

Sandbelt Bowls Region – Championships – Competition Entry Process

Entries to Sandbelt championship events can only be made via BowlsLink, so you will need access to your BowlsLink account. If you have not used your BowlsLink account before, you will need to create a login as shown in the video available [here](#)

If you are going to enter a team event (pairs, triples or fours) you will need to have at hand either

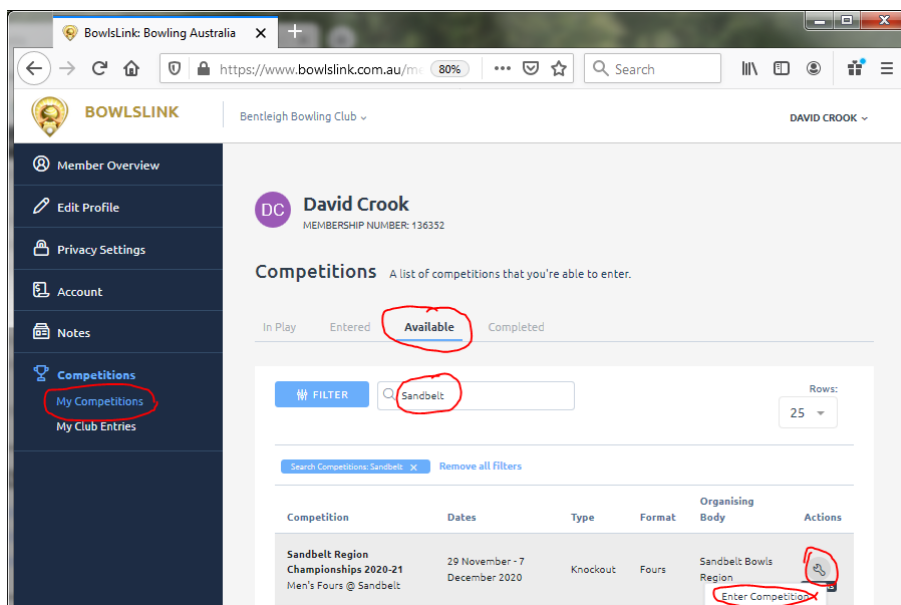
- The Membership Number or each player, or
- The day and month of their birthdates

Log into your BowlsLink account. You will not be able to create an entry to a competition unless you have established your BowlsLink account.

If *My Competitions* is not visible in the left sidebar, click *Competitions* to reveal its sub-items.

Select *My Competitions* | *Available*; type “Sandbelt” then *Enter*.

The display of available competitions is filtered to show those whose name contains *Sandbelt*.



Select the competition you wish to enter, click the *spanner* icon on the right side and choose *Enter Competition*.

Sandbelt Bowls Region – Championships – Competition Entry Process

The **Players** screen appears.

Note that all your details have been populated automatically. (Click the V symbol on the right to view.)

DC David Crook
MEMBERSHIP NUMBER: 136352

29 November - 7 December 2020

Men's Fours @ Sandbelt SANDBELT REGION CHAMPIONSHIPS 2020-21

Type: Knockout | Format: Fours | Entries: 1

1 Players 2 Details 3 Fees 4 Confirmation

David Crook PRIMARY CONTACT

Player 2

DETAILS LINK MEMBER

First name* Last name*

Contact e-mail* Contact number*

Gender*

Position Nominated club*

LINK CLUB

For Player 2, click Link Member.

The *Member Lookup* form appears.

Member Lookup

National ID Number
134071

OR

Birth day Birth month

Last name

Email Optional

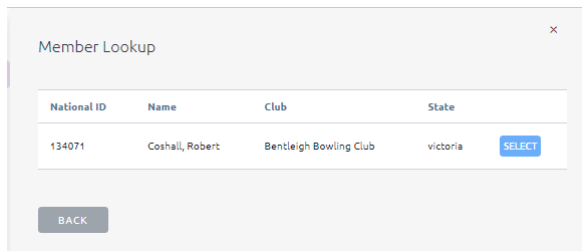
Mobile phone Optional

CANCEL SEARCH

Enter the player's Member Number in the *National ID Number* field (poor design – should have consistent naming) or enter *Birth day*, *Birth month* and *Last Name* and click *Search*.

The Member Lookup form returns a list of members who match the search criteria.

Sandbelt Bowls Region – Championships – Competition Entry Process



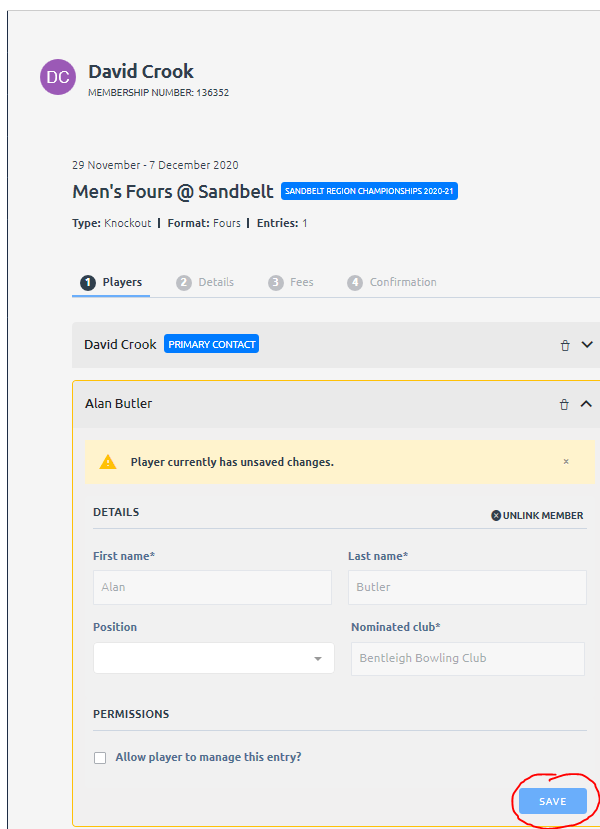
Member Lookup

National ID	Name	Club	State	
134071	Coshall, Robert	Bentleigh Bowling Club	victoria	SELECT

[BACK](#)

Select the appropriate member.

Details for Player 2 are inserted; note the yellow border around the player's data indicating it has not been saved.





DC David Crook
MEMBERSHIP NUMBER: 136352



29 November - 7 December 2020



Men's Fours @ Sandbelt [SANDBELT REGION CHAMPIONSHIPS 2020-21](#)

Type: Knockout | Format: Fours | Entries: 1

1 **Players** 2 Details 3 Fees 4 Confirmation

David Crook [PRIMARY CONTACT](#)  

Alan Butler  

 Player currently has unsaved changes. 

DETAILS [UNLINK MEMBER](#)

First name* Last name*

Position Nominated club*

PERMISSIONS

Allow player to manage this entry?

[SAVE](#)

Click *Save*.

If there are no errors, the yellow border is cleared.

Sandbelt Bowls Region – Championships – Competition Entry Process

Use the same process as for Player 2 to complete the details of the remaining players.

The screenshot shows a web interface for entering a team. At the top, it displays the user's profile: 'David Crook' with a 'DC' logo and 'MEMBERSHIP NUMBER: 136352'. Below this, the event details are shown: '29 November - 7 December 2020', 'Men's Fours @ Sandbelt' (with a sub-label 'SANDBELT REGION CHAMPIONSHIPS 2020-21'), and 'Types: Knockout | Format: Fours | Entries: 1'. A progress bar indicates four steps: '1 Players', '2 Details', '3 Fees', and '4 Confirmation'. The 'Players' step is active, showing a list of four players: David Crook (marked as 'PRIMARY CONTACT'), Alan Butler, Geoffrey Ellis, and Stephen Elmer. Each player name is followed by a trash icon and a dropdown arrow. Below the list is a dashed box with a plus icon and the text 'ADD PLAYER'. At the bottom, there are three buttons: 'CANCEL', 'BACK', and 'NEXT'. The 'NEXT' button is circled in red.

When all player details have been entered, click *Next*.

Sandbelt Bowls Region – Championships – Competition Entry Process

The **Details** screen appears.

DC David Crook
MEMBERSHIP NUMBER: 136352

29 November - 7 December 2020

Men's Fours @ Sandbelt SANDBELT REGION CHAMPIONSHIPS 2020-21

Type: Knockout | Format: Fours | Entries: 1

1 Players 2 Details 3 Fees 4 Confirmation

Key Details

Team name

/ ### / ### /

Leave blank to have a team-name automatically generated.

Additional Details

Note that the Team name contains a string of # characters.

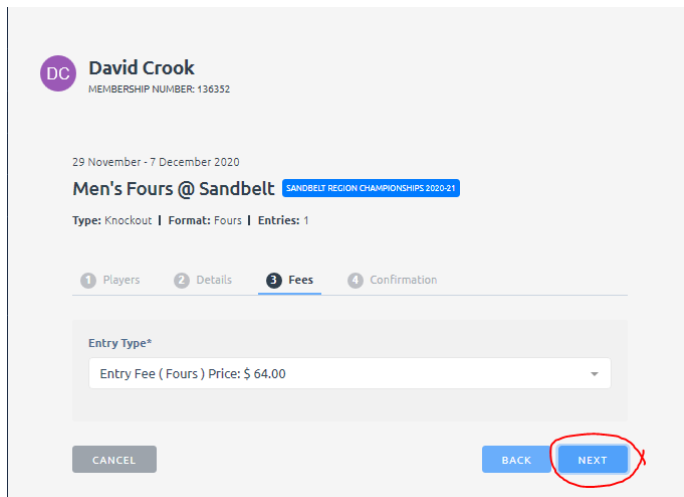
Delete everything in the field so that the system creates the default team name. (This step should be unnecessary and may be fixed in due course.)

Review the Additional details.

Click *Next*. (not shown)

Sandbelt Bowls Region – Championships – Competition Entry Process

The **Fees** screen appears.

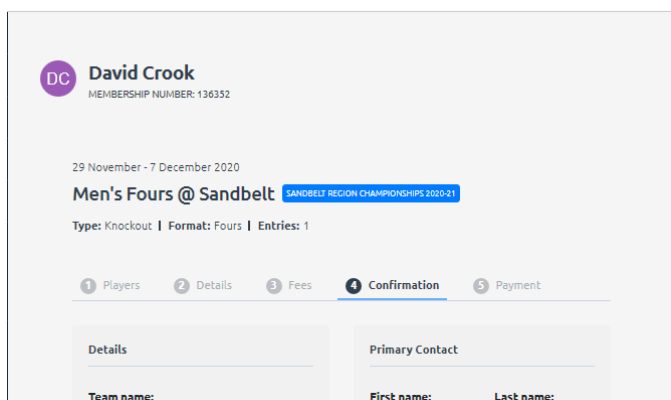


The screenshot shows a user interface for a competition entry process. At the top left, there is a profile for 'David Crook' with a membership number of 136352. Below this, the dates '29 November - 7 December 2020' are displayed. The main heading is 'Men's Fours @ Sandbelt' with a sub-heading 'SANDBELT REGION CHAMPIONSHIPS 2020-21'. The event details are 'Type: Knockout | Format: Fours | Entries: 1'. A progress bar shows four steps: 1 Players, 2 Details, 3 Fees (the current step), and 4 Confirmation. Below the progress bar, there is a section for 'Entry Type*' with a dropdown menu showing 'Entry Fee (Fours) Price: \$ 64.00'. At the bottom, there are three buttons: 'CANCEL', 'BACK', and 'NEXT'. The 'NEXT' button is circled in red.

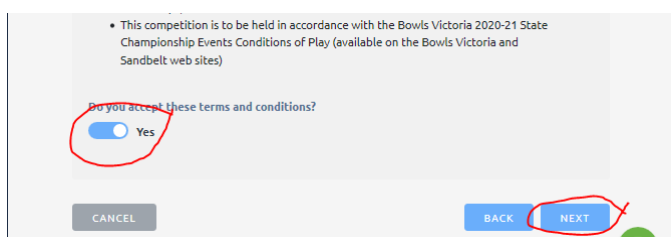
Click *Next*.

Sandbelt Bowls Region – Championships – Competition Entry Process

The **Confirmation** screen appears



The screenshot shows the Confirmation screen for David Crook. At the top left, there is a profile icon with 'DC' and the name 'David Crook' with membership number '136352'. Below this, the dates '29 November - 7 December 2020' are displayed. The event title is 'Men's Fours @ Sandbelt' with a sub-label 'SANDBELT REGION CHAMPIONSHIPS 2020-21'. The event details are 'Type: Knockout | Format: Fours | Entries: 1'. A progress bar at the bottom shows five steps: 1 Players, 2 Details, 3 Fees, 4 Confirmation (highlighted), and 5 Payment. Below the progress bar, there are two sections: 'Details' with a 'Team name:' field and a pencil icon, and 'Primary Contact' with 'First name:' and 'Last name:' fields.



This screenshot shows a section of the Confirmation screen. It contains a bullet point: 'This competition is to be held in accordance with the Bowls Victoria 2020-21 State Championship Events Conditions of Play (available on the Bowls Victoria and Sandbelt web sites)'. Below this text is the question 'Do you accept these terms and conditions?' followed by a toggle switch that is currently turned on to 'Yes'. At the bottom of this section are three buttons: 'CANCEL', 'BACK', and 'NEXT'. The 'NEXT' button is highlighted with a red circle.

Check all the details.

The pencil icon can be clicked to edit any details.

At the bottom of the screen, click the switch below the text “Do you accept these terms and conditions?” so that Yes appears.

Click *Next*.

Sandbelt Bowls Region – Championships – Competition Entry Process

The **Payment** screen appears.

David Crook
MEMBERSHIP NUMBER: 136352

29 November - 7 December 2020

Men's Fours @ Sandbelt SANDBELT REGION CHAMPIONSHIPS 2020-21

Type: Knockout | Format: Fours | Entries: 1

1 Players 2 Details 3 Fees 4 Confirmation 5 **Payment**

Payment Method
Credit Card (Visa, Mastercard & Amex)

Card Number*

Expiration* CVV*

MM/YY CVV

Payment Overview

Invoice Total	\$64.00
Paying	\$64.00
Sub-Total	\$64.00
Surcharges	\$0.00
Total Payment	\$64.00

CANCEL PAY

Select *Credit Card (Visa, Mastercard & Amex)* from the Payment Method drop-down.

If any other payment method appears, do not select it. Any entry selecting another payment method will be rejected by the administrator.

Enter the card details.

Click *Pay*.

Sandbelt Bowls Region – Championships – Competition Entry Process

The final screen appears.

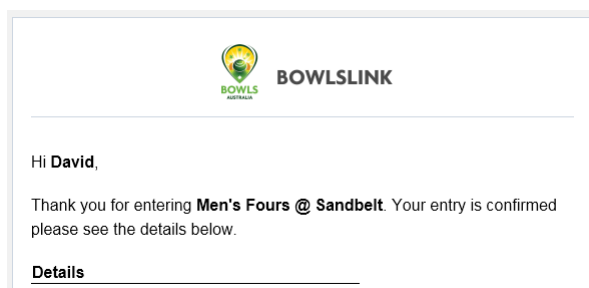
The screenshot shows a user profile for David Crook (Membership Number: 136352) with four sections: COMPETITION, ENTRY, TRANSACTIONS, and PLAYERS. Red pencil icons are placed over the 'Team name', 'Primary Contact', and 'PLAYERS' sections to indicate editability. A green question mark icon is in the bottom right corner.

Section	Field	Value
COMPETITION	Title	Men's Fours @ Sandbelt
	Format	Fours
	Event	Sandbelt Region Championships 2020-21
	Dates	29 Nov - 7 Dec 2020
ENTRY	Team name	Amon / Barton / Butler / Crook
	Primary Contact	Crook, David
TRANSACTIONS	Transaction	\$64.00 (approved) CASH Paid By: Amon / Barton / Butler / Crook Nov 04, 2020 at 11:33
PLAYERS	Player 1	Crook, David
	Player 2	Barton, Tim
	Player 3	Butler, Alan
	Player 4	Amon, Lee
	Player 5	

Editing can be performed on elements of the entry by clicking the relevant *pencil* icon.

A primitive receipt for the payment can be obtained by clicking the *cloud* icon in the Transactions area.

The system sends a confirmation email to the Primary Contact.

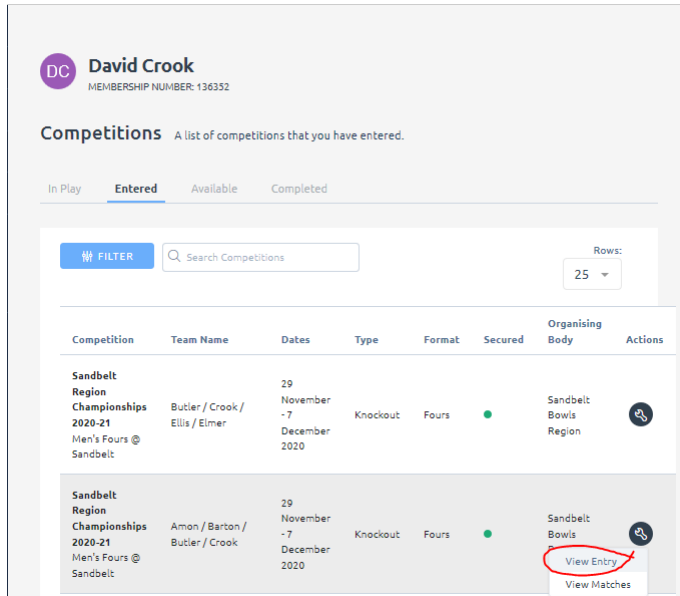


Sandbelt Bowls Region – Championships – Competition Entry Process

Changing an entry later

From within your BowlsLink account, select *My Competitions* | *Entered*.

Select the competition you wish to amend, click the *spanner* icon on the right side and choose *View Entry*.



That will take you to a screen from which changes can be made.

These instructions are not complete. As we progress, this document will be extended to cover those topics.

We would welcome any constructive suggestions for improvements to this document – missing topics, unclear or incorrect instructions etc.

Email: sandbeltchampionships@gmail.com