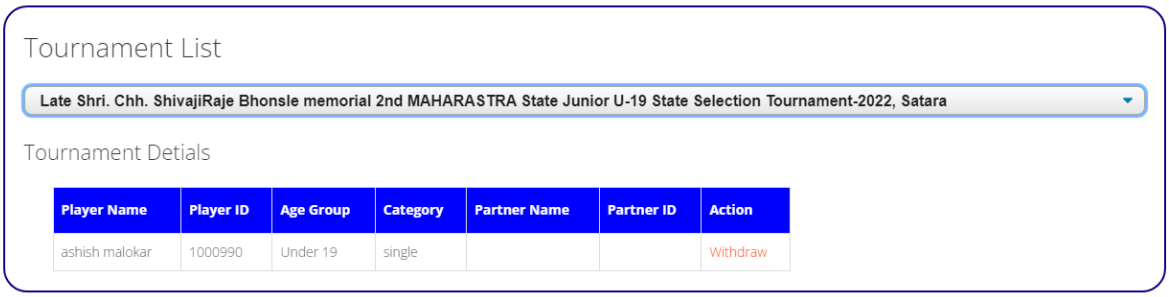
How to Withdraw Entries from tournaments?

**Info: After booking entry for a particular tournament if a player decides not to participate in that tournament or play a particular even, player can withdraw that entry.

➔ Click on tournament withdrawal



➔ Select tournament from the tournament list. (Only the tournaments for which you did entry and withdrawal date is not over will be displayed.)



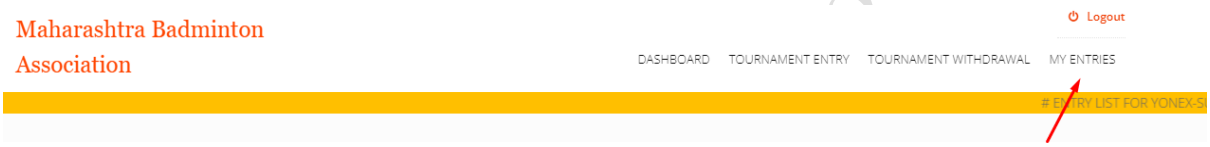
➔ If you have more than one entries, then Decide which entry is to be withdrawn and click on "Withdraw" button on the right hand side of that particular entry

- ➔ A player is allowed to withdraw only his/her own entry in case of singles entries
- ➔ Either of the partners are allowed to withdraw only his/her doubles entry
- ➔ Even if a player has sent entry for another player he/she cannot withdraw that entry. It must be withdrawn by logging into that respective player's profile.
- ➔ Player will get Entry Withdrawal Confirmation Email on successful withdrawal.
- ➔ If player has withdrawn doubles entry, then both partners will get Entry Withdrawal Confirmation Email
- ➔ If district association has already approved the entry, then MBA will also get a notification that the player has withdrawn the entry for that specific tournament

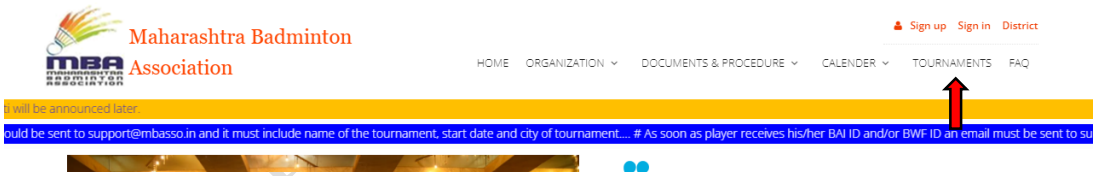
How to conform tis my entry successfully done or not?

- ➔ You can conform it by 3 ways

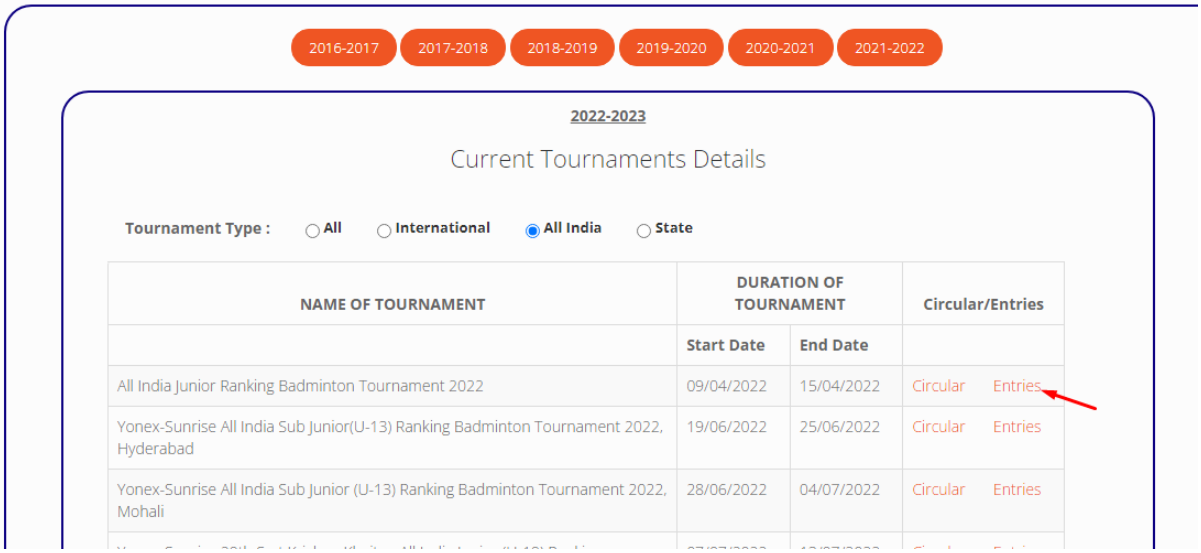
1) Go to "MY ENTRIES" (if your entry successfully sends then you can see all these tournaments under "MY ENTRIES")



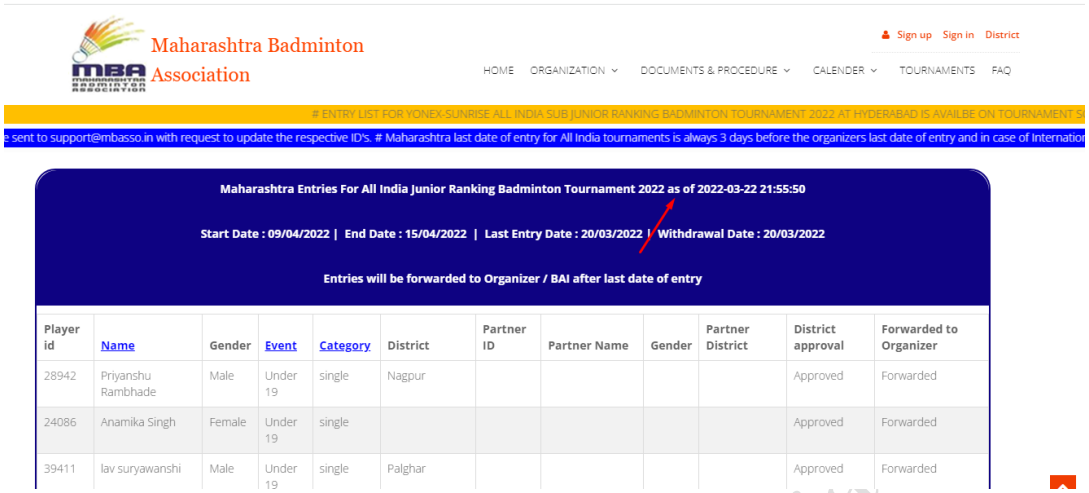
2) You will get conformation email on your registered email address.
3) Go to www.mbasso.in
   - click on "Tournaments"



   - Select tournament -> click on "Entries"



   - ***Note** make sure you have check Entries Publish date(As Of date). Entries up to "As of "time will be displayed there. If your name is present, there then it is confirming that your entry has been processed.***



If you have any query related to this document or regarding anything to do with online entry system or website email us at support@mbasso.in

Maharashtra Badminton Associa