

## **Guide to Match Result Submission - version Nov 2023**

1. **The Winner's Scorecard** - for all rounds of a **TEAM** competition, must include full details of both teams names and must be photo'd/mailed to the Competition Secretary , or Area Co-ordinator – within 24 hours of the match date. Failure to comply may lead to disqualification of the winning team. Players on the scorecard will be affiliation checked.
2. **For team competitions** - the first round players of a competition constitute the 'Base Team'. One substitute is allowed to be used for all rounds of the competition and is known as the 'Base Substitute' – they must not have played in that competition for another team. If a substitute has been used by either team the winner's scorecard should show the substitute's name clearly labelled '**SUB**'.  
**For Singles competitions** – A photo of the scorecard is not required to be mailed.
3. **To Submit a Match Result**  
The winning contact-name should access the BN website and click on 'Competition Portal' to link to the Portal Front End system. They can then Login to the Portal using their registered email address and password.  
On successful login the competitions for which they are the contact-name will be listed - if not then click on 'My Account' to display them.
4. Under 'Options' is a tab – Click on '**Enter Results**' for the selected competition to open a result page where 'Match Date, Venue, Team's Names and Scores' can be entered.
  - a) To enter a match result of W/O (Walk-Over) – click on the W/O field for the contact-name who is receiving the Walk-Over from their opponents - select **SAVE** – you don't need to enter date/venue or other player's names.
  - b) To enter a match result with scores – click date field and select date from calendar, click venue and scroll/select the venue that the match was played at, click on the score fields in turn and enter scores for both the challenger and the opponent.
  - \* If the result is for a team competition then you should enter the players names for both teams from the winner's scorecard. If a name is not known the system will accept a full stop in the name fields. \*
  - \*\* Tick the box to confirm players names have been checked – select **SAVE**. \*\*
5. **The match result** will now appear on the draw page for that competition – if it does not appear straight away - then click 'Refresh' to refresh the page with the latest information.
  - a) **An automatic confirmation email** will be sent to the winning contact name and the losing contact-name detailing the result entered. If the losing contact-name disagrees with the result entered they should contact the Portal Manager asap with their version of the result.
  - b) **An automatic winner's email notification** will be sent to the next round opponents in the competition– with contact details and challenger/opponent status
6. **A Walk-Over is** defined as a '**match played with a NIL score**'.  
BE Rules stipulate that if a contact-name of a team gives a walk-over to an opponent then that default contact-name is not allowed to play in the same competition for another team as a player or as a substitute.
7. **For team competitions** a contact-name can request, via email to the Portal Manager, a 'change of ownership' to another playing member of the team. The new contact-name must be registered on the Portal. On change-over completion the Portal Manager will advise the new and old contact-names by email.
8. **If problems occur** with accessing either Internet or Portal then the winning contact-name should text or phone the result to the competition secretary or coordinator and the result will be submitted manually.

## **End of Guide to Match Result Submission**