

**PLEASE READ THOROUGHLY BEFORE ATTEMPTING TO ENTER ANY DATA**

## **Bowls Hampshire**

Affiliation window is open from **27<sup>th</sup> January to 28<sup>th</sup> February each year, 29<sup>th</sup> if a leap year.**

**To access the system – go to Bowls Hampshire and [click on “BH online system”](#) at the top of the page.**

**LOGIN using your personal login details.**

**Data required for submitting the Affiliation** for the following categories of members.

**All bowling members are to be affiliated.**

**(Please note: If any member of your club, steps onto the green to play bowls, they MUST be affiliated, regardless of what you call them at your club, e.g. social bowlers etc).**

First Name and Surname.

*NB* If playing in an age-related competitions – Over Fifty Five Fours, Golden pairs or Under 24's then the Date of Birth must be entered as well.

### **All Club Officers**

First Name, Surname, Land Line Telephone Number, Mobile Telephone Number and E-Mail Address.

### **Main Club Contact**

First Name, Surname, Land Line Telephone Number, Mobile Telephone Number, E-Mail Address, Full Home Address.

### **Competition Correspondent**

First Name, Surname, Land Line Telephone Number, Mobile Telephone Number, E-Mail Address.

Details of what competitions the various correspondents wish to enter.

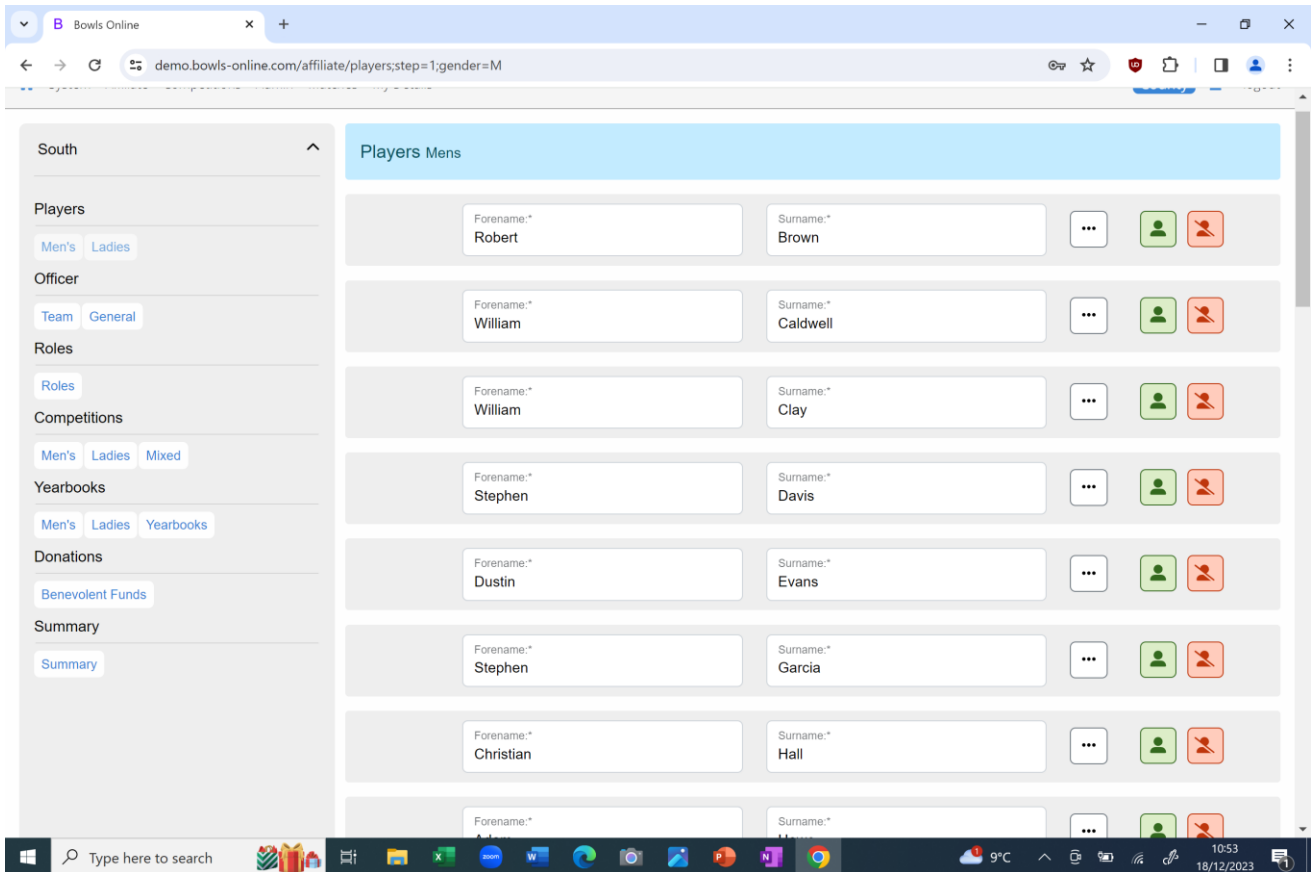
### **How to input the data.**

Once you have logged in, a panel will appear, under the heading Bowls Hampshire Online is the word **Affiliates**.

Select this heading.

A panel will appear detailing what you need to start your submission, when ready click **“start submission”**

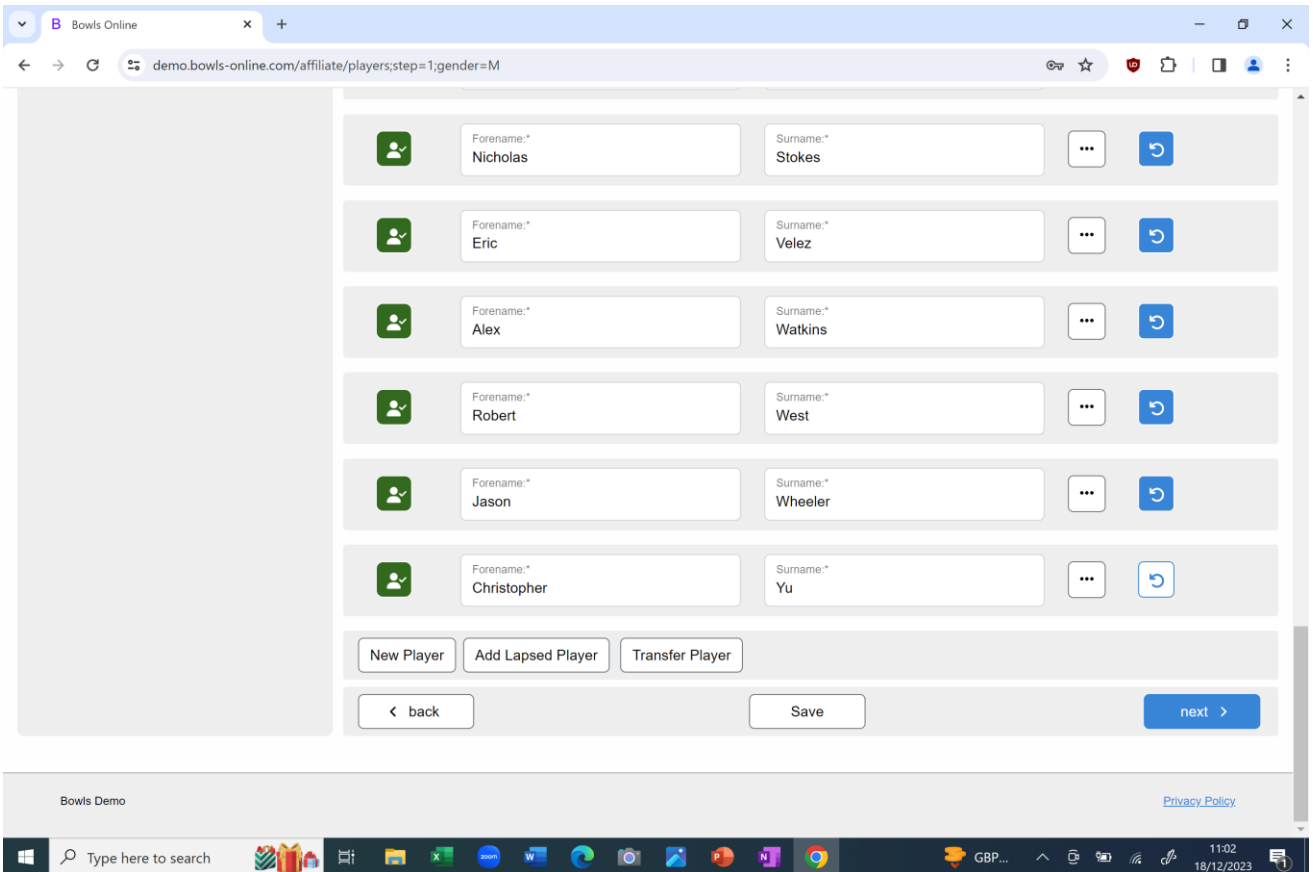
The system will then take you through each step in order commencing with the **“Mens affiliation” see below.**



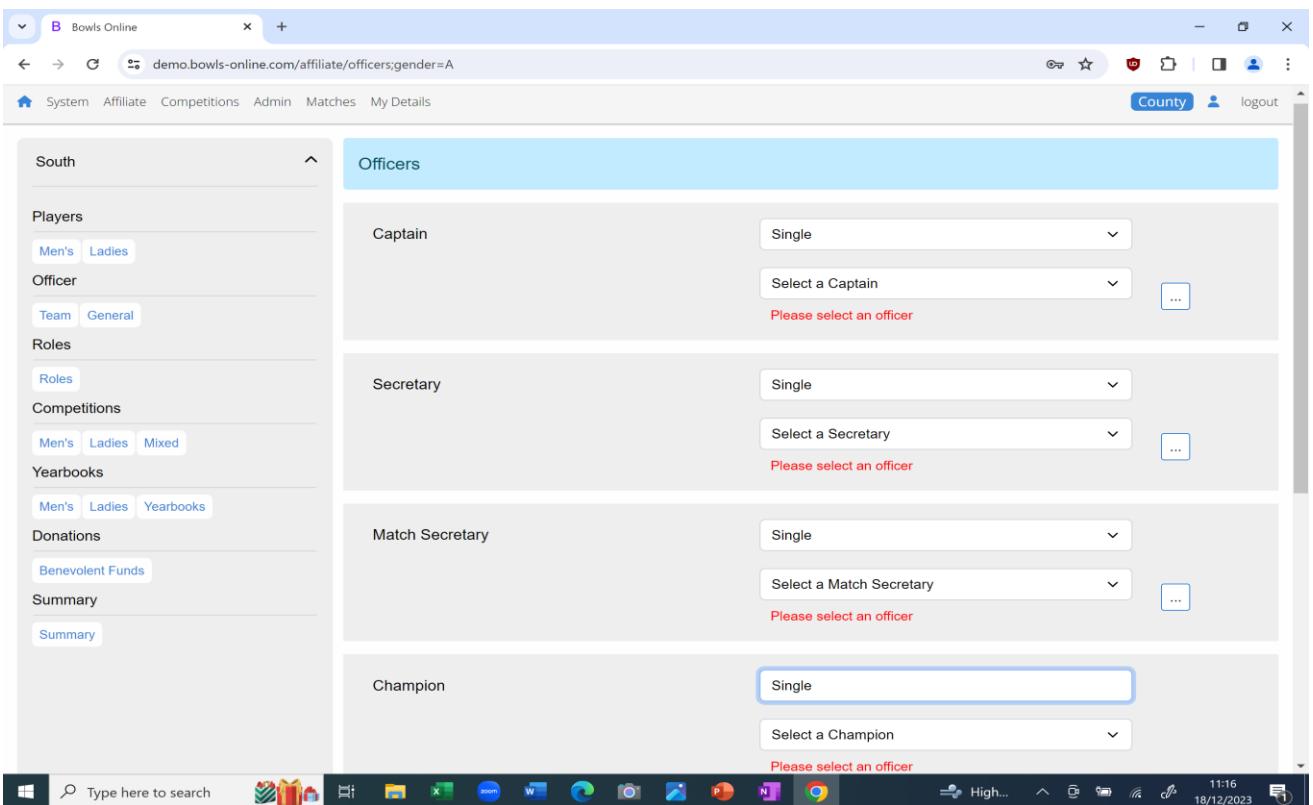
If player is still in your club, click GREEN person, if they have left your club click the RED person. Continue to the bottom, please note you must take action on everyone in the list before you can move on. When you reach the bottom, you have the opportunity to add new male members to your club, bring back a lapsed person (this may be someone who was sick the previous year), or add someone who is transferring in from another club. When you have completed this click **SAVE & NEXT**

The next page will be for the **Women's affiliation**. Do exactly the same as you did for the Men.

See an example below.



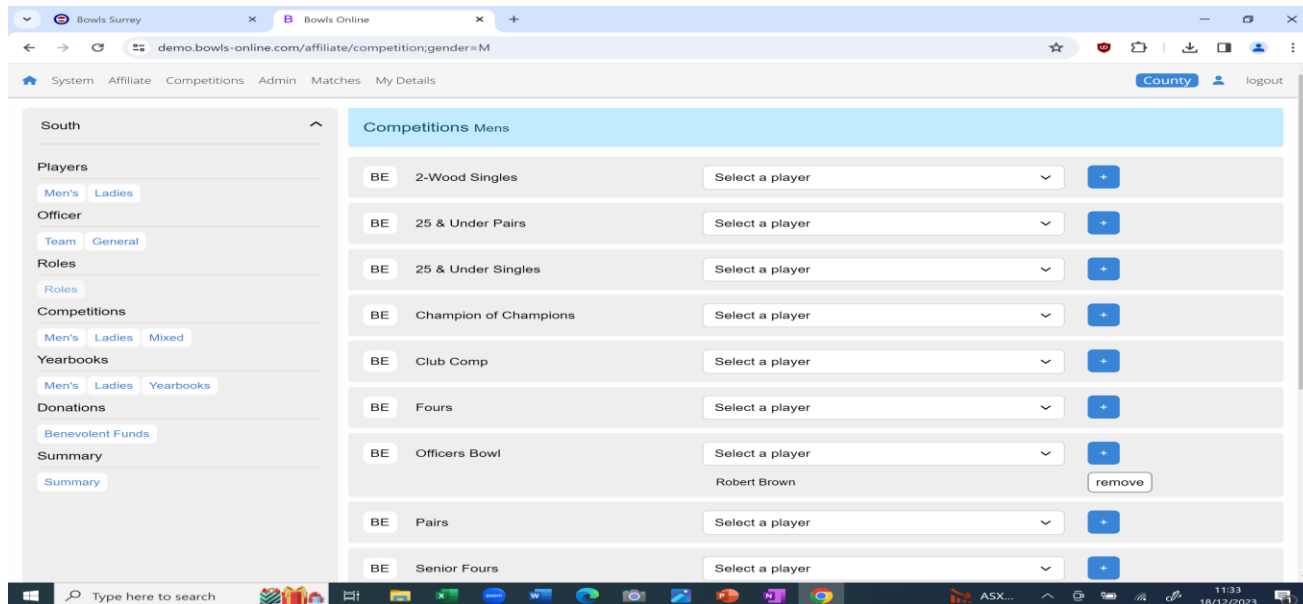
After clicking **SAVE & NEXT**, you will see the following:



You now have to enter your officers & Club Champion. You will see for example in "captain" there is an arrow, this means you have an option, please select the option that suits you best. Once selected, click on box below to select a name, if you do not have an officer, go to bottom of list it will give you the option to select again example "No Captain".

If you cannot find the name in the list, it means you have not affiliated that person, so you need to go back and affiliate them. There are two pages of officers, once you have completed them.

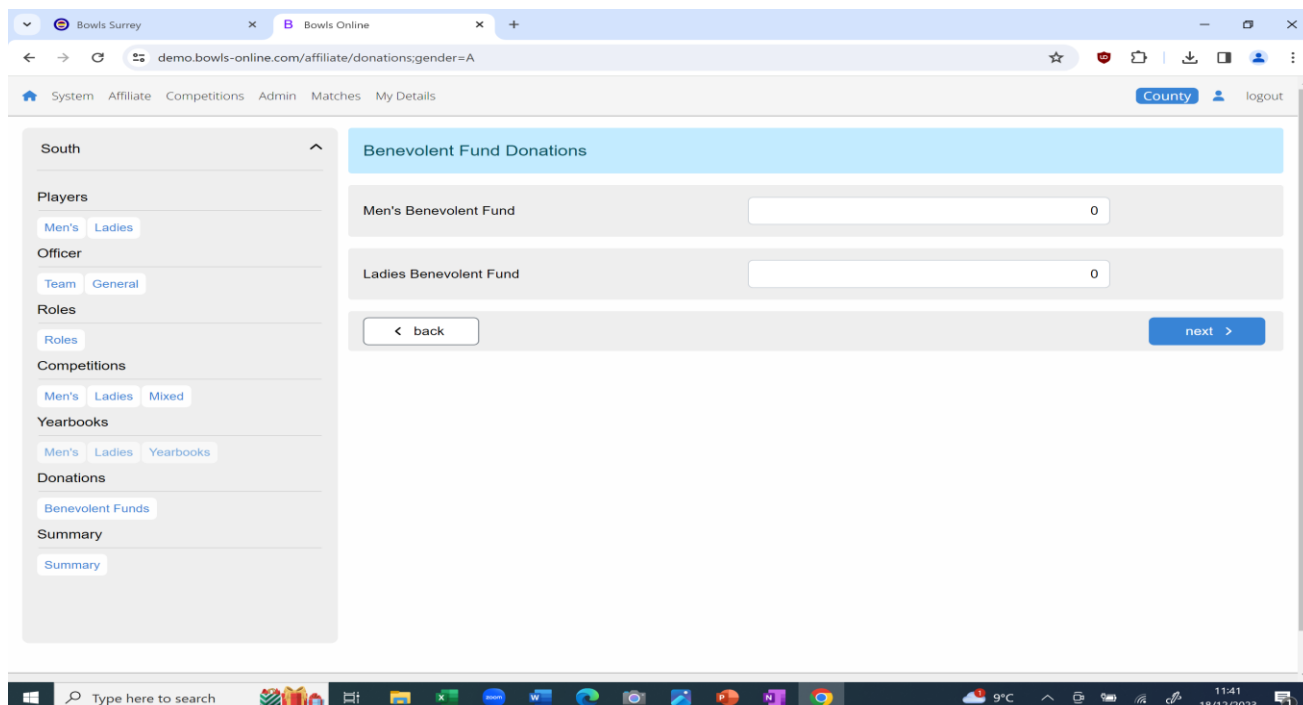
Click **NEXT**. You will see the next screen.



It is now time to enter the competitions for your members. It will first ask you for the **Men's entries**. **Only enter the contact, do not enter the whole team.**

**Each name you select represents one entry.**

Once you have completed the men, click **NEXT**, it will then ask you to enter the **Women's**. Click **NEXT**, it will then ask you to enter the **MIXED**. Click **NEXT**, You will then see the following:



At this point you can make a donation to either or both of the **BENEVOLENT FUNDS**.

When completed click **NEXT**, You will then see the **SUMMARY PAGES** See below.

**South Submission Summary**

**Members**

	Total	New	Confirmed	Lost
Men	29	1	28	(0)
Ladies	28	0	28	(0)
<b>Total</b>	<b>57</b>	<b>1</b>	<b>56</b>	<b>(0)</b>

**Officers**

Officer	
Captain	Marc Atkinson
Chairperson	No Officer
Club Contact	Anne Cole
Ladies Delegate	Michelle Huber
Match Secretary	Paige Graham
Mens Delegate	Michele Decker

**Competitions**

**Mens**

Competition	Entrants
Officers Bowl	Robert Brown

**Ladies**

Competition	Entrants
2-Wood Singles	Nicole Chen, Michelle Huber, Andrea O'Terry, Norma Pitts
Palm Trophy Singles	Nicole Chen, Kim Gonzales, Victoria Sanchez, Crystal Torres, Ruth Weaver
Triples	Michele Decker

**Mixed**

Competition	Entrants
Mixed Fours	Nicole Chen, Paige Graham
Mixed Pairs	Anne Cole, Stephen Davis, Christian Hall

**Yearbooks**

**IMPORTANT NOTICE.**

**Only if you are happy with everything on the summary page do you click the SUBMIT BUTTON.**

Once you have submitted you are able to produce two reports, **FEES REPORT & SUMMARY**

**Mens Fees**

Subscription Fees

	Membership	Fee Each	Total
Bows England	29	£5.00	£145.00
County	29	£5.00	£145.00
Bows Levy	29	£0.00	£0.00
<b>Total</b>			<b>£290.00</b>

Competition Fees

Competition	Entries	Fee/Player	Fee/Team	Total
Officers Bowl	1	£1.00	-	£1.00
<b>Total</b>				<b>£1.00</b>

Yearbook Fees

	Quantity	Price	Total
County	0	£3.00	£0.00
<b>Total</b>			<b>£0.00</b>

Donations

**Ladies Fees**

Subscription Fees

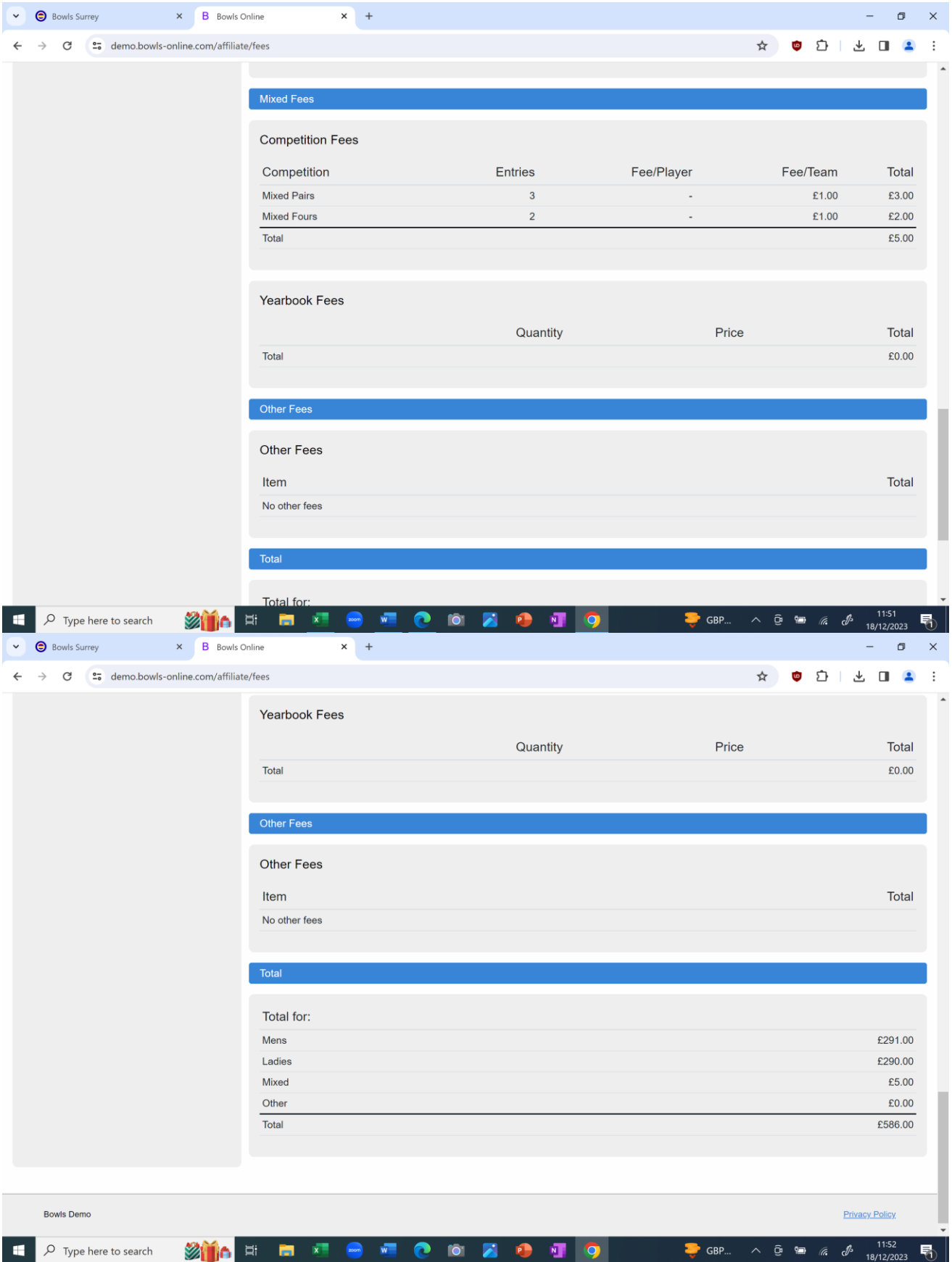
	Membership	Fee Each	Total
Bows England	28	£5.00	£140.00
County	28	£5.00	£140.00
Bows Levy	28	£0.00	£0.00
<b>Total</b>			<b>£280.00</b>

Competition Fees

Competition	Entries	Fee/Player	Fee/Team	Total
2-Wood Singles	4	£1.00	-	£4.00
Triples	1	-	£1.00	£1.00
Palm Trophy Singles	5	£1.00	-	£5.00
<b>Total</b>				<b>£10.00</b>

Yearbook Fees

	Quantity	Price	Total
County	0	£3.00	£0.00
<b>Total</b>			<b>£0.00</b>



If you find a subsequent correction is necessary, contact the Bowls Hampshire treasurer and they will make the adjustment.

Now select Fees and this will show you the amount of money you need to send to Bowls Hampshire.

Payment **should** be made **by BACS transfer** to the Bowls Hampshire Account, Sort Code 30-90-09 Acc No. 23551368  
Enter Club Name in the narration field.

**Any queries you should contact:** Bowls Hampshire Treasurer, Carl Taylor  
carljtaylor18@gmail.com

**Payment should be made NO LATER than 1<sup>st</sup> March each year.**

**Members of more than one club.**

Some members wish to be members of more than one Club.  
To enable us to deal with the same member if you are adding a new member to your club, please follow the procedure as you will be asked to check if that member has a record. **If a record exists, please do not create a new one, just add your club to the record.**

If that member comes up and you are certain that this is the player that is joining, you can just click on the button and add the player to your club.

There is a facility so you can nominate which club, they are playing competitions from.