*This form is to help the leagues sign up to the new online league tool. There are three steps, you can provide as much information as you would like.*

*Please return this to* [*competition@badmintonengland.co.uk*](mailto:competition@badmintonengland.co.uk)*.*

***Step 1 – League Details***

|  |  |
| --- | --- |
| Name of your League | E.g. The lions Badminton League |
| Description and purpose of the league |  |
| Organiser(s)\* (please include BE membership number if known) |  |
| Email Address |  |
| Contact number |  |
| League website (optional) |  |

\* To be an organiser you need to have a BE membership. If they are not, please ask them to contact us at [competition@badmintonengland.co.uk](mailto:competition@badmintonengland.co.uk).

***Step 2 – Create the divisions for your league***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| League Name | Start date  (dd/mm/yy) | End date  (dd/mm/yy) | Email Address | Amin name(s)\* |
| E.g. WS Division A1 | 01/09/19 | 01/09/20 | competition@badmintonengland.co.uk | Jessy Berbari |
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Please add more rows if required.

***Step 3 – Create teams in your league***

N.B. If your Club is already a member of Badminton England sign up below. If not, the club will need to register themselves first: <https://www.badmintonengland.co.uk/join/club-affiliation/>.

If you have club membership queries please contact [membership@badmintonengland.co.uk](mailto:membership@badmintonengland.co.uk)

* Tip: the league will only display the team name. Therefore, the club name (or an abbreviation) should be included within each Team Name so that in the league table it is clear which club-team they are. E.g. ‘Kettering Men’s A’ rather than ‘Men’s A’.
* Tip: Include a default Match Venue, and Match Start Time for each team – these are automatically inputted when creating fixtures and can save you time alter on.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Club Name | Teams name | Division | Home Venue (default) | Match Start time (default) |
| E.g. Jessy jets | JJ Women’s Singles 1st | WS Division A1 | National Badminton Centre | 20:00 |
| E.g. Jessy jets | Jessy jets MS A | MS Division A1 | Bletchley Leisure Centre | 19:30 |
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Please add more rows if required.