

PORTAL FAQ's for County Competitions **– v4 Feb 2024 – amended Point 10**

1. How do I enter County competitions on the Portal?

Read the 'Guide for Competition Entry/ Payment/ confirmation' in this same section - this will give you information on how to proceed.

2. What happens if I enter the wrong competition?

If you make a mistake on the Portal and you enter the wrong competition - please inform the Portal Manager by email with the details, so there is a paper trail, and the mistake will be manually corrected. Any overpayment will be refunded via the Stripe Payment system.

3. What is confirmation of entries?

After entering a competition and paying for it – the entry needs to be 'Confirmed' with the name of the player on the Draw sheet – this player will also submit results onto the Portal for singles and team competitions.

Login to the Portal system – select/click Edit a competition from the your list of entered competitions.

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

a) Selecting the radio button for '**PLAYER**' – means that you are confirming that you are the player (contact-name) for that entry. If the competition is a Team Game – then additional **First & Last Name** fields are displayed for you to enter your team player's names, if known. These are optional fields because the players names may change before the first round match. It is the player's names on the scorecard for the first round played that will constitute the BASE team and these are the players that will be checked for affiliation.
- select **SAVE** when complete.

b) Selecting the radio button for '**SOMEONE ELSE**' – means that the entry is on behalf of someone else and the screen now prompts you to enter their name and contact details so that the 'Someone Else' can become the contact-name. Their name will be displayed on the Draw and they will submit results for that team - select **SAVE** when complete.

* A Club official may enter club competitions e.g. Top Club, Manfield Cup, Mason Cup/Champ of Champions, Crystal Bowl singles, County League – and EDIT/Confirm using the Someone Else option to enter the actual player taking part (Mason Cup, Champ of Champions) or the Club representative in charge of the Club team (Top Club, Manfield Cup, County League) - a Club representative does not have to be a playing member of the team.

** Under 18 players are not allowed to enter competitions on the Portal but a Parent/Guardian may enter competitions on their behalf and then EDIT/Confirm using the Someone Else option to enter the underage player's details. The email address included in the Someone Else details, in this case, can be the players own email address or the Parent/Guardian's email if they want to monitor communication to the player.**

*** Once the deadline for entries is reached the Portal Manager will check all entries and confirm the contact-name as the '**Player**' for any outstanding competitions.***

4. **What happens if I cannot continue to be the contact-name for my team competition(s)?**

If you cannot continue as contact-name for your team competitions then you will need to find another playing team member for each competition that you wish to change – and that team member needs to register on the Portal with a personal email address and phone number – **otherwise the change will not be done.** Inform the Portal Manager by email with the details, and an **OWNER CHANGE** will be done for all relevant competitions to your replacement(s).

5. **What happens if I belong to more than one Bowls Club?**

Some bowlers belong to more than one bowls club. If they choose to do so they can enter some competitions from each Club (but not the same competitions)

To do this the contact-name will have to register on the Portal with a second personal email address for the second Club. Portal access for two clubs requires two email addresses and two registrations – each will display the competition entries that have been entered under that club.

6. **What happens if I change Clubs - after submitting entries?**

If you have changed clubs within County – please inform the Portal Manager asap. No changes will be done to your competition entries until confirmation from your new Club that membership fees and County affiliation has been paid.

- a) Your Singles competitions will then be transferred using change of ownership to your contact-name at your new club.
- b) A Team competition' entry stays with the old club and cannot be transferred. The Portal Manager will require details of a new contact-name so that a change of ownership can be done to that player. That player must be a playing member of the team from the original club, and must be willing to register on the portal.

7. **What happens if I change Clubs outside of County?**

If you enter competitions and then change Clubs outside of County then you can try to re-enter your competitions in your new County – if successful - inform the Portal Administrator and your entries in this County will be deleted if the draw has not been done, OR marked as Walkover if it happens after the draw has taken place. If re-entries to your new County are not possible –then your matches can still be played in this County provided that you are a member of a club in this County, and affiliation fees have been paid.

8. **Why are some competitions drawn as separate Area Draws – and other draws as North/South Merged?**

Some competitions don't have many entries and these are done as a merged draw across both areas.

Some competitions that are played on fixed days over one or two days e.g. Women's 2-wood singles and Ben Triples, are done as a North/South Merged draw as it makes more sense as all entrants play at the one venue.

For the other competitions it all depends on the number of entries. If there are 96 entries that are split North 50 and South 46 then it makes sense to have separate Area Draws – each area would have a Prelim and three rounds up-to Q/Finals.

If you had a North/South Merged draw of 96 you would need to play a prelim and 4 rounds with players potentially travelling across the whole of the county. Individual area draws reduce the amount of travel and allow for players from both areas to be represented at the Q/Final stage.

9. How do I view the draw for my competitions

Once the draw has been completed and it has been 'Published' on the Portal anyone can view the draws for all competitions without having to Login to the Portal system Select 'Competition Portal' on the BN Website and the competitions are listed – Click the one you are interested in and then select the draw required to display it.

10. What happens at the Final Stages

At the Final Stages of a competition the Q/Final, S/Final and Final events are played across a North/South merged draw with equal representation, there is no re-Draw for the Final Stages.

For Separate Area Draws (Early Rounds) - players have suggested that it would be useful for winners to be able to 'look ahead' and see who their likely opposition would be if they got to the Q/Final Re-Draw stage.

To achieve this the Final Stages rounds for these separate area draw competitions will be setup with North A, B, C, D and South A, B, C, D entrants and the Portal random draw will be done on those Section Labels.

After the Area Final matches have been played then these 'Area Section Labels' will be renamed using the actual names of the Q/Final qualifiers.

Select Final Stages on the Portal Home screen to display the list and select the competition to display the draw for Q/Final, S/Final, and Final.

11. How do I submit my results if the Portal is not available?

Contact-names having problems after their match with accessing the Internet/ Portal- OR having difficulty in submitting results to the Portal should contact the relevant Competition Secretary or Area coordinator by txt, email, phone - and give the results to them – they will submit a manual result onto the Portal on your behalf. If the result is for a team event then the winner's scorecard will still need to be sent in within 24 hours of the match date for checking.

End of Portal FAQs