



BOWLS NORTH HARBOUR

COMPETITIONS ENTRY ON-LINE USER GUIDE

Bowls North Harbour (BNH) have developed an online entry system which will be used for entry to all future competitions and events arranged by BNH. The system is not password protected and can be accessed by anyone to enter an event. It is necessary to confirm the eligibility to enter an event when submitting the entry.

From 1 August 2020, all entries to events must be lodged through the online system. Manual entries will not be accepted and once closing date has passed there will be no further entries accepted online. Closing date will be closing date!!!

The online system will be available from Monday 10 August to accept entries beginning with the Executive Fours which has a closing date of Friday, 21 August 2020.

The system is really easy to use and will have certain checks and balances to ensure BNH receive the information required for each entry.

On opening the window for the "Competitions System" you will be presented with a number of templates leading to all the events which are open for entry. The templates can be further filtered by "Gender" or by "Match Type" if required.

The template for all events is in order of closing date irrespective of the entry type. There are basically two types of entry forms contained in the system which sit behind the template for each event –

1. One entry type is for those entries which are made by the club for club selected teams; and
2. The second entry type is for those entries which are made by the individual players to enter Centre events.

See detailed instruction below

For the entries made by the club, the entry fees are anticipated as being paid by the club although they can be paid by anyone. After completing the entry online, an invoice will be sent to the email address entered on the entry for printing out and for the payment to be made to BNH preferably by online banking.

For each entry made by the individual, a credit/debit card payment is required to complete the acceptance of the entry. The credit/debit card details are required as part of the entry form.

Once the closing date for entry to an event has passed, the template for that event will no longer appear on the "Competitions System".

Whilst the completion of the entry system online is relatively simple, to complete the entry some basic information follows.

Access to the system is from the Bowls North Harbour website and selecting **Competitions** on the homepage and then **Enter Event**

For each team to enter an event you need to complete a separate entry form online. For example, if you have three teams to be entered in the Winter Cup then you need to complete three separate entries online. An invoice will be produced for each entry made.



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Entries made for club selected teams – CLUB ENTRY

The “Competitions System” will display templates for all the events for which you can enter a team, and these are displayed in event closing date order.

The screenshot shows the 'Competitions System' interface. At the top, there are two filters: 'Filter by Gender' set to 'All' and 'Filter by Match Type' set to 'All'. Below these are four event cards, each with a title, entry deadline, entry fee, a 'Club' dropdown menu, and an 'Enter' button. The events are: Executive Fours (deadline 2020-09-21, fee \$80), Mixed 2-4-2 Pairs (deadline 2020-09-04, fee \$40), Ivan Kostanich Singles (deadline 2020-09-11, fee \$30), and Power Play Pairs League (deadline 2020-10-02, fee \$80). Each card also includes a note: 'Select club your team represents, select composite if made up of multiple clubs.'

1. Go to the event you wish to lodge an entry for, select your club name from the drop-down list, and press enter.
2. The next window displayed will show you the **Competition Name** and the relevant **Information** on the entry specific for that event.
3. Enter the **Team Name** such as your club name, other name, or colour, and this is included in the entry form.
4. Enter the club **Email (for invoice)** address or your email address. The invoice will be sent to this address.
5. Click the **Consent** tick box to confirm the players are entitled to enter this event.
6. Press the **Submit** button to complete your entry
7. After submitting the entry, a new window will allow you to make another entry, which may be for the same event or another event of your choosing. If no other entry is required then just close out of the system.
8. An email will be sent to the email address provided on the entry. This will confirm details of the entry made and will have an invoice attached to the email.
9. The invoice will have to be paid to confirm entry to the competition
10. It is not possible to cancel or change an entry once it has been submitted. For any deletion or change to the entry you will need to contact Bowls North Harbour by email as provided.
11. The names of the team members are not required on the club entry as these will be completed on the score card on the day of play.



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Entries for individual type events – SINGLES, PAIRS, TRIPLES & FOURS

The “Competitions System” will display templates for all the events (i.e. Singles, Pairs, Triples or Fours), which you can enter, and these are displayed in event closing date order.

Competitions System

Filter by Gender: Filter by Match Type:

<p>Executive Fours</p> <p>Enter by: 2020-09-21 Entry Fee: \$80</p> <p>Club * <input type="text" value="Select Club"/></p> <p>Select club your team represents, select composite if made up of multiple clubs.</p> <p><input type="button" value="Enter"/></p>	<p>Mixed 2-4-2 Pairs</p> <p>Enter by: 2020-09-04 Entry Fee: \$40</p> <p>Club * <input type="text" value="Select Club"/></p> <p>Select club your team represents, select composite if made up of multiple clubs.</p> <p><input type="button" value="Enter"/></p>	<p>Ivan Kostanich Singles</p> <p>Enter by: 2020-09-11 Entry Fee: \$30</p> <p>Club * <input type="text" value="Drewa"/></p> <p>Select club your team represents, select composite if made up of multiple clubs.</p> <p><input type="button" value="Enter"/></p>	<p>Power Play Pairs League</p> <p>Enter by: 2020-10-02 Entry Fee: \$80</p> <p>Club * <input type="text" value="Northcote"/></p> <p>Select club your team represents, select composite if made up of multiple clubs.</p> <p><input type="button" value="Enter"/></p>
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1. Go to the event you wish to lodge an entry, select your club name from the drop-down list and press enter.

Name * **Gender** Female Male **Club**

First Last

Club - Other

Name of club

2. Enter the **Name** of the player in the Name fields
3. If the entry is being made by a player not from a Bowls North Harbour club (e.g. a club member from the Auckland Centre entering the Ivan Kostanich singles) then the club selection on the template would be “Other” then enter **Club – Other** the name of the club the player comes from
4. The gender and the club will be defaulted from the event selected on the opening template. In the event of the mixed pairs no gender will defaulted, and this will need to be completed on entry.

Skip - Name * **Gender** Female Male **Club**

First Last

Lead - Name * **Gender** Female Male **Club**

First Last



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Entries for individual type events – SINGLES, PAIRS, TRIPLES & FOURS

Email *

Consent *

I/we confirm that the players/team entered are/will be members of the club and are entitled to enter this event

Billing Address

Street Address

Address Line 2

City

State / Province / Region

ZIP / Postal Code

Country

Credit Card *

 MM / YY CVC

Card Details

Submit

5. Enter your **Email** address. This will be the email address to which the Receipt for the Credit/Debit card payment is sent.
6. Click the **Consent** tick box to confirm the players in the team are entitled to enter this event.
7. Enter the **Billing Address** in the fields provided. Billing Address is required to be completed as part of the standard credit/debit card processing.
8. Enter the 16 digits on your **Credit Card**, the date of expiry and the 3 numbers on the back of the card
9. Enter the name on the credit/debit card in the **Card Details**.
10. Press the **Submit** button to complete your entry
11. After submitting the entry, a new window will allow you to make another entry, which may be for the same event or another event of your choosing. If no other entry is required then just close out of the system.
12. An email will be sent to the email address provided on the entry. This will confirm details of the completed entry and will have a receipt attached to the email.
13. It is not possible to cancel or change an entry once it has been submitted. For any deletion or change to the entry you will need to contact Bowls North Harbour by email as provided.