

# RETURNING PLAYER – BAFA REGISTRATION

To login into the registration portal follow the link below:

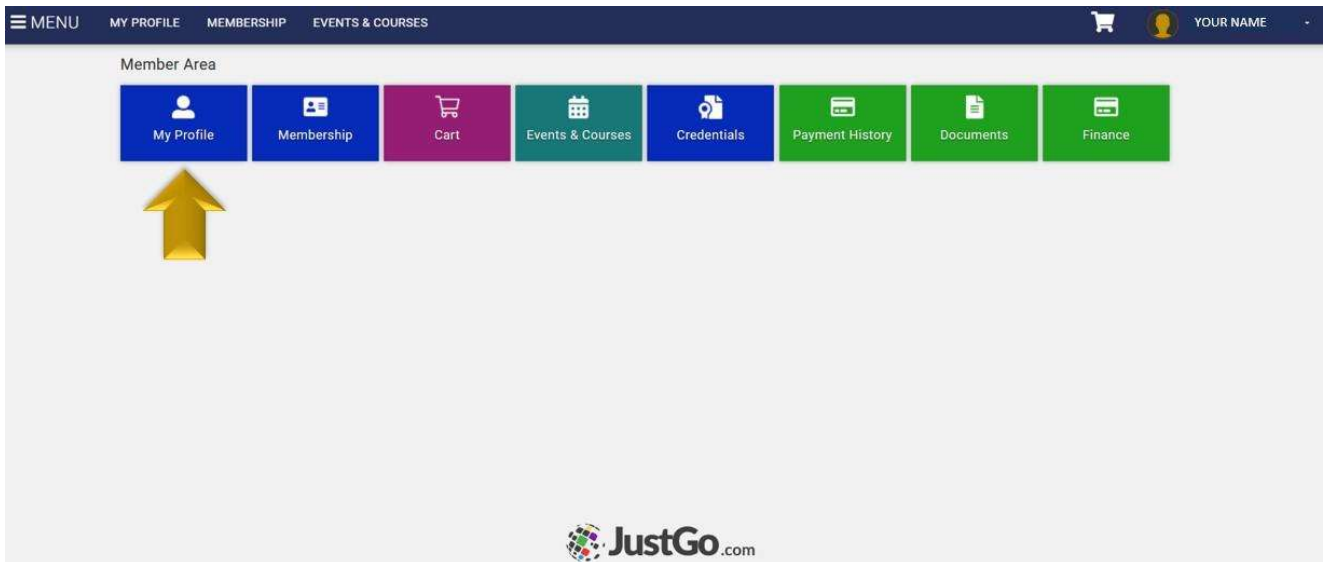
<http://bafa.azolve.com/>

Your username and password are the same as that of the previous time you logged onto the portal. If you cannot remember your password then please click 'forgotten password'. If on the other hand you cannot remember your username in the first instance either message any of the team social media pages or email [cvblackhawks@outlook.com](mailto:cvblackhawks@outlook.com), following which, if unable to assist please email:

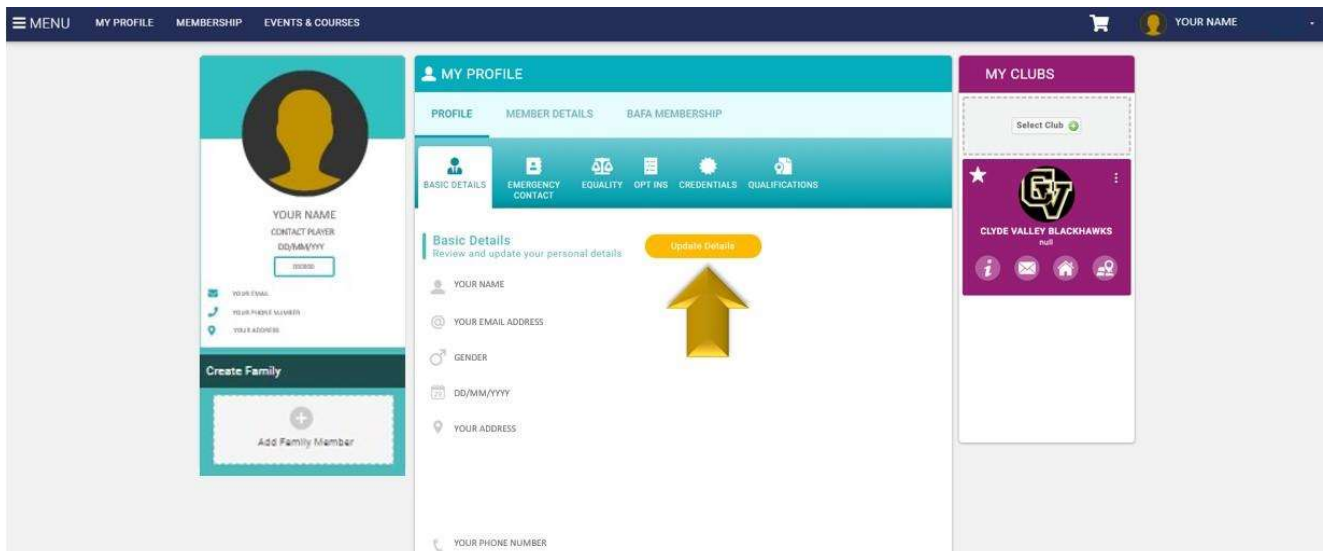
[registrations@britishamericanfootball.org](mailto:registrations@britishamericanfootball.org)

**NOTE: PLEASE DO NOT CREATE A SECOND ACCOUNT UNDER ANY CIRCUMSTANCES!**

Once successfully logged in to the BAFA portal, click on 'My Profile' as can be seen below.



Once in the 'My Profile' section, please take this time to ensure that all of the information presented is correct (including emergency contact information). If any changes are required to be made, click on the 'update details' button as can be seen below.



Once ensuring all of your details are up to date. Click on the section that is titled 'BAFA MEMBERSHIP' as can be seen in the above, after entering this section click on the section that says, 'renew or add your membership', following which you should see something similar to below.

At this stage, select the relevant option (contact if you're a player, coach if you're a coach and non-coaching staff if you're on the committee) and ensure that the details following are correct and a clear form of ID has been added, the types of ID accepted are:

- Passport
- British Driving Licence
- Young Scott Card
- College/University Identification Card (With Photograph)
- Birth Certificate

**NOTE: THE IDENTIFICATION DOES NOT NEED TO BE APPROVED TO PROCEED!**

If you are a non-UK National then a proof of residency within the UK will also be required, the types of proof accepted are:

- Council Tax Bill
- UK Drivers Licence
- Residency Permit
- HMRC Letter

Following this select the finish button, after which you will be taken to the 'Checkout & Payment' stage as can be seen below.

Checkout & Payment

1 Order Review 2 Confirm Payment

Below is a summary of your order, please review and then select a payment option.


### Order Summary

Total Items	1
Item saved for later	0
Net Total	£50.00
Total (GBP)	£50.00

Pay with Card

VISA DISCOVER MASTERCARD AMERICAN EXPRESS

Remove All

ITEM SUMMARY	QTY	NET TOTAL	TAX	TOTAL
 <b>Adult Contact</b> BAFA Adult contact - (Your Name - Clyde Valley Blackhawks) <input type="button" value="Save for Later"/> <input type="button" value="Remove"/>	1	£50.00	£0.00	£50.00

Please ensure that the item summary shown is correct for your position within the team and continue with the final stage of the payment. Following this you should receive a confirmation email and will have the option to print your invoice confirmation.

If you have any questions on registration please do not hesitate to contact the Clyde Valley Blackhawks at any social media address or [cvblackhawks@outlook.com](mailto:cvblackhawks@outlook.com) or email: [registrations@britishamericanfootball.org](mailto:registrations@britishamericanfootball.org)