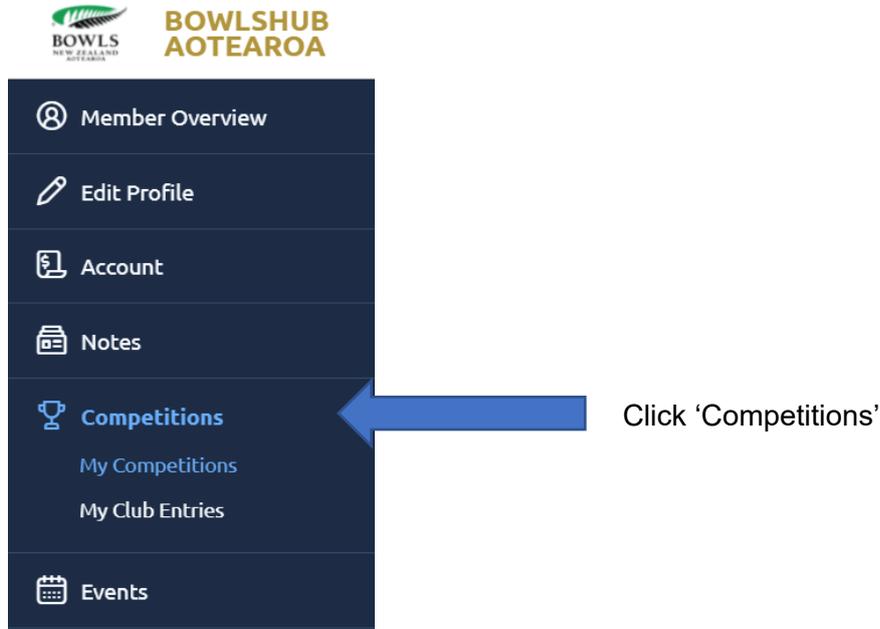


# Bowlshub Aotearoa Event Entry Guide

1. Log in to Bowlshub Aotearoa at [www.bowlshub.co.nz](http://www.bowlshub.co.nz)
2. Find and click “Competitions” in the Navigation pane on the left-hand side of your screen.



3. This is competition hub where you can see events you’ve entered, events in play, events that have been completed and events that you are able to enter:

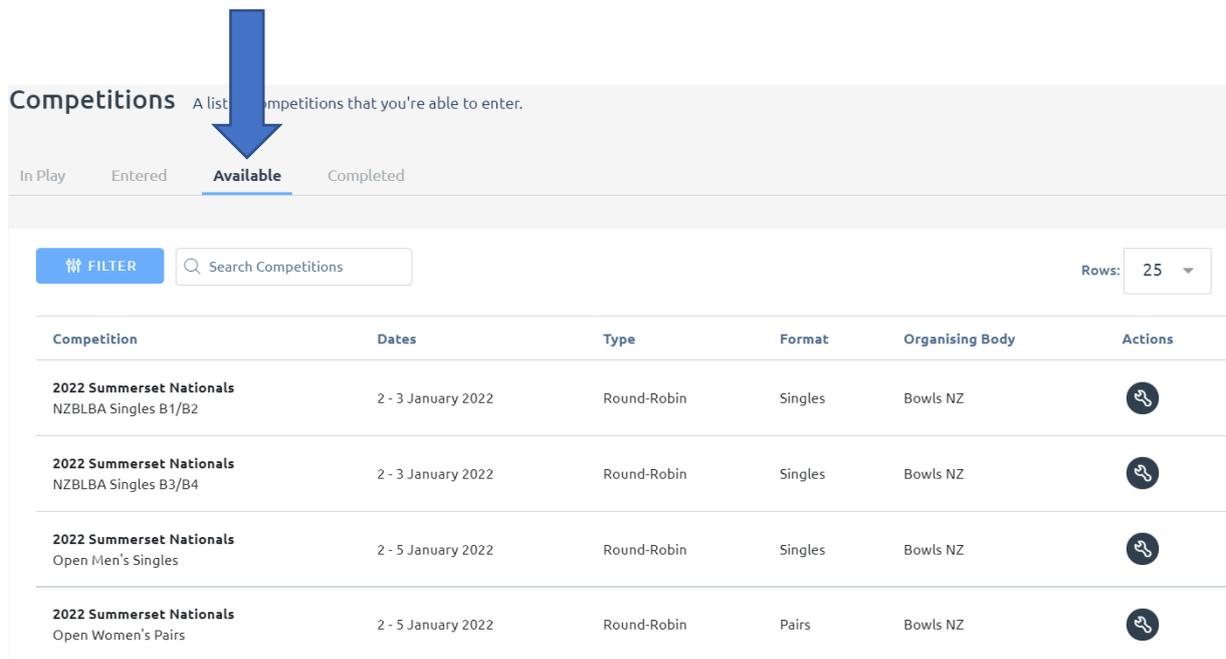
**Competitions** A list of competitions that you're able to enter.

In Play Entered **Available** Completed

**FILTER** Search Competitions Rows: 25

Competition	Dates	Type	Format	Organising Body	Actions
2022 Summerset Nationals NZBLBA Singles B1/B2	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals NZBLBA Singles B3/B4	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Men's Singles	2 - 5 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Women's Pairs	2 - 5 January 2022	Round-Robin	Pairs	Bowls NZ	

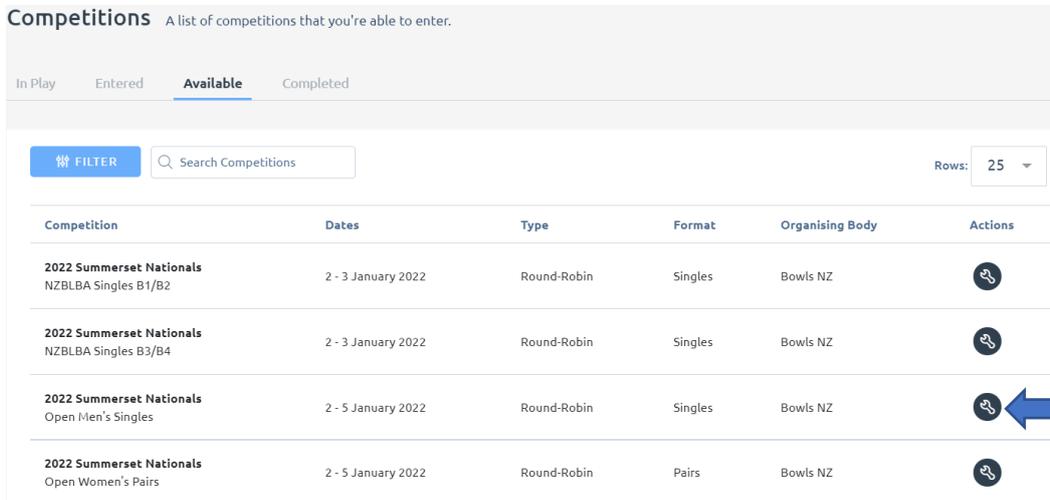
4. Click “Available” to see a list of events you can enter.



The screenshot shows the 'Competitions' page with the 'Available' tab selected. A large blue arrow points to the 'Available' tab. The page displays a table of competitions with columns for Competition, Dates, Type, Format, Organising Body, and Actions. The table lists four events: NZBLBA Singles B1/B2, NZBLBA Singles B3/B4, Open Men's Singles, and Open Women's Pairs.

Competition	Dates	Type	Format	Organising Body	Actions
2022 Summerset Nationals NZBLBA Singles B1/B2	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals NZBLBA Singles B3/B4	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Men's Singles	2 - 5 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Women's Pairs	2 - 5 January 2022	Round-Robin	Pairs	Bowls NZ	

5. Find the event you would like to enter and click the spinner icon on the right side of the event and select “Enter Competition”.



The screenshot shows the 'Competitions' page with the 'Available' tab selected. A blue arrow points to the 'Open Men's Singles' event in the table. The table lists four events: NZBLBA Singles B1/B2, NZBLBA Singles B3/B4, Open Men's Singles, and Open Women's Pairs.

Competition	Dates	Type	Format	Organising Body	Actions
2022 Summerset Nationals NZBLBA Singles B1/B2	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals NZBLBA Singles B3/B4	2 - 3 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Men's Singles	2 - 5 January 2022	Round-Robin	Singles	Bowls NZ	
2022 Summerset Nationals Open Women's Pairs	2 - 5 January 2022	Round-Robin	Pairs	Bowls NZ	

For example, if you were entering the men's singles, you would click here.

6. Once you have selected 'enter competition', you will be taken to the entry form.

Your details will be automatically populated for this entry form; all you will need to do is select position (if this is relevant to your entry).

DETAILS

First name\* Last name\*

Contact e-mail\* Contact number\*

Gender\*

Position\* Nominated club:

❗ A position is required.

7. Click 'SAVE', if you are entering the singles, you may now click 'NEXT' and then skip to step 11 of this guide.

PERMISSIONS

Allow player to manage this entry?

SAVE

Press 'SAVE'.

⊕ ADD PLAYER

CANCEL BACK NEXT

If you are entering the singles, you can now click on 'NEXT'

8. If you are entering a team competition, all members of your team must be signed up to BowlsHub Aotearoa.

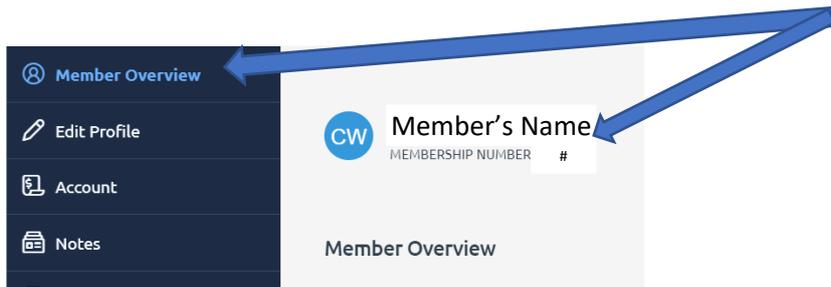
If they have not yet signed up, they can do so by following [this link](#), or by going to the Bowls New Zealand website and signing up there.

If these avenues prove unsuccessful, they can email [events@bowlsnewzealand.co.nz](mailto:events@bowlsnewzealand.co.nz) for personalised help.

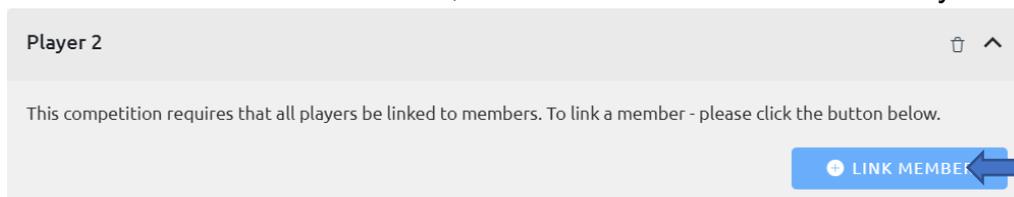
Once signed up, your teammates will be assigned a permanent National ID/Membership Number.

You will need these to complete the entry, ask them to supply these to you.

The National ID/Membership Number can be found by clicking on 'member overview'



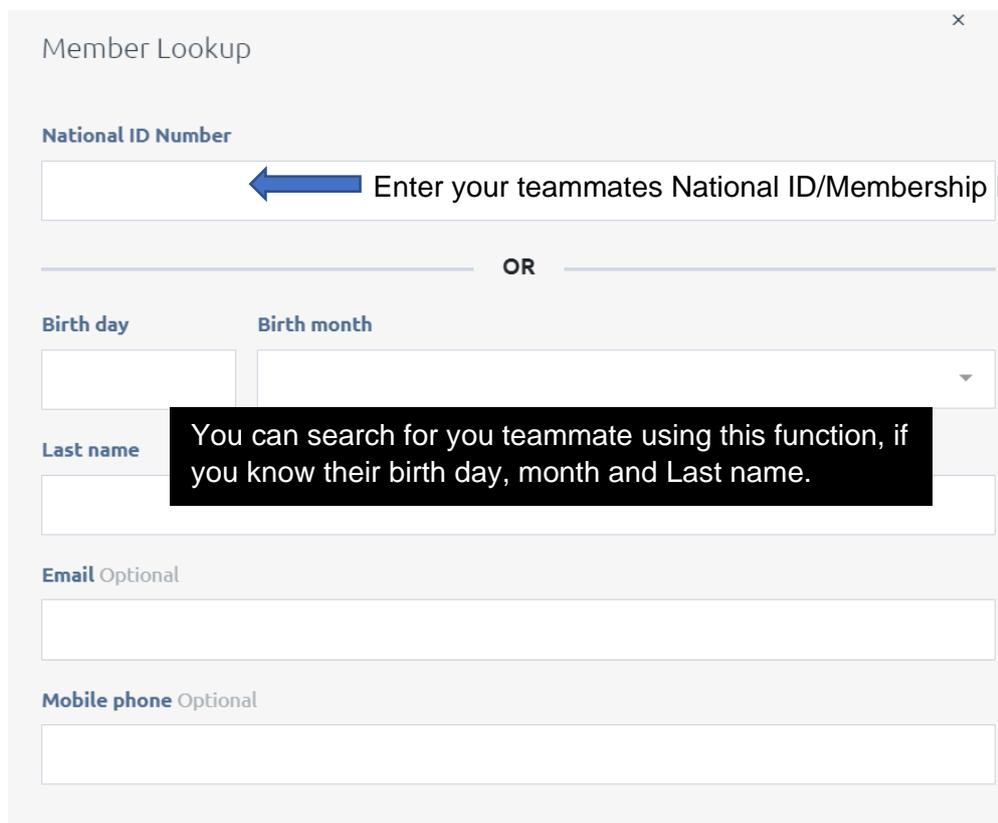
9. To enter another team member, click "LINK MEMBER" in the "Player 2" field.



Click here to add another player.

10. Enter your teammates National ID/Membership Number and select "SEARCH"

Confirm that this is the player you wish to enter into the event and click "SELECT"



Click select if this is your teammate.

National ID	Name	Club	State	
ID #	Player Name	Player Club	Centre	<input type="button" value="SELECT"/>

11. All that you need to do now, is select the position of your team member and click save.

Repeat this process for a triples and fours team until each player has been entered.  
**Once your team is complete, move on to Step 11 of this guide.**

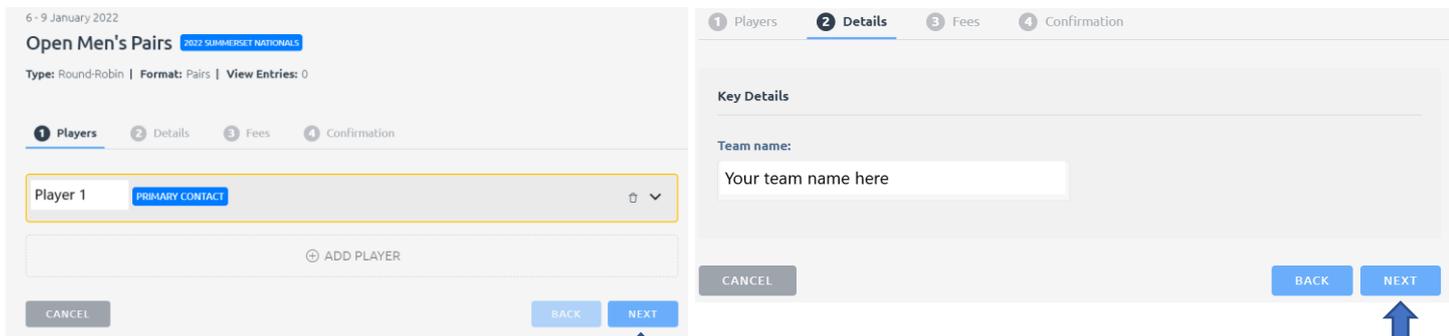
DETAILS

First name*	Last name*
<input type="text"/>	<input type="text"/>
Contact e-mail*	Contact number*
<input type="text"/>	<input type="text"/>
Gender*	
<input type="text"/>	
Position*	Nominated club:
<input type="text"/>	<input type="text"/>

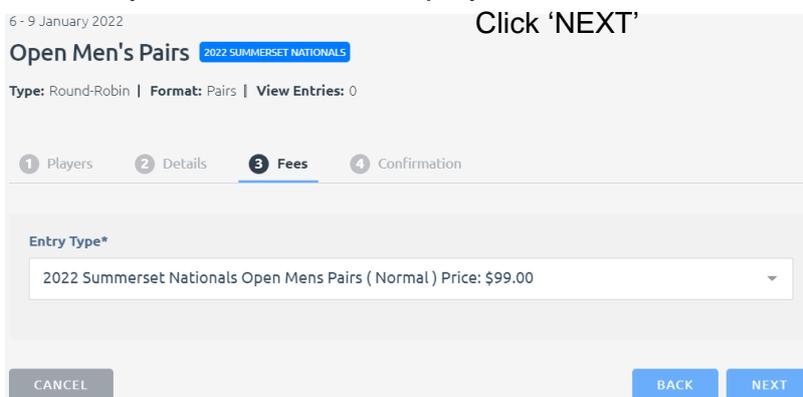
 A position is required.

Select what Position your teammate will be playing.

12. Click "NEXT" to be taken to your key details, this will display your team's name for this competition, select "NEXT". **You do not need to do anything on this screen.**



13. The Entry Fee will now be displayed click 'NEXT' to continue.

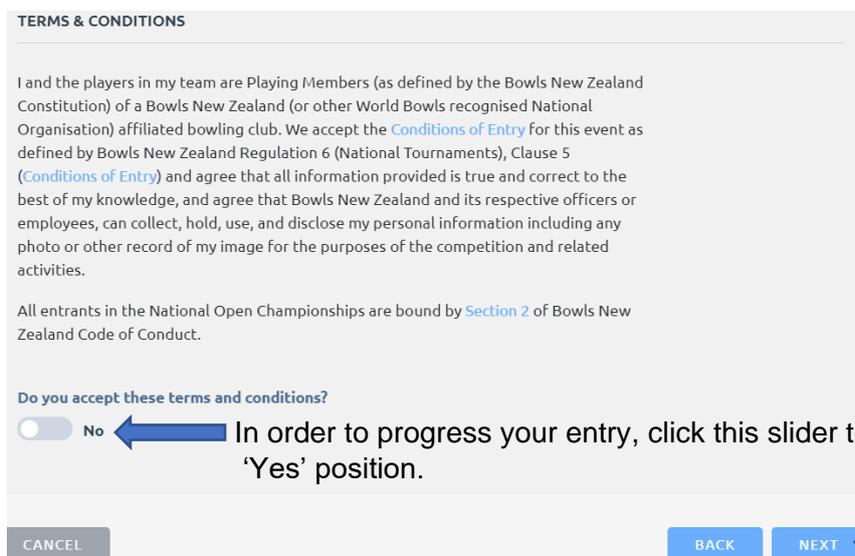


Click 'NEXT'

**Do not edit anything on this page, just click 'NEXT'**

Click 'NEXT' to continue.

14. Review your entry details, then scroll down and review the terms and conditions. Once done, click 'NEXT'



In order to progress your entry, click this slider to the 'Yes' position.

Click 'NEXT' to progress your entry.

15. Enter your credit card details in order to pay your entry, then click 'PAY' to complete your entry.

1 Players 2 Details 3 Fees 4 Confirmation 5 Payment

Payment Method

Credit Card

Card number MM / YY CVC

Payment Overview

Invoice Total	\$1.00
Paying	\$1.00
Sub-Total	\$1.00
Surcharges	\$0.00
<b>Total Payment</b>	<b>\$1.00</b>

CANCEL PAY

Enter your credit card details here.

Select 'PAY' to complete your entry.

Congratulations!

You have successfully entered a Bowls New Zealand National Event.

You will receive an email to confirm your entry, and it will also show up under the 'Entered' events in the 'Competitions' segment of your BowlsHub Aotearoa profile.

If you have any questions, please contact Bowls New Zealand by emailing us at

'events@bowlsnewzealand.co.nz'.

This mailbox is regularly monitored and we are happy to provide personal assistance in order to complete your entry.