

Guide for Competitions Entry/ Payment/ Confirmation - version Nov 2023

1. Clubs and bowlers throughout the County can enter County Competitions by using the Portal Front End System via the BN website. The player, or contact-name for a team competition, is the owner of the competition to be entered and if using the Portal they should Login to the system, or Register on the system if they have not previously done so, – Once Logged in/Registered they can enter/ pay/ confirm a competition.
2. If on accessing the Portal you get the message ‘Access denied, as the site is malicious’, you need to reset the message to ‘Safe’- or contact your firewall / anti-virus software company on advice on how to reset it.
3. **TO REGISTER** – click the register field and fill in all details required. Your email address **MUST** be a personal email address and not one that could be used by other bowlers. You will get a confirmation email of your registration.

* If you are a member of two Clubs, and you are entering competitions from both (but not the same competitions) you will need to register a second time using a different email address for the second club – (each personal email address used is linked to one player only and one Club only – and is used in the draw process and winners email notification). *

TO LOGIN – click the Login field and enter your personal email address that you used for your registration and your password – if you cannot remember your password click on the box ‘Reset Password’ and a new password will be sent to your registered email address.

4. **After Login** – you can enter/pay/confirm competitions before the deadline, you can also amend your account details, view competitions already entered, and view your purchase history. Once the draw is done and published on the Portal you will also be able to submit match results.
5. **Competition Entries** deadline = 1st February, with two exceptions – entries for Manfield Cup and Crystal Bowl Singles have a deadline of 1st May – this to allow clubs to gauge response from their members before entering. There is no extension beyond these dates. A contact-name for a **TEAM GAME** **must** be a playing member of that team and must register on the Portal. If this criteria is not met then another team player must be chosen as contact-name provided they meet these same conditions.
6. **An Under 18 player** is not allowed to enter County competitions. A parent/guardian of the underage player must enter competitions on their behalf, and must be registered on the Portal system to do so. The entry **MUST** be confirmed by the parent/guardian using the ‘**Someone Else**’ option (see Point 9b) and 9**).
7. **TO ENTER** a competition - scroll the Portal list and click on your chosen competition, within the correct Tournament category. Read the Format and Eligibility Criteria and tick the box to comply to the Terms and Conditions, Click on Add to Basket. You will now be directed to the basket. The top line will show your entry has been added to the basket; and the second line will be the option to go back to the Competition list – to add an entry for another Competition – if you so wish. The third section will show all the Competitions you have entered and the next Section will show the cost so far. The final section will be the option to proceed to make payment.
8. **TO PAY** for your entries using the STRIPE Payment system - Click on ‘**Pay securely with card**’ - Enter your card details - long card number, expiry date (MM/YY), and the three numbers (CVV) on the back of the card. You will also be asked for your POST CODE as proof of the registered address of the card. Click PAY and your payment will be completed. You will then be redirected back to your ‘My Account’ page. The competitions entered will be shown. **NO payment card details are stored on the Portal.**

9. **TO CONFIRM** your entry – This is the final step in the competition entry process and should be done by the Player/Contact-name before the entry deadline. Confirmation is about telling the portal who is the **OWNER** of a competition i.e whose name will be on the draw, who can submit results to the Portal system and who will receive winner's email notification of opponent details.

- Display your competitions entered (under My Account) and - Click on EDIT next to the chosen competition.

The two options for confirmation are '**PLAYER**' and '**SOMEONE ELSE**'.

- a) Selecting the radio button for '**PLAYER**' – confirms that you are the Owner for that entry. For a Team Game – you have the option to enter your team's names onto the system if known. These fields are optional as these names may be different to the team playing in the first round match, it is the players in the base team that will be checked for affiliation.
SAVE the confirmation when complete.
- b) Selecting the radio button for '**SOMEONE ELSE**' – means that the entry is made on behalf of someone else who will be the contact-name (Owner)– and you are now prompted to enter name and contact details, including a phone number and a personal email address for that Someone Else – i.e. a player or Club representative.
SAVE the confirmation when complete.
- * The email address that is entered in the details for '**Someone Else**' must belong to a player who can be registered on the system and who can then submit results. *
- ** A contact-name who is the parent/guardian of an Under 18 player **MUST** confirm the entry as '**Someone Else**' with the name of the under 18 player – in this situation the email address can be that of the player or that of the parent/guardian if they wish to be kept aware of communication to the underage player.**
- *** After the entry deadline the Portal Manager will carry out eligibility checks on all entries, and then confirm all outstanding entries as '**PLAYER**' prior to the draw.***

10. A Club may enter Club events (Top Club, County League) and then confirm using a representative's name under the '**Someone Else**' option. For Crystal Bowl singles entries the **Someone Else name** can be set to Club (A) and Club (B) with the club email address used until the qualifiers are known - at which stage the Portal Manager can do a change of ownership to the actual players names. Similarly a Club may enter the Champion of Champions, Mason Cup competitions and then use the '**Someone Else**' option to give ownership to the actual player that is competing .
11. Contact-Names for team events are responsible for ensuring that they and any Team players are paid-up Club members and are affiliated to the County. Affiliation checks will be carried out using the scorecards submitted for each result on all team players including subs. Singles players will be affiliation checked before they play their first round.
Affiliation failures may lead to disqualification of the singles player or the whole team.
12. If a contact-name enters a Singles competitions and then moves to a different Club then no changes will be made on the Portal system until confirmation is received from the new Club Secretary that the player has paid Club membership fees and that County affiliation fees have been paid. The Portal Manager will amend the registration document for the transferee to show the new club name and then transfer OWNERSHIP of the Singles entry to the players email address with its amended links to the new Club.
13. If a contact-name enters a Team Game and then moves to a different Club then the team competition will stay at the transferee's old Club. The Portal Manager will transfer OWNERSHIP of the Team competition to another playing member of the team who is still a member of the original Club, and who can be registered on the system.

End of Guide for Competitions Entry/ Payment/ Confirmation